



## Important Information About Hearing Exhibits

Hearing exhibits can be submitted online through the Minnesota Digital Exhibit System (MNDES).

You must follow Court Rules at <https://mncourts.gov/SupremeCourt/Court-Rules.aspx> concerning exhibits, including sending the exhibits to other parties involved in your case in advance of the hearing or trial. If there is a court order that directs you to not contact another party such as an Order for Protection (OPF), Harassment Restraining Order (HRO), or Domestic Abuse No Contact Order (DANCO), contact the Court Administration Office for assistance.

**You must also specifically “offer” or ask the Judge to allow your exhibit(s) to be accepted as evidence in your case at the time of the hearing/trial.** Just because you submitted them through MNDES does not mean they will be reviewed and considered by the Judge. **Finally, you may be required to use your own personal computer or other device to present or display your exhibits in the courtroom.**

Training materials and other resources are available at <https://mncourts.gov/mndes.aspx>.

### Submit your hearing exhibits in advance of your hearing by taking the following steps:

1. Register to use the MNDES online portal via <https://mncourts.gov/mndes.aspx>
2. Log into the MNDES online portal using a computer, mobile phone, tablet, etc.
3. Enter the case number and confirm you found the correct case before proceeding
4. Upload your exhibits (audio, visual, photo/image, and document files) by browsing or dragging and dropping
  - a. Rotate any landscaped documents or photos prior to submitting to ensure easy reading and viewing.
  - b. **Do not** combine exhibits into one document/image exhibit; each exhibit must be uploaded individually and be listed separately in MNDES. Multiple separate exhibits can be submitted at the same time.
  - c. A series of emails or text message exchanges from the same date or subject should be combined into a single exhibit. Email or text message exchanges from separate dates or different subjects should be submitted as separate exhibits.
  - d. **Do not** combine exhibit files into a zipped file and upload as one exhibit.
  - e. **Do not** zip or compress an exhibit file prior to upload; upload the exhibit file in its native format.
  - f. **Do not** submit your Exhibit List or Witness List to MNDES; those need to be filed with Court Administration like other court documents.
  - g. **Do not** efile your exhibits through the eFiling system.
  - h. Update the Exhibit Description so that it briefly describes the content and is easily identifiable, e.g.
    - Photo of shoe
    - Text messages from [date] re visitation
    - Police report of Deputy Smith from [date]
    - Video of crime scene
  - i. **Be sure to include an Exhibit # in the Exhibit Number data field as follows:**
    - Plaintiff/Petitioner – use Exhibit #s 001-100
    - Defendant/Respondent – use Exhibit #s 101-200

### **Phone support for MNDES:**

Twin Cities Metro (calling from area codes 612, 651, 763, or 952) or international: (651) 413-8160

All other callers: (833) 707-2791

Business Hours: Monday through Friday from 8:30 a.m. - 4:15 p.m. excluding court holidays.