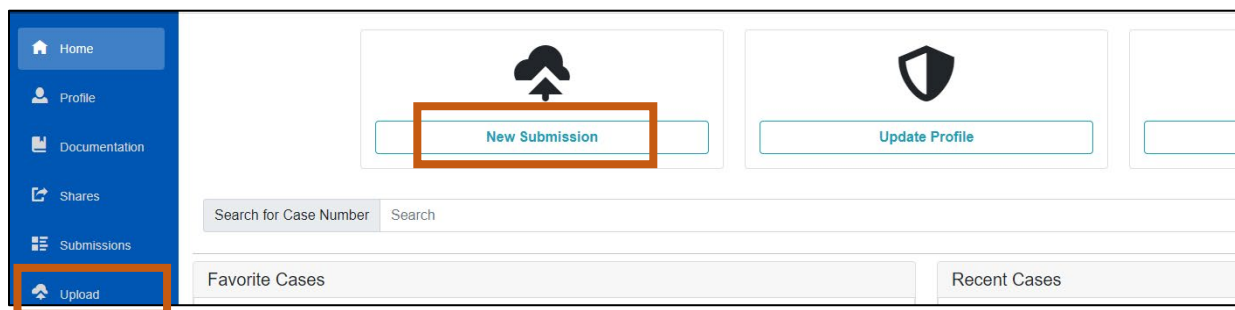# Quick Reference Guide - Uploading Exhibits

Last Revised: 12/31/2024

Upload exhibits

1. From the Home page, click **New Submission,** or click **Upload** from the blue navigation menu.
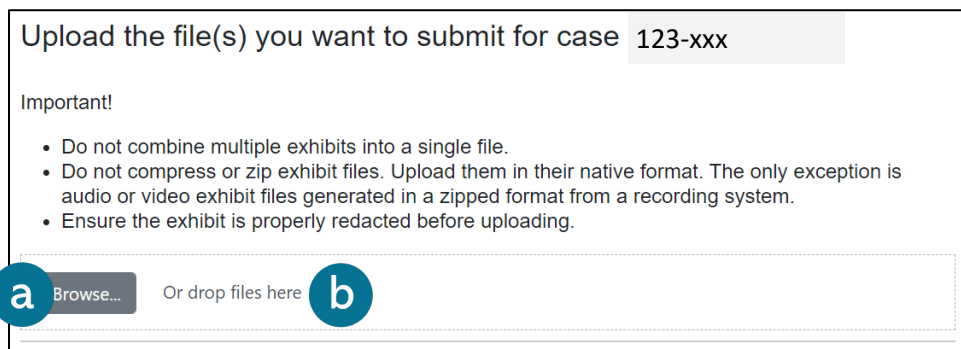

2. Type the **Case Number**.

3. Click **Search**.

💡 If a case is Confidential, the case title information will not be displayed. However, you can still upload exhibits to the case. If the case is sealed, you will be notified to contact court administration to upload exhibits on your behalf.

4. Once a valid case has been located, click **Select Case**.

5. An **Upload** window will appear with important notices to read before you select one of the following options:

    a. Click **Browse** to find the files on your computer or shared drive; or

    b. Click and drag files from your computer or shared drive and drop them where it reads "**Or drop files here**".

6. Complete exhibit details:

    a. Change the **Description** to make corrections or if you'd like it to be more descriptive.

    b. If the judicial officer has ordered a specific numbering scheme, you may type it in the **Exhibit #** field, but this is not required.

    c. Select the **Exhibit Type** from the drop-down menu: Document, Image, Video Recording, or Audio Recording.

    d. Choose **Party Affiliation** from the drop-down menu: Plaintiff/Petitioner or Defendant/Respondent.

7. Click Upload to Location.

8. If you uploaded the exhibit in error, click **Remove.**

> Repeat step 6-8 if there are multiple exhibits for this case; they each display in separate tiles on the screen.

View recent exhibit submissions

From the Home page, view the last 10 exhibits submitted through the portal along with the following identifying information:

- **Case Number**: The case file in which the exhibit was uploaded.

- **Description**: The name given to the file at the time of upload.

- **Exhibit Type**: The exhibit type selected at the time of upload.

- **Tracking #**: The number the system has assigned to the exhibit at the time of upload.

- **Status**: The status of exhibits, such as which have been submitted and which have been offered.

- **Uploaded**: The date that the exhibit was uploaded into the system.

- **Exhibit #**: The exhibit number assigned to that exhibit.

- **Hearing Type:** The type of hearing in which exhibit was offered.

- **Deleted Date**: The date exhibit was deleted, after a request to delete has been processed.