



Orange County Superior Court Civil Unlimited - Electronic Evidence Protocol

Effective September 4, 2025, the Civil Unlimited Panel will pilot the use of an Electronic Evidence Portal (Portal) for court trials in selected courtrooms. The Portal will be used in the pilot courtrooms listed below in lieu of trial exhibit notebooks, except for one copy as noted below.

The following courtrooms will participate in the pilot:

Judge Gassia Apkarian – C25
Judge Bradley Erdosi – C27
Judge Carmen Luege – C44
Judge Lindsey E. Martinez – C24

Absent an exemption from the assigned pilot courtroom, counsel shall comply with the following protocol regarding trial exhibits and otherwise fully comply with Local Rule 317 (except as modified by this protocol):

- At the Local Rule 317 issue conference, counsel shall meet and confer regarding exhibits to avoid duplicate exhibits and agree on the exhibit number range to be used by each party.
- All exhibits are to be uploaded to the Portal accessible through the court's website at <https://occourts.quetelcloud.com/TraQ7/account/login?returnurl=%2FTraQ7%2F>.
- Counsel will assign exhibit numbers and exhibit descriptions during upload consistent with the ranges to which they agreed during the Local Rule 317 issue conference. The Portal will automatically generate digital exhibit tags and exhibit lists.
- Impeachment exhibits may be uploaded as "Confidential" with the exhibit description of "Impeachment." This allows the exhibit number/description to display on the exhibit list without disclosing the exhibit description. Please check with the individual courtrooms for additional or alternative impeachment exhibit procedures.
- With the exception of impeachment exhibits, all exhibits must be shared with opposing counsel via the Portal's "Virtual Viewing Room" at least **14 days** prior to trial call. (Local Rule 317.A.) Failure to do so may result in the trial being continued and the Court setting an OSC re: sanctions against any non-compliant party.
- The final set of electronic exhibits for the court must be uploaded to the Portal no later than noon on the Wednesday before trial.
- Counsel will be responsible for displaying the electronic exhibits during trial. Laptops will be made available on counsel table for use by counsel to access the Portal and will be connected to the evidence presentation equipment in the courtroom.
- If a witness is testifying remotely, counsel must meet and confer to ensure the evidence being shown to the witness is consistent with the evidence pre-marked and uploaded to the Portal.

- On the day of trial, counsel shall bring one printed copy of all uploaded exhibits (excluding impeachment evidence) in a 3-ring binder(s). (Local Rule 317.C.) Exhibits must be printed from the Portal with the exhibit ribbon and accompanied by a printed exhibit list. Detailed instructions are available on the court's website at: [Electronic Evidence Portal | Superior Court of California | County of Orange](#).
- Once trial has commenced, the parties may not upload any additional exhibits to the Portal without permission from the Court.

Counsel shall familiarize themselves with the various instructions on how to use the Electronic Evidence Portal, including creating an account, uploading exhibits, using the Virtual Viewing Room, generating exhibit ribbon etc., all available on the court's public website: [Electronic Evidence Portal | Superior Court of California | County of Orange](#).

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