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4 **SUPERIOR COURT OF CALIFORNIA, COUNTY OF ORANGE**
5
6 **CENTRAL JUSTICE CENTER**
7

8 **ELECTRONIC EVIDENCE ORDER**
9 **AND STIPULATION**

10 Plaintiff,

Case No:

11 v.

Judge: Gassia Apkarian

12
13 Defendant

Dept: C25

14 The Court issues the following orders:
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- 16 1. All exhibits are to be uploaded to the Orange County Superior Court Electronic
17 Evidence Portal (“Portal”) and exchanged/shared within the portal through the “viewing
18 room” function no later than 14 days prior to the trial date. Failure to do so may result in
19 sanctions against any non-compliant party.
- 20 2. Counsel are to assign exhibit numbers and exhibit descriptions during upload consistent
21 with the ranges to which they agreed during the Local Rule 317 issue conference. Only
22 numbers shall be entered, no special characters or letters should be added to the exhibit
23 number. The Portal will automatically generate digital exhibit tags and exhibit lists.
- 24 3. Impeachment Exhibits: The requirement to upload exhibits before trial does not apply to
25 impeachment exhibits. However, parties are strongly encouraged to upload anticipated
26 impeachment documents ahead of trial to the extent possible. Impeachment exhibits
27

1 may be uploaded as “Confidential” with the exhibit description of “Impeachment”,
2 regardless of whether the documents are confidential or not. This allows the exhibit
3 number/description to display on the exhibit list without disclosing the exhibit
4 description. Parties should bring paper copies of any impeachment documents which are
5 not uploaded ahead of trial. If those documents are used for impeachment, they will be
6 marked next in order and the party will be directed to upload the document into the
7 electronic evidence portal no later than the end of the court day.

8 4. The Electronic Evidence Portal can be accessed by clicking on the following link:

9 <https://www.occourts.org/online-services/electronic-evidence-portal>.

10 5. Instructions for using the Electronic Evidence Portal can be found on the Orange County
11 Superior Court Website or by accessing the following link:

12 [https://www.occourts.org/system/files/general/electronic_evidence_public_insi](https://www.occourts.org/system/files/general/electronic_evidence_public_instructions.pdf)
13 [tructions.pdf](https://www.occourts.org/system/files/general/electronic_evidence_public_instructions.pdf).

14 6. If a witness is testifying remotely, counsel and/or self-represented parties must meet and
15 confer to ensure that the evidence being shown to a witness is consistent with the
16 evidence pre-marked and uploaded to the Orange County Superior Court Electronic
17 Evidence Portal.

18 7. Counsel and/or self-represented parties are expected to have already attempted to
19 stipulate to the admissibility and/or foundation for all exhibits with those agreements
20 reflected on the Joint Exhibit List or by a signed stipulation.

21 8. The final set of electronic exhibits for the court must be uploaded to the Portal no later
22 than noon on the Wednesday before trial.

23 9. Once trial has commenced, the parties may not upload any additional exhibits to the
24 Orange County Superior Court Electronic Evidence Portal without permission from the
25 Court.
26
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1 10. On the day of trial, the parties are directed to bring one copy of all of the exhibits
2 (tabbed in one or more three-ring binders), printed from the Electronic Evidence Portal
3 showing the case number and exhibit number at the top of each exhibit.

4 11. Plaintiff is ordered to serve a copy of this order and stipulation on all parties.
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7 IT IS SO ORDERED.

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9 Date: 07/01/2026



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Hon. Gassia Apkarian

13 The parties further stipulate to the following (Sections 1 and 2 are applicable to both bench
14 trials and jury trials):

16 **1. Electronic Evidence**

17 By uploading exhibits to the Portal, all parties through counsel agree that:

- 18 a. Video and audio files will be played through the Portal in the native file format
- 19 in which they are uploaded.
- 20 b. Although all other file formats can be uploaded, the display through the Portal
- 21 will be in PDF format.
- 22 c. Exhibits uploaded to the portal are deemed the “original” exhibits.
- 23 d. Copies of the exhibits may be used in lieu of the originals.
- 24 e. Exhibits uploaded and marked as "Confidential" are a provisional designation.

25 Parties must still make a motion and move to have them deemed confidential by
26 the court if and when they are entered into the record.

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2. Electronic Evidence Retention

The parties stipulate, and the court so orders, to the return of all exhibits at the conclusion of trial that have been uploaded to the Portal. Counsel/parties are instructed to download and maintain all exhibits lodged, whether entered into evidence or only marked for identification.

At the conclusion of trial, each counsel and/or self-represented party agrees to and is ordered to retain exhibit(s) offered by such counsel/party until one of the following events occurs:

- a. All parties agree in writing that the exhibits may be destroyed;
- b. Any appeal from the judgment has been finally decided and, in the event of a reversal, any retrial has concluded; or
- c. The time for any appeal from the judgment has passed without any notice of appeal being filed.

Counsel/parties will retain electronic evidence by downloading their exhibits from the Portal when notified via email by the court, as noted below and per the instructions posted on the court's website.

- Download all native files through the "download exhibit" option;
- Download the PDF file of all exhibits with exhibit tags through the "generate exhibit tag" option; and
- Download the final exhibit list.

Counsel/parties acknowledge that the Court will dispose of exhibits within the Portal after the download window has expired.

1 The following additional stipulation (Section 3) applies only to jury trials:
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3 **3. Electronic Evidence in Jury Deliberations**

- 4 a. The court clerk will download exhibits from the Portal to a USB drive that are
5 an exact replica of all admitted exhibits in the Portal. Counsel stipulate that
6 these copies of the exhibits may be used in lieu of the originals in the Portal.
7
8 b. Counsel will review and approve the USB drive content that will go into the jury
9 room during deliberations. A laptop connected to a large screen will be available
10 in the jury room for the jurors to view the content of the USB.
11
12 c. Paper copies of the exhibits may be sent into the jury room for deliberations.
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14 d. The parties stipulate and agree that the physical copies and/or USB replicas are
15 copies of the original exhibits housed in the electronic evidence portal and will
16 be deleted/destroyed after the conclusion of jury deliberations.

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18 IT IS SO STIPULATED.

19 _____
20 Counsel for Plaintiff(s)

21 Date: _____

22 _____
23 Counsel for Defendant(s)

24 Date: _____

25
26 IT IS SO ORDERED.

27 Date: _____

28 _____
Hon. Gassia Apkarian