

Electronic Evidence Portal Instructions



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OVERVIEW

The court will be accepting electronic evidence in specific courtrooms, as approved. Parties and attorneys are to visit the court public website www.occourts.org, select *Online Services*, and *Electronic Evidence Portal* to upload evidence. **For the best experience navigating the Electronic Evidence Portal, utilize a desktop computer with the Chrome or Microsoft Edge browser.**

At various points during a case, when utilizing the Electronic Evidence Portal, follow the steps below:

STEPS

Step 1: Complete the Following Steps Prior to Your Hearing

- ☐ Prepare for your hearing
- ☐ Review the guidelines, if any, for the courtroom you are assigned
- ☐ Create an account in the Electronic Evidence Portal
- ☐ Save your Username and password and have it on hand to access the portal when necessary
- ☐ Upload only the exhibits (evidence) that you intend to present to the court during your hearing
 - Steps to upload for all case types, except Civil Unlimited (identified by CU in the case number) are located on page 7.
 - Steps to upload for Civil Unlimited cases (identified by CU in the case number) are located on page 12.
- ☐ Print copies of the exhibit list and exhibit receipt for your reference
- ☐ Share your evidence with opposing parties, as necessary

Step 2: On Your Hearing Date

- ☐ Bring your account Username and password in case you need to access the portal in the courtroom
- ☐ Utilize the exhibit list and exhibit receipt to reference the assigned exhibit number for your evidence during the hearing
- ☐ The Court will determine who will share exhibits in the courtroom. Once the Court determines who will share exhibits in the courtroom, follow the applicable steps outlined below

Electronic Evidence Portal Instructions



CREATING AN ACCOUNT

1. In the web browser, select **Sign Up** to create an account.

A screenshot of the "Electronic Evidence Portal" login page. On the left, there is a paragraph explaining the portal's purpose and the Orange County Superior Court seal. On the right, there is a "Sign In" form with fields for "User Name" and "Password", a "Forgot password?" link, and a "Sign in" button. Below the "Sign in" button, there is a link that says "Don't have an account? Click to Sign up", where "Sign up" is highlighted with a red box.

If an account has already been created, skip to step 6, and **Sign in**.

2. Complete the **Case Type** section by selecting the appropriate option from the drop-down menu.

A screenshot of the "Electronic Evidence Portal" case selection page. On the left, there is a paragraph explaining the portal's purpose and the Orange County Superior Court seal. On the right, there is a section titled "Identify your case" with a "Case Type" dropdown menu. The dropdown menu is open, showing options: "Civil", "Family Law", "Probate", "Small Claims", and "Traffic". The "Civil" option is currently selected and highlighted in blue.

3. Complete the Case/Citation Number and Hearing Date fields. Click Submit.

Electronic Evidence Portal

Access to the Orange County Superior electronic evidence portal is solely to be used for the purpose of uploading evidence for the specific courtrooms participating in the pilot program. Evidence must be submitted via this portal unless instructed otherwise by the court.

Identify your case ?

Case Type
Civil

Case Number - Ex. 30-2020-01234567
L- -

Hearing Date
6/21/2021

Submit



Check case initiating documents for case type, case number, and hearing dates.

4. Complete the **Identify yourself** window (**First Name, Last Name, Email or Cell Phone**). Check the box under **Cell Phone Agreement** (if providing a cell phone) and **Agreement** acknowledging responsibility. Click **Submit**.

Electronic Evidence Portal

Access to the Orange County Superior electronic evidence portal is solely to be used for the purpose of uploading evidence for the specific courtrooms participating in the pilot program. Evidence must be submitted via this portal unless instructed otherwise by the court.

Identify yourself ?

First Name

Last Name

Email

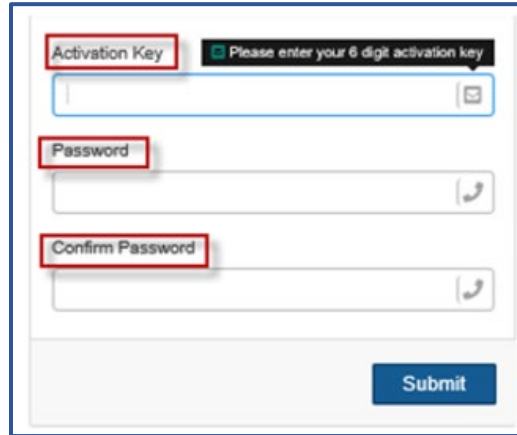
Cell Phone

Cell Phone Agreement
☐ By checking this box, I acknowledge that I have provided a cellular phone number, and I authorize the Orange County Superior Court to send me automated text messages/reminders regarding my exhibits and standard rates may apply.

Agreement
☐ By uploading electronic evidence, I acknowledge that I have read and agree to comply with all the terms outlined in the Court's [Administrative Order No. 21_08](#) and the court's [Privacy Policy](#). I also understand that misuse of the the Orange County Superior's electronic evidence platform may result in contempt, monetary sanctions, criminal penalties and/or restrictions on use.

Submit

5. A **Verifying you are in the system** window will open and must be completed with the 6-digit activation key sent to the email or cell phone provided in step 4.



If the activation key is not received via email, check the spam/junk folder.

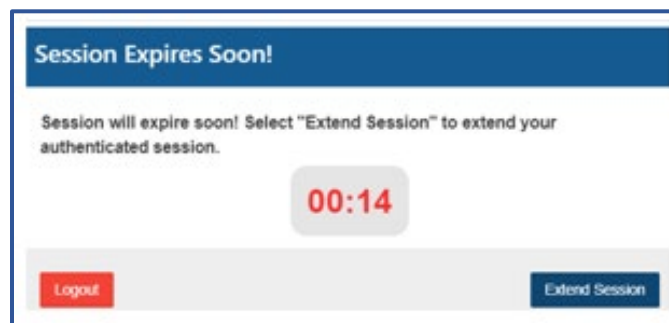
When both a cell number and email are provided, an activation key will be sent to the email address.

6. In the **Sign in** window, the **Username** should be completed with the email address used to create the account. Complete the **Password** box with the password created for the account. Click **Sign in**.



EXTENDING THE TIME SESSION

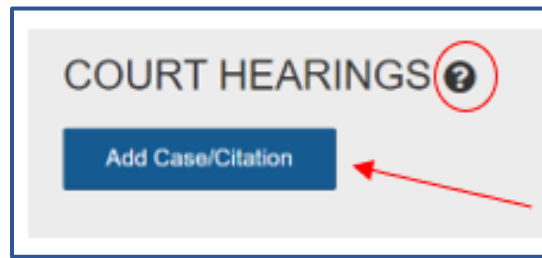
After twenty minutes of inactivity, parties will be automatically logged out of the portal. Prior to this, parties will receive a pop-up indicating the session will be expiring soon. To extend the session, select **Extend Session** or the **Logout** button if you wish to log out.



NAVIGATING THE SITE

How to Add Case/Citation

1. After logging into the website, you will land on the homepage. To begin uploading evidence, you must first click on **Add Case/Citation**.



For assistance at any point, select the “?” question mark icon next to **Court Hearings**.

2. A prompt will appear requesting the case number/citation number. Select the **Case Type** from the drop-down menu. The User must enter the **case/citation number** as listed on the case/citation initiating file document (for example: 30-2020-00123456). Select the **Hearing Date** from the calendar. Click **Ok**.

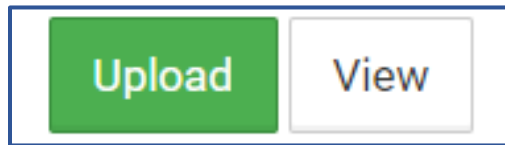
3. A list of party names will appear. Select the check box next to the appropriate party name. Click **Add**.



If uploading on behalf of two or more parties (joint exhibits), select as many parties as necessary. In order for all parties to view the exhibits, exhibits will need to be shared via the **Virtual Viewing Room**. See instructions on page 24.

How to Upload Evidence

After adding the case/citation, the CASE NUMBER, HEARING DATE and HEARING TYPE will appear on the **Court Hearings** screen. After confirming the information is accurate, proceed to upload electronic evidence by clicking **Upload**.



Dos and Don'ts of Uploading

DO	DON'T
Type an accurate description for each exhibit.	Upload an Exhibit List. The portal will generate its own official exhibit list.
Print a receipt of uploaded exhibits.	Add an exhibit number to the exhibit description, this is generated automatically.
Upload only relevant exhibits.	Close out your web browser while uploading exhibits. Your progress will not be saved.

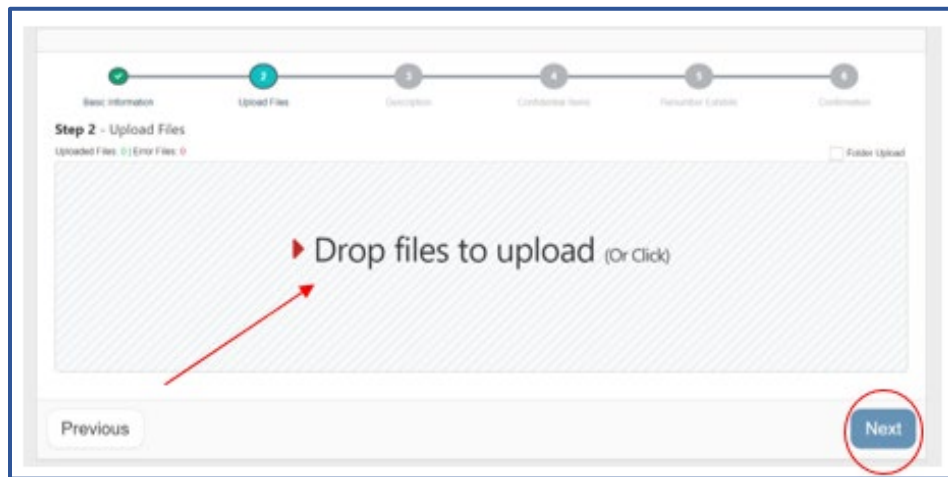
Uploading steps for all case types, except Civil Unlimited (identified by CU in the case number)

1. **Step 1 – Basic Information.** Confirm the Case Number, Hearing, and Party Name. Click **Next**.

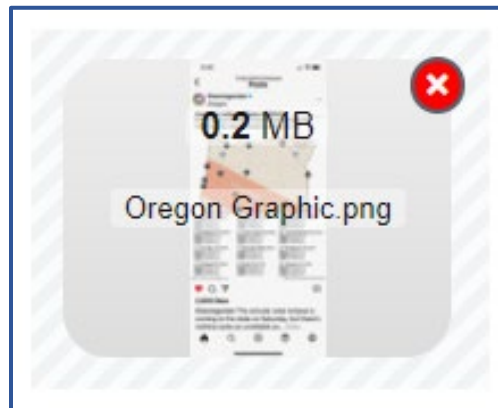
A screenshot of a web form titled 'Step 1 - Basic Information'. At the top, there is a progress bar with six steps: 1. Basic Information (highlighted with a blue circle), 2. Upload Files, 3. Description, 4. Confidential Items, 5. Renumber Exhibits, and 6. Confirmation. Below the progress bar, the form has three input fields: 'Case Number' with the value '30-2023-0123456-CU-PA-CIC', 'Hearing' with a dropdown menu showing '...', and 'Party Name' with the value 'John Doe'. A blue 'Next' button is located at the bottom right of the form.

If any of the information listed is incorrect, please contact your assigned courtroom for assistance.

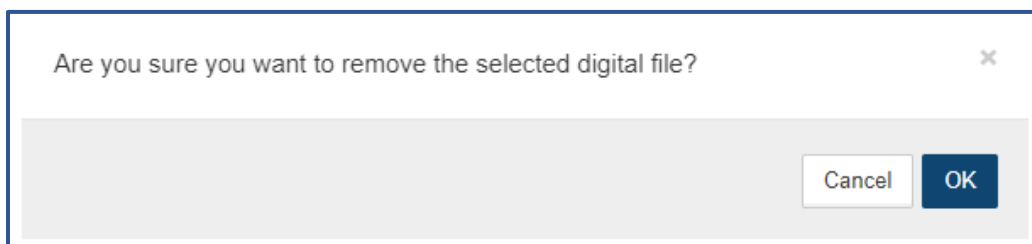
2. **Step 2 – Upload files.** Drag and drop the necessary files or open the necessary folder on the user’s device and select the appropriate files. If you have all your exhibits to upload in one folder, rather than dragging and dropping one file at a time, the entire folder can be dragged and dropped, and all the files within it will upload automatically. When all the necessary files or folders have been selected, click **Next**.



If an exhibit was uploaded in error, click on the **red x** on the exhibit to remove from the upload window.



A pop-up will appear as shown below. Click **OK** if exhibit should be deleted or **Cancel** if the red x was selected by mistake and there is no need to delete the exhibit.



To avoid interruptions during the upload process, select all the necessary exhibits to upload at once. Once **Next** is clicked, additional exhibits may not be uploaded until this set has completed Step 6. Exhibits will be automatically numbered in the order they are uploaded. Exhibits in this set may be rearranged into the desired order when Step 5 is reached. **Exhibits will not be considered uploaded until clicking “Finish” in step 6.**

3. **Step 3 – Physical Evidence Attestation.** After all digital files have been selected, type in the quantity of physical evidence being brought to your hearing. When complete, click **Confirm**. If a quantity greater than zero is entered in the physical evidence attestation, placeholders will appear following the electronic evidence, in sequential order.

The screenshot shows a web application interface for uploading evidence. A modal dialog box is centered on the screen with the title "Are you bringing Physical Evidence with you?". The dialog contains the text: "Physical evidence items are like crime-used guns... This should not include any exhibit that you have uploaded to the system digitally." followed by a question "How many physical items are you bringing to the hearing?" and a text input field. At the bottom of the dialog are "Cancel" and "Confirm" buttons. The background shows a "Step 3 - Description: Enter description for each exhibit" form with a table of exhibits. The table has columns for "Exhibit Number" and "Name". Two exhibits are visible: "Exhibit Number: R-0525 Name: Excel Document 2.xlsx" and "Exhibit Number: R-0526 Name: Word Document.docx". There are navigation buttons like "Previous Exhibits" and "Next" at the bottom of the form.

Step 3 (cont'd) – Exhibit Numbering for Family Law. Exhibits uploaded to a Family Law case will be automatically numbered in the following four-digit numeric scheme:

- **Petitioner:** P-0001 to P-0499 (second Petitioner will take P-1001 to P-1499, third Petitioner takes P-2001 to P-2499, etc.)
- **Respondent:** R-0500 to R-0999 (second Respondent will take R-1500 to R-1999, third Respondent takes R-2500 to R-2999, etc.)
- **Multiples:** M-1001 to M-1499 (second Multiples will take M-2001 to M-2499, third Multiples take M-3001 to M-3499, etc.)
- **Others:** O-1500 to O-1999 (second Other will take O-2500 to O-2999, third Other takes O-3500 to O-3999, etc.)

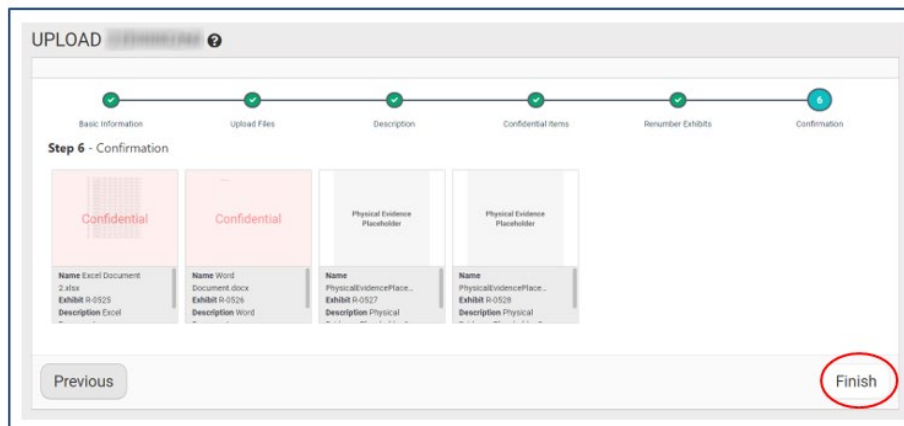
The screenshot shows the "Step 3 - Description: Enter description for each exhibit" form. The form has a header with the instruction "Step 3 - Description: Enter description for each exhibit in the box below the file. For additional instructions, click the help icon." Below the header is a table of exhibits. The table has columns for "Exhibit Number" and "Name". Five exhibits are visible: "Exhibit Number: R-0511 Name: avengers.jpg", "Exhibit Number: R-0512 Name: Clock.jpg", "Exhibit Number: R-0513 Name: Excel Document.xlsx", "Exhibit Number: R-0514 Name: f1155 - simplified financial statement.pdf", and "Exhibit Number: R-0515 Name: f1165 - request to enter default.pdf". Each exhibit has a small image icon and a "Description" box with a "Next" button. The table also has a "Previous Exhibits" button and a "Next" button at the bottom.

Step 3 (cont'd) – Description. Type in a unique description for each exhibit in the space available under each image. This description should accurately identify the exhibit. It will be used by you during the hearing to identify exhibits you wish to present to the court. It will also be used by the portal to generate an exhibit list to be used during the hearing. If you need to add additional physical evidence, click **Add Physical Evidence**. When complete, click **Next**.

- Step 4** - To mark an exhibit(s) confidential/graphic, click on the appropriate exhibit. Once a green checkmark appears over the image, click **Next**. The image will be replaced with a manila folder marked “Confidential” after the upload process is finalized.

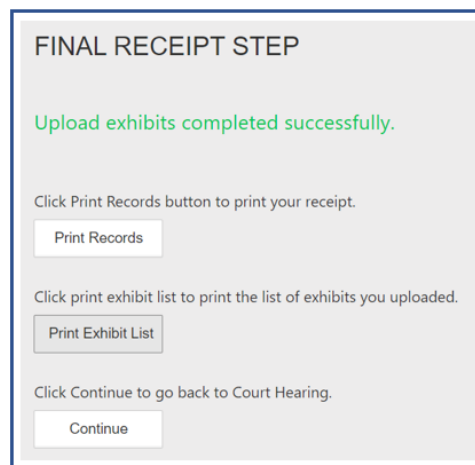
- Step 5** - To renumber exhibits, drag and drop them to the desired location. When exhibits are in the desired order, click **Next**.

6. **Step 6 - Confirmation.** Verify the exhibit number, description, and confidential status are accurate. If corrections are necessary, click on the Previous button to update information. If satisfied with the exhibits, click Finish.



Selecting this option will prevent the user from further editing of exhibits. Ensure the upload process is **complete** with the desired exhibits, numbers, order, and description, prior to completing finish.

7. **Final Receipt Step.** Click **Print Records** to have a receipt of the completed upload.



It is important to print an Exhibit Receipt and Exhibit List of uploaded documents to have on hand during the hearing. **The assigned exhibit number and description entered should be referenced during the hearing.**

Uploading steps for Civil Unlimited cases (identified by CU in the case number)

To upload exhibits for Civil Unlimited cases (i.e., 30-2020-0123456-CU-BC-CJC), follow the steps below:

Step 1 – Basic Information. Confirm the Case Number, Hearing, and Party Name. Click **Next**.

The screenshot shows the 'UPLOAD' interface with a progress bar at the top containing six steps: 1. Basic Information, 2. Upload Files, 3. Exhibit Numbers, 4. Description, 5. Confidential Items, and 6. Confirmation. Step 1 is currently active. Below the progress bar, the 'Step 1 - Basic Information' section contains three input fields: 'Case Number' (with a placeholder), 'Hearing' (a dropdown menu showing 'Case Management Conference'), and 'Party Name' (with a placeholder). Below these is a 'Party Involvement' section with a dropdown menu showing '(Defendant)'. A blue 'Next' button is located at the bottom right of the form.

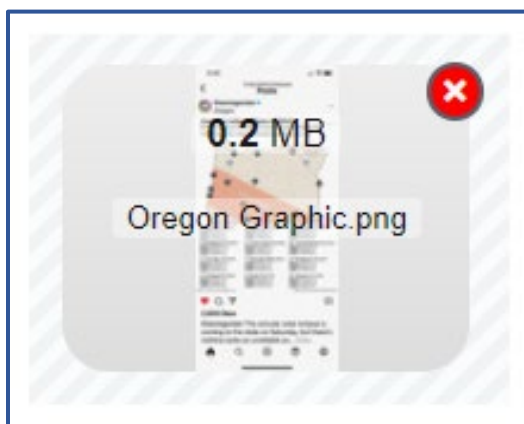


If any of the information listed is incorrect, please contact your assigned courtroom for assistance.

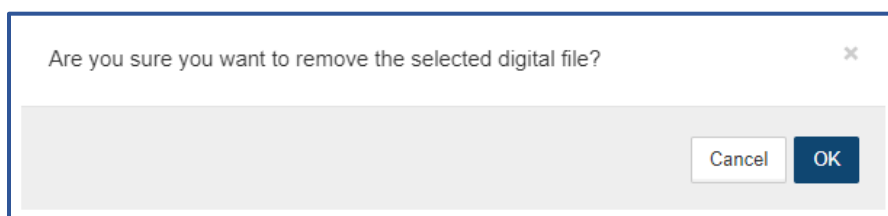
Step 2 – Upload files. Drag and drop the necessary files or open the necessary folder on the user's device and select the appropriate files. When all the necessary files have been selected, click **Next**.

The screenshot shows the 'UPLOAD' interface with the progress bar updated: Step 1 is now complete (green checkmark) and Step 2, 'Upload Files', is active. The 'Step 2 - Upload Files' section shows 'Uploaded Files: 0' and 'Error Files: 0'. A large blue dashed box with the text 'Drop files to upload (Or Click)' is in the center. A red arrow points to this box. At the bottom left is a 'Previous' button, and at the bottom right is a blue 'Next' button, which is circled in red.

If an exhibit was uploaded in error, click on the **red x** on the exhibit to remove from the upload window.

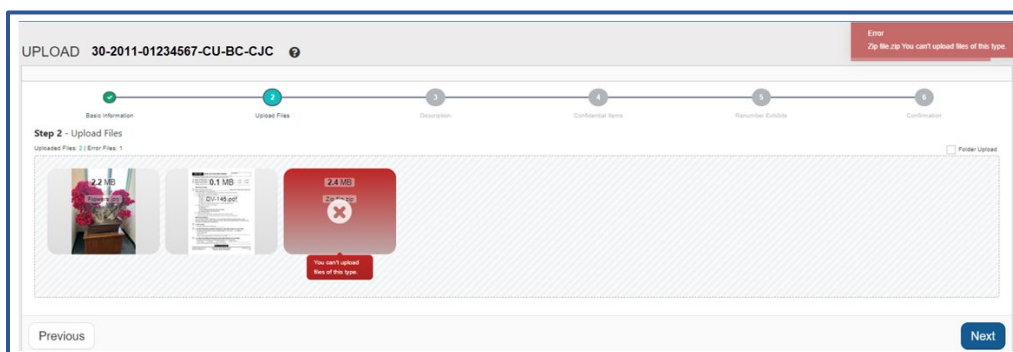


A pop-up will appear as shown below. Click **OK** if exhibit should be deleted or **Cancel** if the red x was selected by mistake and there is no need to delete the exhibit.

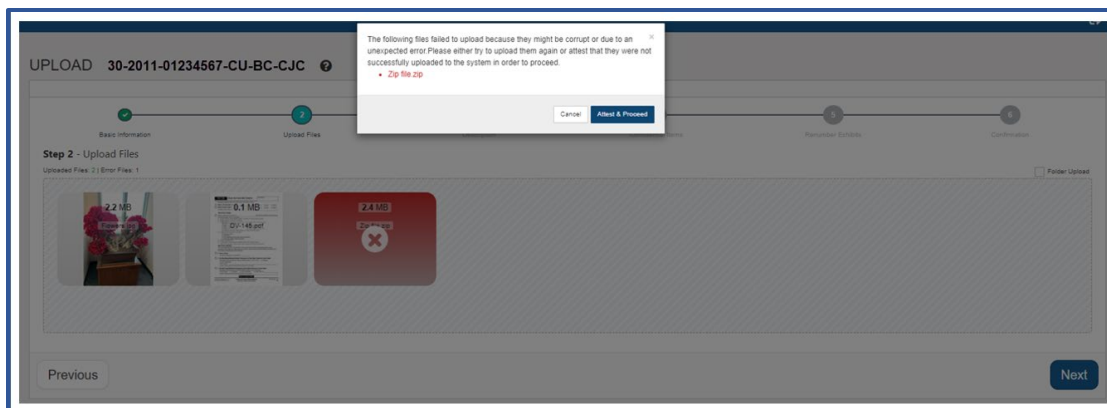


Ensure all necessary exhibits in this set have been uploaded. Once Next is clicked, additional exhibits may not be uploaded until this set has completed step 6. **Exhibits will not be considered uploaded until clicking “Finish” in step 6.**

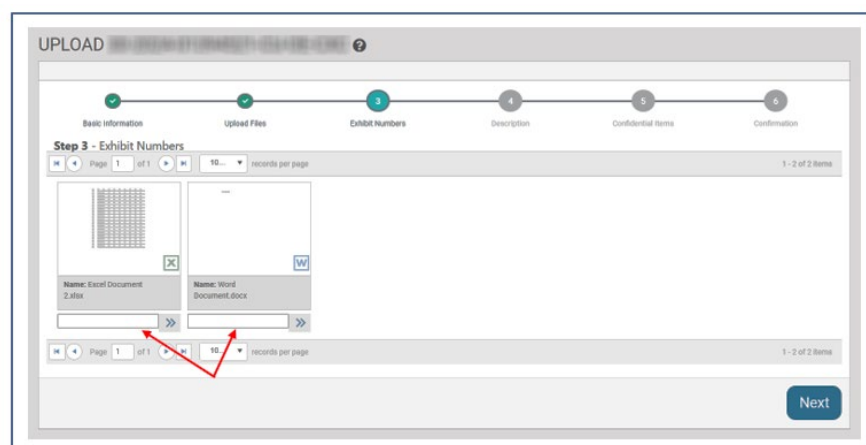
Zip files are not allowed in accordance with court policy. If a user attempts to upload a zip file, the user will receive a red error on the upper right-hand corner of the screen, and a red box will be added to the uploading area.



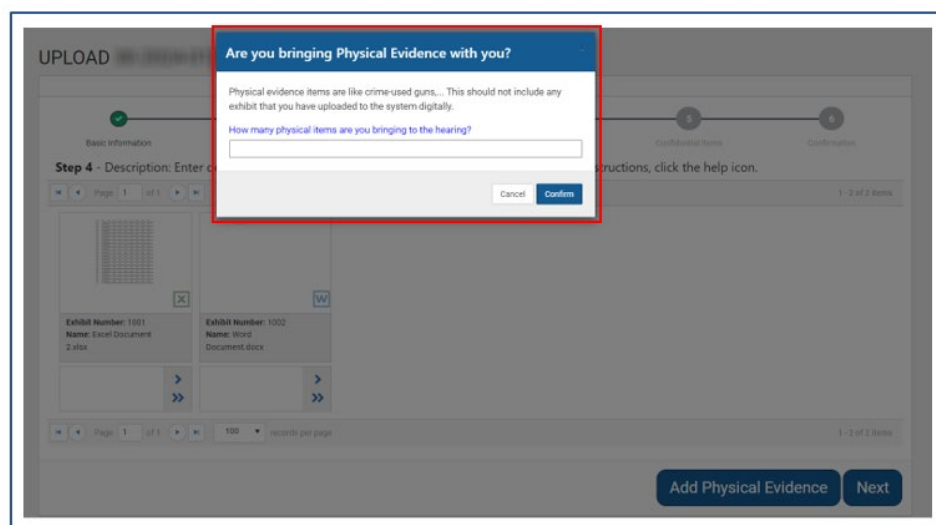
To remove the error box, the user must select **Next** and click on **Attest & Proceed** option.



Step 3 – Exhibit Numbers. Type in the desired exhibit numbers to be assigned to the appropriate exhibits based off the exhibit list, and then click **Next**. Exhibit numbers will appear as four-digit numeric scheme.



Step 4 – Physical Evidence Attestation. After all digital files have been selected, type in the quantity of physical evidence being brought to your hearing. When complete, click Confirm. If a quantity greater than zero was entered in the physical evidence attestation, placeholders will appear following the electronic evidence. The order of electronic evidence and physical evidence may vary.



Step 4 (cont'd) – Description. Type in a unique description for each exhibit in the space available under each image. This description should accurately identify the exhibit. It will be used by you during the hearing to identify exhibits you wish to present to the court. It will also be used by the portal to generate an exhibit list to be used during the hearing. If you need to add additional physical evidence, click **Add Physical Evidence**. When complete, click **Next**.

UPLOAD [Case Name] [Case Number] [Case Date]

Basic Information Upload Files Exhibit Numbers **Description** Confidential Items Confirmation

Step 4 - Description: Enter description for each exhibit in the box below the file. For additional instructions, click the help icon.

Page 1 of 1 100 records per page 1 - 4 of 4 items

Physical Evidence Placeholder	Physical Evidence Placeholder	Excel Document	Word Document
Exhibit Number: Name: PhysicalEvidencePlaceholder	Exhibit Number: Name: PhysicalEvidencePlaceholder	Exhibit Number: 1001 Name: Excel Document 2.xlsx	Exhibit Number: 1002 Name: Word Document.docx
Physical Evidence Placeholder 1	Physical Evidence Placeholder 2	Excel Document	Word Document

Page 1 of 1 100 records per page 1 - 4 of 4 items

Add Physical Evidence **Next**

Step 5 – To mark an exhibit(s) confidential/graphic, click on the appropriate exhibit. Once a green checkmark appears over the image, click **Next**. The image will be replaced with a manila folder marked “Confidential” after the upload process is finalized.

UPLOAD [Case Name] [Case Number] [Case Date]

Basic Information Upload Files Exhibit Numbers Description **Confidential Items** Confirmation

Step 5 - If an exhibit(s) is confidential or graphic, click on the image. If no exhibits must be marked confidential or graphic, click next. Exhibits can be marked confidential, graphic, sealed or restricted during the hearing, if granted by the court.

Exhibit 1001 Description Excel Document	Exhibit 1002 Description Word Document	Physical Evidence Placeholder 1	Physical Evidence Placeholder 2
--	---	---------------------------------	---------------------------------

Previous **Next**

Step 6 – Confirmation. Verify the exhibit number, description, and confidential status are accurate. If corrections are necessary, click on the **Previous** button to update information. If satisfied with the exhibits, click **Finish**.

UPLOAD

Basic Information Upload Files Exhibit Numbers Description Confidential Items Confirmation

Step 6 - Confirmation

Name	Exhibit	Description
PhysicalEvidencePlace...	PhysicalEvidencePlace...	Description Physical
PhysicalEvidencePlace...	PhysicalEvidencePlace...	Description Physical
Name Excel Document	Exhibit 1001	Description Excel
Name Word Document.docx	Exhibit 1002	Description Word

Previous Finish



Selecting this option will prevent the user from further editing of exhibits. Ensure the upload process is complete with the desired exhibits, numbers, order, and description, prior to completing finish.

Final Receipt Step. Click **Print Records** to have a receipt of the completed upload.

FINAL RECEIPT STEP

Upload exhibits completed successfully.

Click Print Records button to print your receipt.

Print Records

Click print exhibit list to print the list of exhibits you uploaded.

Print Exhibit List

Click Continue to go back to Court Hearing.

Continue

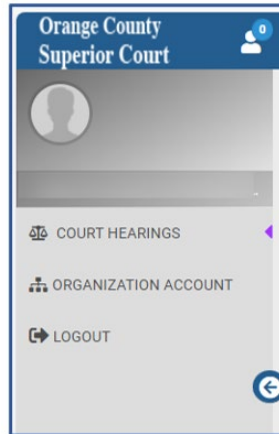


It is important to print an **Exhibit Receipt** and **Exhibit List** of uploaded documents for the party to have on hand during the hearing.

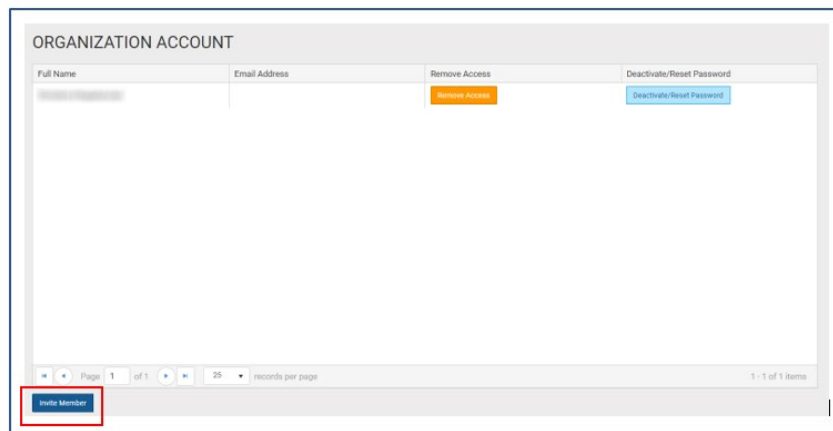
ORGANIZATION ACCOUNT

Law firms or other agencies can designate users within their organization to have access to uploaded exhibits. The steps below will explain how to create the organization account and how to invite members.

1. Click **Organization Account** on the left-hand panel.

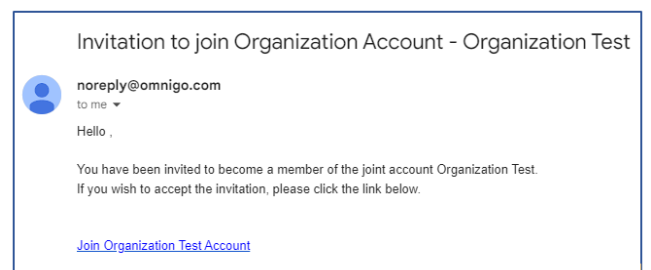
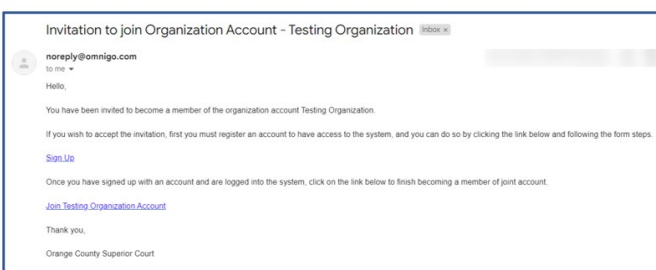


2. The user's information will already be listed as the first member of the organization. Click **Invite Member** to invite additional users.

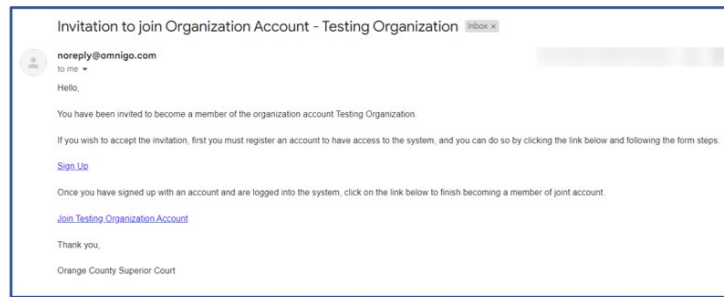


3. Create a name for your organization. Then type in the email address of the user to be invited.

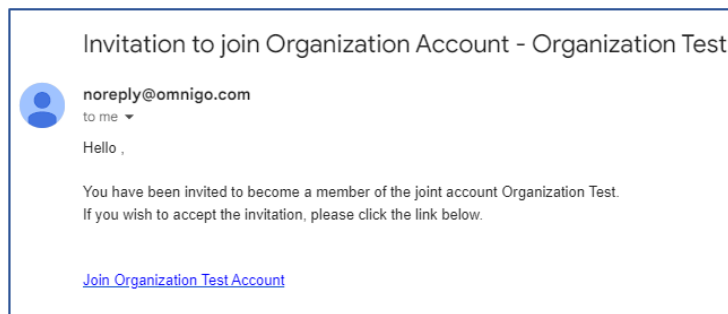
4. One of the following emails are sent to the invited user.



5. If the user does not have an account with the portal, their email will contain a link to **Sign Up**.

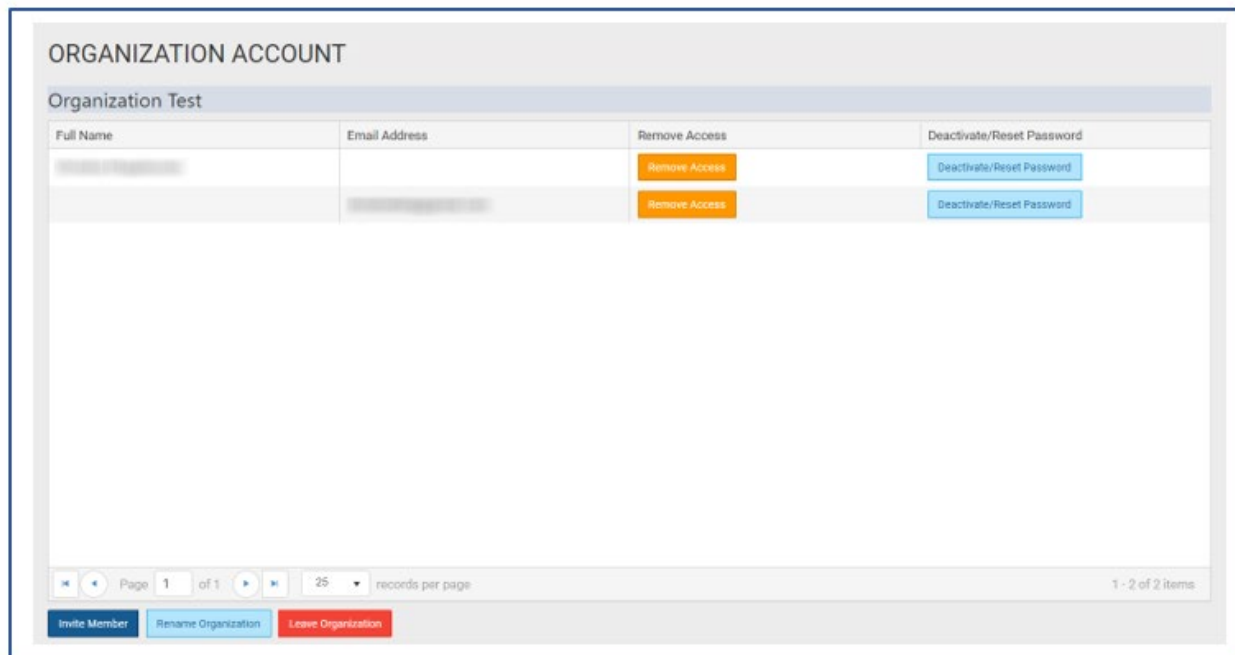


6. Once the account has been created, or if the user already has an account, they shall log out of the portal and return to the invitation email to click the link to join the organization.



The link to join an organization account is meant for the intended user only. The link cannot be shared for others to use to join the organization account.

7. Once the user has clicked the “Join” link and successfully logged in to their account, their membership in the organization will be reflected as the next line item in the user list.





A user may only be part of one organization account at a time. If they are part of an organization and attempt to join another, an error message will be received. The user must leave or be removed from that organization account before joining another.

- Once a user has joined an organization account, they will have access to the cases and exhibits uploaded by any other member of that organization account. These can be viewed by clicking the Court Hearings tab on the left panel.

CASE/CITATION NUMBER	HEARING DATE	HEARING TYPE	PARTY INVOLVEMENT	UPLOADER NAME	
	12/24/2024	TRIAL - LONG CAUSE	(PETITIONER)		Upload View
	12/24/2024	HEARING - DOMESTIC VIOLENCE	(PETITIONER) RESPONDING PARTY - PROTECTIVE ORDER)		Upload View
	12/24/2025	TRIAL - LONG CAUSE	(PETITIONER) RESPONDING PARTY - PROTECTIVE ORDER)		Upload View
	4/24/2025	(P) Review Hearing			Upload View
	12/24/2024	HEARING - DOMESTIC VIOLENCE	(RESPONDENT) MOVING PARTY - PROTECTIVE ORDER)		Upload View
	12/24/2025	TRIAL - LONG CAUSE	(RESPONDENT)		Upload View
	4/11/2025	(P) Court Trial	(Respondent)		Upload View
	4/24/2025	(P) Review Hearing	(Executor/Interested Party)		Upload View
	12/24/2024	TRIAL - LONG CAUSE			Upload View

- To remove a member from your organization account, select **Remove/Deactivate Access** next to that user's name.

Full Name	Email Address	Remove/Deactivate Access	Reset Password
		Remove/Deactivate Access	Reset Password
		Remove/Deactivate Access	Reset Password

Page 1 of 1 25 records per page 1 - 2 of 2 items

[Invite Member](#) [Rename Organization](#) [Leave Organization](#)

10. To reset a user's password, select **Reset Password**. The user will receive an email with instructions on how to reset their password.

ORGANIZATION ACCOUNT

Testing Organization Account

Full Name	Email Address	Remove/Deactivate Access	Reset Password
		Remove/Deactivate Access	Reset Password
		Remove/Deactivate Access	Reset Password

Page 1 of 1 25 records per page 1 - 2 of 2 items

[Invite Member](#) [Rename Organization](#) [Leave Organization](#)

11. To rename the organization, select **Rename Organization**.

ORGANIZATION ACCOUNT

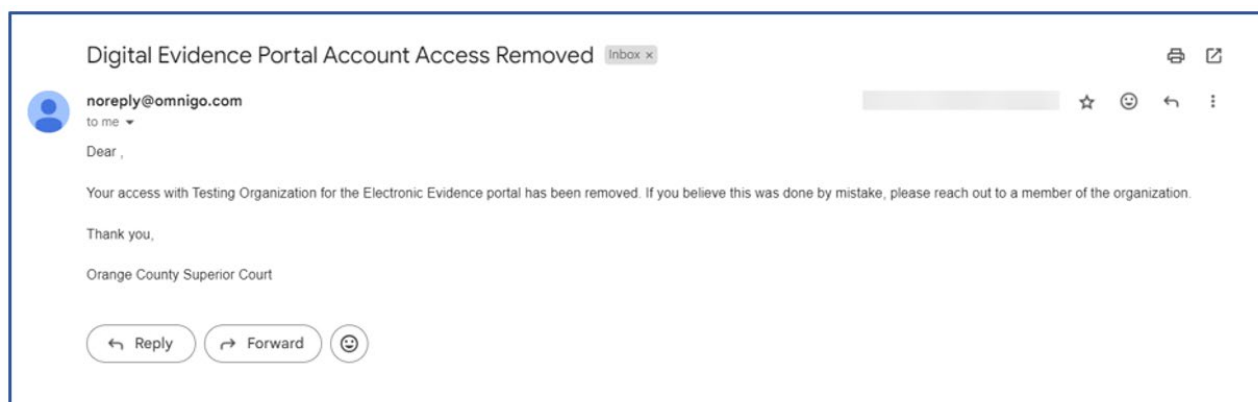
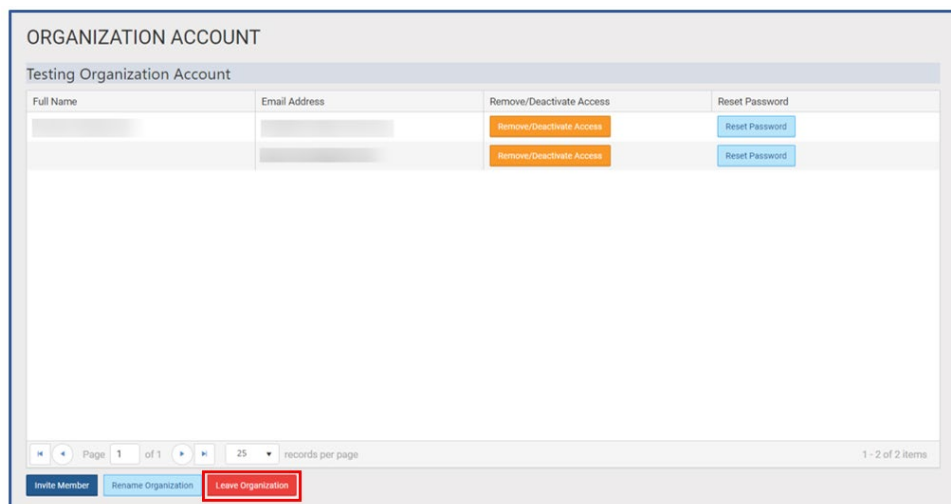
Testing Organization Account

Full Name	Email Address	Remove/Deactivate Access	Reset Password
		Remove/Deactivate Access	Reset Password
		Remove/Deactivate Access	Reset Password

Page 1 of 1 25 records per page 1 - 2 of 2 items

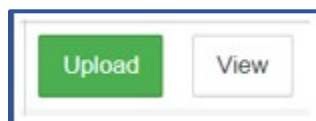
[Invite Member](#) [Rename Organization](#) [Leave Organization](#)

12. If a user wishes to leave an organization account, they shall click **Leave Organization**. The user will receive an email confirming they have left the organization account. This will not affect their access to the portal.



HOW TO VIEW EXHIBITS IN THE CASE/CITATION

To view all exhibits uploaded in the case, click the **Court Hearings** tab, and click **View** next to the case information.












NAVIGATING THE ICONS IN THE GALLERY


Below is a guide to the icons in the **Gallery** view:





1. To select all exhibits, click the **Select All Records On This Page** icon.
2. To deselect exhibits, click the **Deselect All** icon.
3. To refresh the screen, click the **Refresh** icon.
4. To generate an exhibit tag while downloading exhibits, select the exhibit(s) and click the **Generate Exhibit Tag** icon.

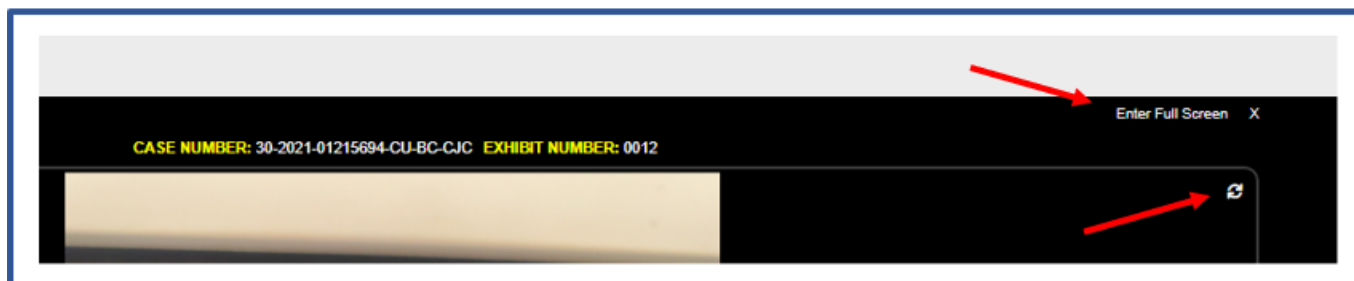
5. To download a file, select the exhibit(s) and click the **Download** icon. 
6. To share exhibits, select the exhibit(s) and click the **Viewing Room** icon.  For detailed instructions on this item, see page 24.
7. To place an **Exhibit Ribbon** on exhibits, select the exhibit(s) and click the **Generate Ribbon** icon.  For detailed instructions, see page 27.
8. To delete a lodged exhibit, select the exhibit(s) and click the **Delete** icon.  Exhibits can be deleted up to 24 hours before the first day of hearing or original hearing date. Once the hearing has commenced and exhibits are *marked and/or admitted*, they cannot be deleted.
9. To print a receipt of all exhibits uploaded, select the **Print Receipt** icon.  **Bring this to the hearing for reference.**
10. To create an exhibit list, click the **Exhibit List** icon.  **Bring this to the hearing to use as exhibits are presented. For detailed instructions on how to print an exhibit list, see page 23.**
11. To view exhibits as a list rather than icons, click the **List View** icon. 
Example of the updated view shown below.


	Digital Exhibit Number: 101	Digital Description: Book	Digital Exhibit Status: Lodged	Digital Marked Confidential: No
	Digital Exhibit Number: 102	Digital Description: Drawing	Digital Exhibit Status: Lodged	Digital Marked Confidential: Yes

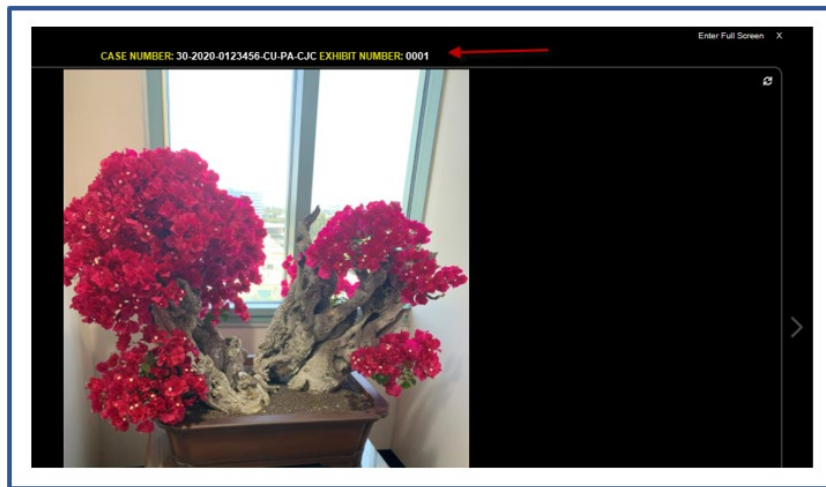
12. To view exhibits in a gallery, click the **Gallery View** icon. 
Example of the updated view shown below.



13. To add or remove a co-owner on exhibit(s), select the exhibit(s) and click the **Add/Remove Co-Owners** icon. 
14. To view an exhibit in **Full Screen**, or to watch an uploaded video, select the **Expand** icon on the exhibit. 
Use the rotate icon to spin the image as needed for appropriate view. Depending on the exhibit file, the icon may appear differently or in another area of the exhibit. See below.



15. To view additional information about the exhibit, or to play a video exhibit that has been uploaded, select the “i” icon on the exhibit. 
16. An exhibit ribbon containing the case and exhibit numbers appears above each exhibit in the filmstrip view.



17. **Confidential** exhibits will display a file folder with the word **CONFIDENTIAL** across it. To view them, click **OK** on the warning message. The image will remain visible until you exit the view.



Printing Your Exhibit List

An Exhibit List can be used to reference the exhibits uploaded in your case by the assigned exhibit number. It will list all the exhibits you have uploaded. Bring this to your hearing so you can reference the exhibit number when you present your evidence to the court. To print an exhibit list, follow the steps outlined below.


1. Click on the Exhibit List icon. 
2. A PDF will generate in the bottom left of your screen or will populate into a separate window.
3. To print, select the print icon in the window that populates.


Exhibit #	Description	Date Marked For Identification	Date Admitted	Notes
0001	Text	2/18/2022	2/18/2022	
0002	Text			
0005	Text			
0006	Text			
0007	Text			
0008	Text			
0101	Text			
0102	Text			

Sharing Exhibits

To share electronic exhibits uploaded to the portal with other parties on your case the **Virtual Viewing Room** feature must be utilized. The First Name, Last Name, and Email address of the person(s) the exhibits will be shared with are required. If the cell phone number of the party is available as well, it may also be entered.

1. Navigate to the **Gallery** of the case exhibits that will be shared. Select the desired exhibits by clicking on them.



2. Select the **Share** icon  from the toolbar.
3. Type in or select the last date the exhibits should be available for viewing by others. Type in any **Notes** if desired. Click **Next**.


4. Type in the **First Name**, **Last Name**, **Email address**, and, if desired, the **Cell Phone** number of the party with whom the exhibits will be shared.
5. Select the toggle button next to **Cell Phone** or **Email** under **Authenticate Using** to have the authentication pin for the party to access the exhibits, sent to either the party's email or cell phone. Click **Add User**.

6. Continue this process until all the parties the exhibits will be shared with have been added.

First Name	Last Name	Middle Name	Phone Number	Email [Email]	Auth Type
Jane	Doe			jdoe@aol.com	Email



If a party is added mistakenly, or with incorrect information, select the red trash can next to their name under the Users list. Then click **Ok** to confirm it is ok to remove their information. See screenshot below.

Users						
	First Name	Last Name	Middle Name	Phone Number	Email	Auth Type
	Jane	Doe			jdoe@aol.com	Email

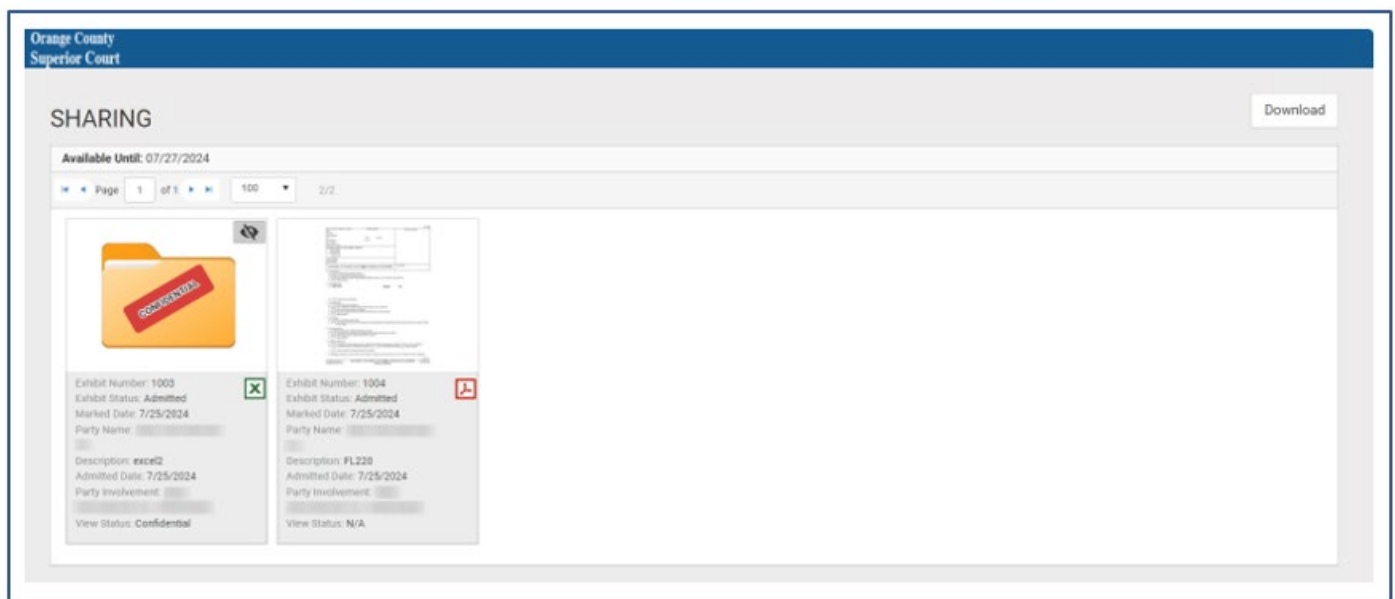
- When all users have been added, click **Submit**.
- When the exhibits have been successfully shared, you will be directed to a **Sharing Success** page.




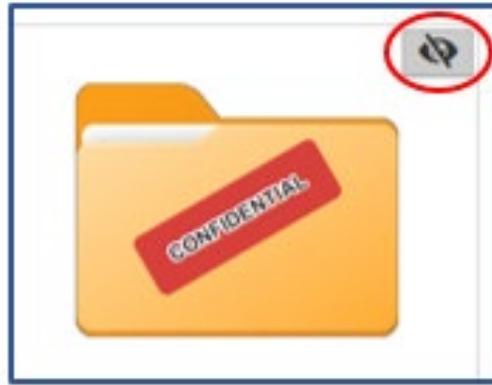
- An email with a link to the **Virtual Viewing Room** will be shared with the parties whose information was entered. An authentication pin will also be sent. Parties must click the link they are sent, then enter the pin number to access the exhibits.


A screenshot of a 'Please Verify' form. It contains a 'Pin Number' label, a text input field with the placeholder 'Enter The Pin Number', and a blue 'Submit' button.

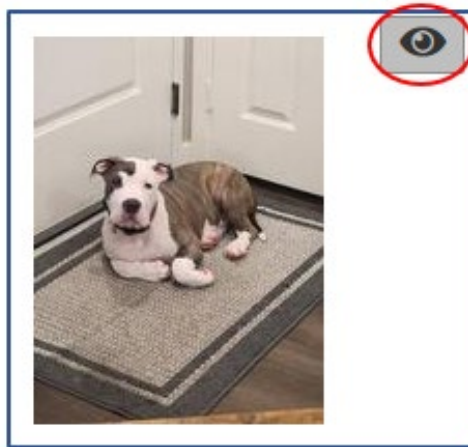
If the email and cell phone were entered, and the cell phone was selected to authenticate, the link to the exhibits will be sent via email, and the pin will be sent to the cell phone number. Both must be utilized to access the exhibits in the **Virtual Viewing Room**. See example of the **Virtual Viewing Room** below.



Confidential exhibits will appear in a file folder marked with the word CONFIDENTIAL. To view them, click on the **View Item** icon  within the exhibit (see below).




The image will remain visible until you exit the view. Use the **Hide Item** icon  to bring back the folder on the image.




Downloading/Printing of Exhibits/GENERATE RIBBON

If the court requests printed copies of the exhibits with the case number and exhibit number, exhibits can be printed from the portal with a ribbon generated at the top of the exhibit. To place an electronic ribbon on the exhibits that will contain the case number and exhibit number, follow the steps outlined below:

1. Select the exhibits that need a ribbon affixed and click the **Generate Ribbon** icon  from the toolbar.
2. A PDF of the exhibit will populate in a new browser tab.
3. Verify a ribbon with the case number and exhibit number appears at the top of the exhibit.
4. Print the PDF or download as necessary.

GENERATING AN EXHIBIT TAG

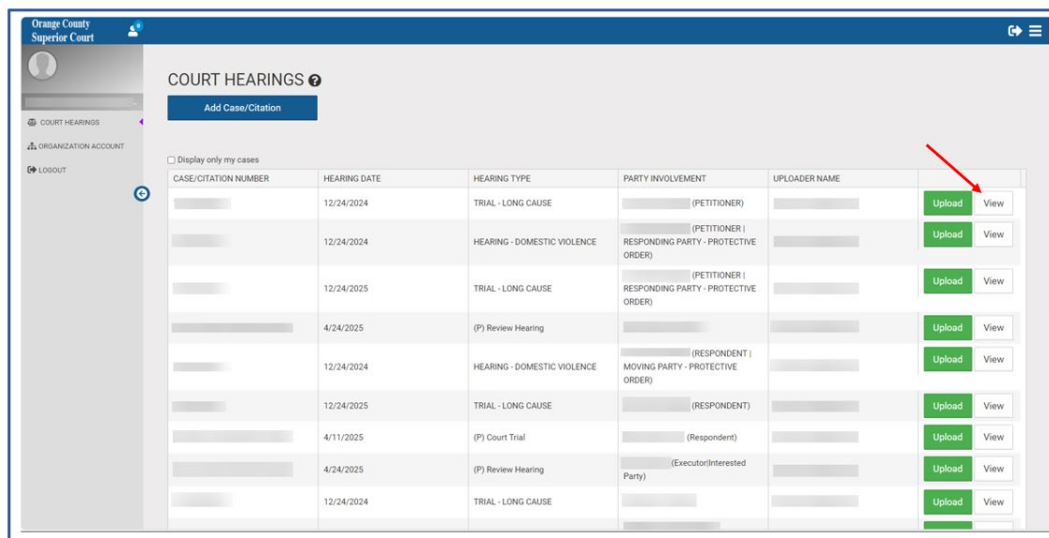
To generate an exhibit tag while downloading exhibits follow the steps outlined below:

1. From the **Gallery** view select the exhibit(s) that need an exhibit tag and click the **Generate Exhibit Tag** icon  in the toolbar.
2. A PDF of the exhibit(s) will populate in a new browser tab, with the exhibit tag on the first page followed by the corresponding exhibit (also containing an exhibit ribbon).
3. Print the PDF or download as necessary.

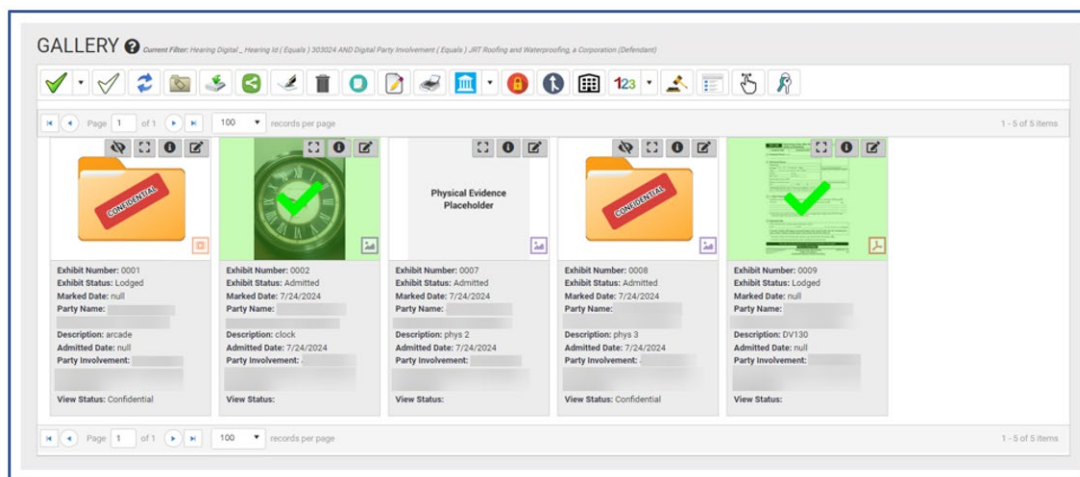
ADDING/REMOVING A CO-OWNER ON AN EXHIBIT

To add or remove a co-owner on an exhibit, follow the steps outlined below:

1. Access the Gallery by clicking on Court Hearings on the left panel and clicking View next to the case information.



2. Once in the Gallery, select the exhibit(s) for which you wish to add or remove a co-owner.



3. Check the box next to the name of the user for whom you wish to add or remove as a co-owner. If you are adding a co-owner, type the co-owner's email address next to their name. If you are removing the co-owner, uncheck the box next to the co-owner's name.

4. If the co-owner you wish to add is not listed, click the button titled Add Co-Owner.
5. Type in the name of the co-owner you wish to add in the left hand box, followed by their email address in the right hand box.

6. Click Save.
7. An email is sent to the co-owner, confirming their co-ownership of the exhibit(s).

8. The co-owned exhibit(s) will now appear in the gallery of all owners.

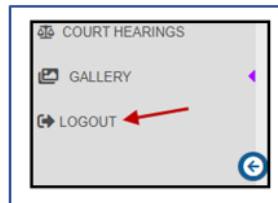
HOW TO LOG OUT

There are two ways to log out of the portal:

1. Select the arrow in the upper right corner.



2. Or select the word **Logout**, on the left task bar.



Electronic Evidence Portal Instructions



PRESENTATION INSTRUCTIONS FOR IN PERSON HEARINGS

Prior to the Hearing

Prior to the hearing each party or counsel in the case should have created an account, familiarized themselves with the Electronic Evidence portal, uploaded exhibits, and followed the instructions of the assigned courtroom. It is recommended that you also print the Exhibit List and exhibit receipt that note the exhibit number assigned to each exhibit. These will assist when referencing exhibits during hearings.

Prior to the start of a hearing, the court will determine who will be presenting exhibits. Follow the steps outlined below accordingly.

Displaying and Presenting Exhibits (When a Party is Instructed to Display)

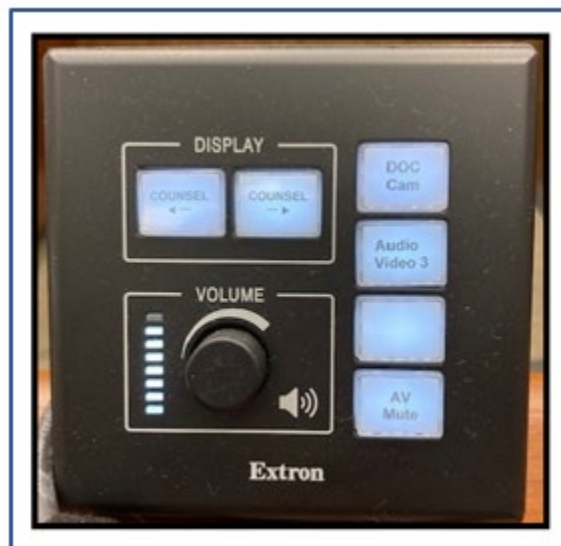
Court provided laptops are stationed on both tables located in front of the judicial officer. The laptops will allow counsel/parties to connect to the electronic evidence portal.



The court provided laptops should also be connected to the evidence presentation equipment. Contact courtroom personnel for assistance if the laptop is not functioning.

Evidence Presentation Equipment

Evidence presentation equipment will be present at the tables located in front of the judicial officer. This equipment needs to be connected to the court provided laptops to display exhibits in the courtroom. See below for a photo of the equipment. HDMI cables are also provided at the table (one for each party) in the event you would like to display from your personal laptop. Prior to presenting exhibits, the projector screen will be lowered by the courtroom personnel, and will be viewable by those present in the courtroom. The witness stand may have a monitor that will also display the exhibits as presented.



Click on the **Counsel** button with the arrow pointing towards who would like to display their exhibits. If you are sitting on the right side of the table, click on **Counsel →**. If you are sitting on the left side of the table,

click on **Counsel** ←. If audio will be played from the portal over the evidence presentation equipment in the courtroom, adjust the volume by turning the volume nozzle to the right to make the sound louder, and left to lower the volume.



Clicking on the **Counsel** button will display what is currently present on the laptop screen. Ensure the items on the screen are ready to be displayed in the courtroom, as they will be viewable to everyone once the **Counsel** button is selected on the equipment. **To stop displaying the laptop screen at any point, click the Counsel button again.**



Contact courtroom personnel immediately if exhibits do not display after clicking the **Counsel** button, or if there are any issues with the volume.



For parties who may be appearing remotely, contact courtroom personnel for instructions.

Follow these steps when ready to display exhibits:

1. Ensure the laptop or device used to access the portal is connected to the evidence presentation equipment.

If the laptop appears to be malfunctioning, or off, contact courtroom personnel immediately.



Prior to selecting an exhibit to display via the evidence presentation equipment in the courtroom, request permission from the court to display each exhibit.

2. Log into the electronic evidence portal prior to the start of the hearing. Enter the appropriate Username and Password. Click **Sign In**.





After twenty minutes of inactivity, parties will be automatically logged out of the portal. Prior to this, parties will receive a pop-up indicating the session will be expiring soon. To extend the session, select **Extend Session**.

3. Navigate to the appropriate case in **Court Hearings**. Select the **View** option from the appropriate case to display exhibits in the **Gallery** view.




Clicking **View** will display ALL exhibits uploaded. Select the **Counsel** button when ready to display an exhibit and after requesting permission from the Court to do so. **To stop displaying the laptop screen at any point, click the Counsel button again.**

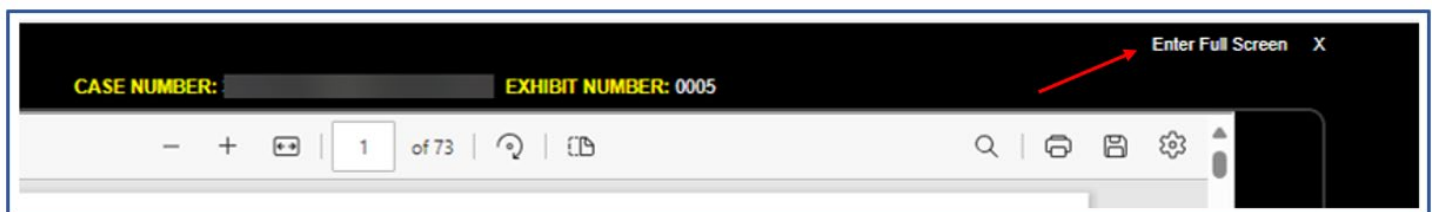
COURT HEARINGS ?				
Add Case/Citation				
CASE NUMBER	HEARING DATE	HEARING TYPE	PARTY NAME(S)	
30-2022-01234567-PR-CP-CMC	4/18/2024	(P) Petition for Transfer Orders	Jane Doe	<div>Upload View</div>
19D000001	4/13/2026	HEARING - MOTION - ATTORNEY FEES	John Doe	<div>Upload View</div>
30-2021-00000000-AB-CD-EFG	10/2/2024	(P) Court Trial	Jane Doe	<div>Upload View</div>

4. In the **Gallery** window, select the list icon  to display exhibits on a list or toggle back using the picture icon  to view as a gallery.



To view or display an exhibit select the **Expand** icon on the exhibit. 

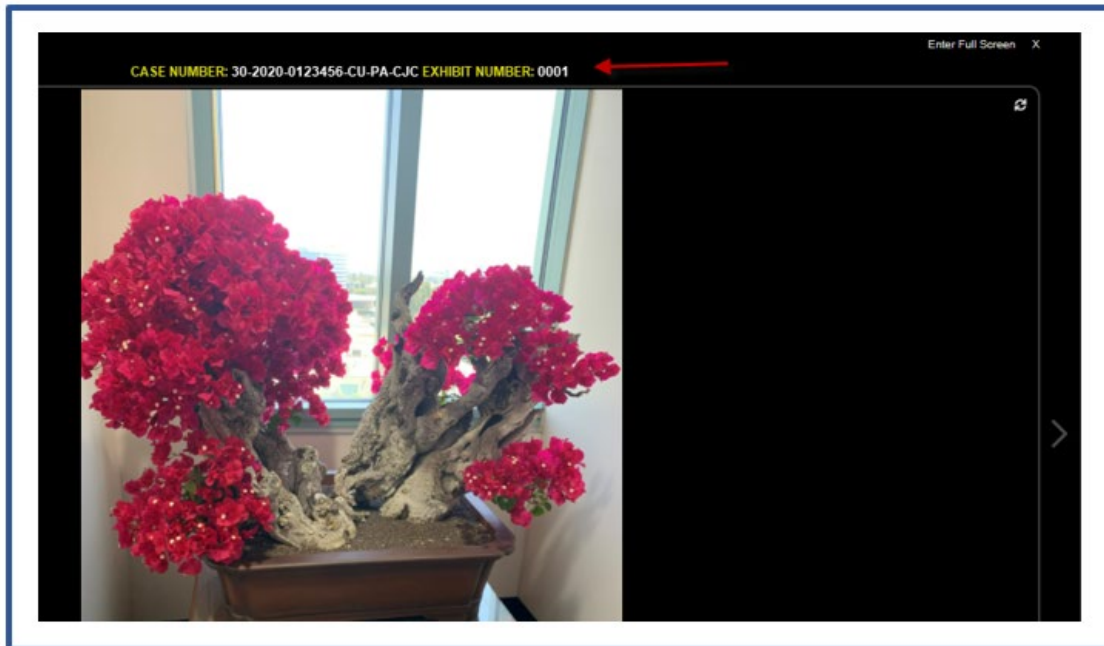
To view in **Full Screen**, click on **Enter Full Screen**.



5. Use the rotate icon to spin the exhibit as needed for appropriate viewing. Depending on the exhibit file, the icon may appear differently or in another area of the exhibit. See below.



6. An exhibit ribbon containing the case and exhibit numbers appears above each exhibit.



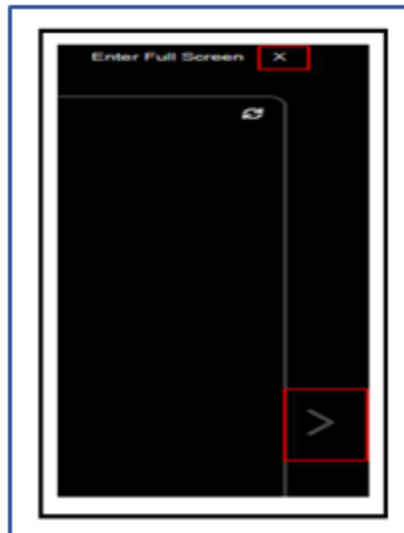
7. **Confidential** exhibits will display a file folder with the word **CONFIDENTIAL** across it. To view them, click **Ok** on the warning message. The image will remain visible until you exit the view.



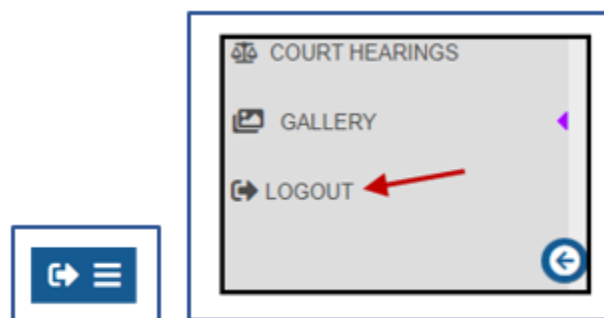


If the Court orders an exhibit **SEALED** during a hearing, the status of the exhibit will be changed to **SEALED BY COURT ORDER** and the exhibit will disappear from the gallery view in the Litigant Profile.

8. Click on the **Counsel** button with the arrow pointing towards who would like to display their exhibits, when ready to display the exhibits to the courtroom. If you are sitting on the right side of the table, click on **Counsel ➡**. If you are sitting on the left side of the table, click on **Counsel ⬅**. If audio will be played from the portal over the evidence presentation equipment in the courtroom, adjust the volume by turning the volume nozzle to the right to make the sound louder, and left to lower the volume.
9. You may utilize the arrow in the open exhibit to navigate to the next or previous exhibit. Click the “X” to close the window.



10. When finished displaying exhibits, log out of the portal by selecting the arrow in the upper right corner or the Logout option on the left task bar.



11. Reach out to courtroom personnel, if necessary, for any further assistance with the courtroom equipment.

Viewing Exhibits (When the Court Displays on a Party's Behalf)

1. Log into the electronic evidence portal prior to the start of the hearing to follow along during the hearing. You may utilize your exhibit list to also provide the court direction on which exhibits to display on your behalf.

Sign up'." data-bbox="231 140 752 381"/>

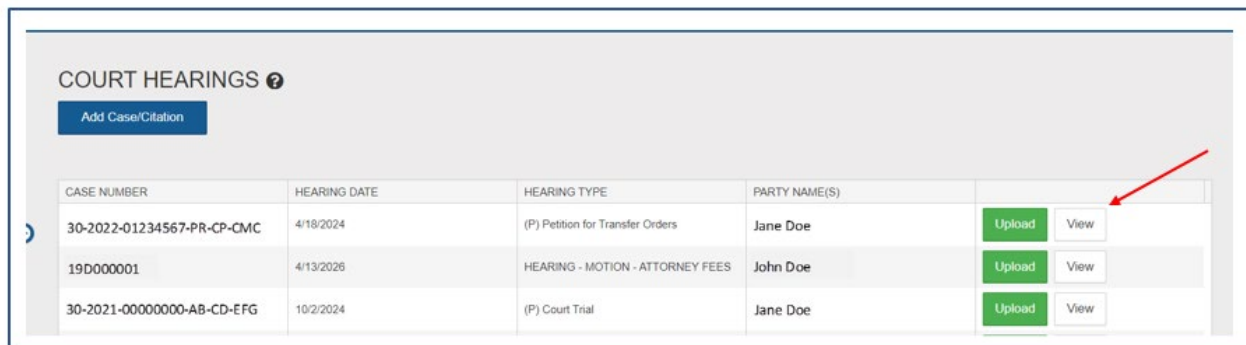
After twenty minutes of inactivity, parties will be automatically logged out of the portal. Prior to this, parties will receive a pop-up indicating the session will be expiring soon. To extend the session, select **Extend Session**.

2. Navigate to the appropriate case in **Court Hearings**. Select the **View** option from the appropriate case to display exhibits in the **Gallery** view.



Clicking **View** will display ALL exhibits uploaded.



Navigating to the Gallery will allow parties to be able to follow along during a hearing and direct the court to which exhibits the court will display on a party's behalf.

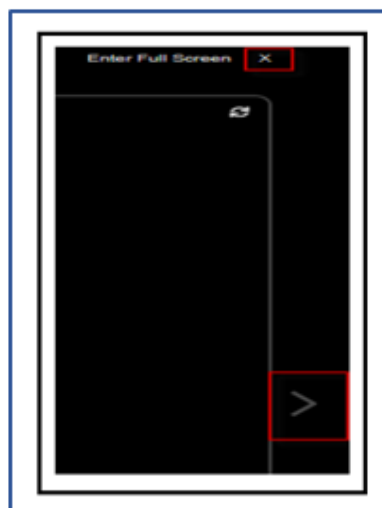


CASE NUMBER	HEARING DATE	HEARING TYPE	PARTY NAME(S)	Upload	View
30-2022-01234567-PR-CP-CMC	4/18/2024	(P) Petition for Transfer Orders	Jane Doe	Upload	View
19D000001	4/13/2026	HEARING - MOTION - ATTORNEY FEES	John Doe	Upload	View
30-2021-00000000-AB-CD-EFG	10/2/2024	(P) Court Trial	Jane Doe	Upload	View

3. In the **Gallery** window, select the list icon  to display exhibits on a list or toggle back using the picture icon  to view as a gallery.



4. Utilize the Exhibit List and exhibit receipt, and descriptions of exhibits, as necessary, to provide the court with information regarding which exhibit needs to be displayed.
5. You may utilize the arrow in the open exhibit to navigate to the next or previous exhibit. Click the X to close the window.



6. **Confidential** exhibits will display a file folder with the word **CONFIDENTIAL** across it. To view them, click **Ok** on the warning message. The image will remain visible until you exit the view.



7. When the hearing has concluded, log out of the portal by selecting the arrow in the upper right corner or the Logout option on the left task bar.



8. Contact courtroom personnel, if necessary, for any further assistance.

EXHIBIT RETURN - SMALL CLAIMS

When a Small Claims case has been completed, the portal will send an email to the uploader, notifying them that they have 60 days from the date of the notice to download their exhibits. Uploader can immediately log in to their account to start downloading all the uploaded exhibits. Download exhibits affixing the Exhibit Ribbon and Exhibit Tag, see page 27 for instructions.

EXHIBIT RETURN/RETENTION – CIVIL, FAMILY LAW AND PROBATE

Upon completion of any Civil, Family Law or Probate hearing, if parties stipulate to the return of the exhibits or the court makes an order to return them to the submitting party, the uploader will receive an email notifying them that they have 30 days to download their exhibits from their accounts. Download exhibits affixing the Exhibit Ribbon and Exhibit Tag, see page 27 for instructions.

If the court does not make an order or the parties do not stipulate to the return of exhibits at the conclusion of the hearing, all marked and admitted exhibits will be transferred to Records and Exhibit Management for further retention pursuant to Code of Civil Procedure § 1952.



Important Things to Note:

- Refer to the courtroom's individual policies and procedures for information surrounding deadlines and additional information.
- Contact the courtroom for specific questions regarding the case.