

In re: Exhibit Requirements

JUDICIAL STANDING ORDER

IT IS HEREBY ORDERED:

1. Prior to a Contested Hearing, Evidentiary Hearing, Court Trial or Jury Trial in Mower County, the parties must exchange¹ exhibit lists and copies of proposed exhibits in a timely manner as outlined by the Rules or any Court Order, and if not provided in the Rules or Order, no later than the day before the hearing.²
2. All proposed digital exhibits (audio, visual, images, and documents) must be uploaded to the Minnesota Digital Exhibit System (MNDES) no later than the day before the Contested Hearing, Evidentiary Hearing, Court Trial, or Jury Trial, unless otherwise specified by way of Court Order. Information and training on how to use MNDES is available at: www.mncourts.gov/mndes.
3. Parties must share exhibits through MNDES by selecting the "Share" function and enter an email address or cell phone number. The share function can be used for service if both parties agree.
4. Unless otherwise specified by Court Order, Exhibits shall be numbered as follows:
 - a. Plaintiff/Petitioner shall number their proposed exhibits, using the Exhibit Number field in MNDES, beginning with number 001 and through number 100.
 - b. Respondent/Defendant shall number their proposed exhibits, using the Exhibit Number field in MNDES, beginning with number 101 through 200.
 - c. Other parties shall number their proposed exhibits, using the Exhibit Number field in MNDES, beginning with number 201-300, 301-400, etc., as agreed upon by the parties.
 - d. If any party has more than 100 exhibits to upload, seek further direction on numbering from the Court.

¹ Do not exchange if there is a court order that directs you not to contact another party such as an Order for Protection (OFP), Harassment Restraining Order (HRO), or Domestic Abuse No Contact Order (DANCO). If this applies to you, contact the court for assistance.

² Refer to Mower County Guidelines Document for further information on exchanging, or sharing, exhibits through MNDES.

5. When uploading a proposed exhibit in MNDES you must update the Exhibit Name field with the exhibit number and a clear description of the proposed exhibit so that the exhibit is easily identifiable during court. This information should be identical to the exhibit list filed with the court (e.g., "Ex. 001 Picture of rear passenger door").
6. Exhibits uploaded to MNDES are proposed exhibits and are not admitted as evidence upon upload. The offering party must specifically "offer" or ask the judge to allow proposed exhibits to be accepted as evidence in the case during the hearing. Exhibits will only be reviewed and considered by the judge after being offered on the record and received into evidence. Unless the exhibit is classified as non-public or sealed, it is the responsibility of the offering party to display exhibits in court using the courtroom display monitors. A personal computer or other device must be brought to the courtroom to display exhibits using the courtroom's technology. If a party/attorney would like access to a courtroom prior to the hearing to test equipment, please contact court administration at 507-509-7013 or Mowercourts@courts.state.mn.us to arrange access.
7. If the publishing of exhibits through courtroom technology is not feasible or has been otherwise specified by Court Order, for a Contested Hearing, Evidentiary Hearing, Court Trial, or Jury Trial, two authenticated paper copies of visual, image, and document exhibits must be brought to court (one copy for the Court, and one copy for the witness which may also be used in jury deliberation). To "authenticate" a copy of an exhibit, unless required otherwise by rule or statute, the attorneys and/or self-represented parties only need to represent to the Court on the record that the copy is a true and accurate copy of the exhibit uploaded to MNDES.
8. All exhibits that have been admitted will be received in their entirety as submitted. All pages of documents and images, as well as the full duration of submitted audio or video exhibits will be received as they exist in MNDES, regardless of what was published in open court. Any redactions, edits, etc. are the responsibility of the filer. Upon request and agreement, the filer may resubmit an appropriately redacted or duration edited exhibit to be received in place of the full version.
9. This order covers anticipated rebuttal exhibits as well. No other exhibits will be admitted in either party's case without a showing of good cause. In unforeseen circumstances, the Court may allow rebuttal exhibits to be submitted outside the MNDES system.
10. Until the necessary technology has been implemented and installed in the jury rooms to allow audio and video exhibits to be securely viewed, any jury review of audio and video exhibits must occur in open court pursuant to Minn. R. Crim. P. 26.03, subd. 20(2)(b).
11. The Mower County Exhibit Guidelines, attached hereto, is incorporated by reference.

BY THE COURT:

Kevin Siefken
Judge of District Court

Jeffrey Kritzer
Judge of District Court

Natalie Martinez
Judge of District Court