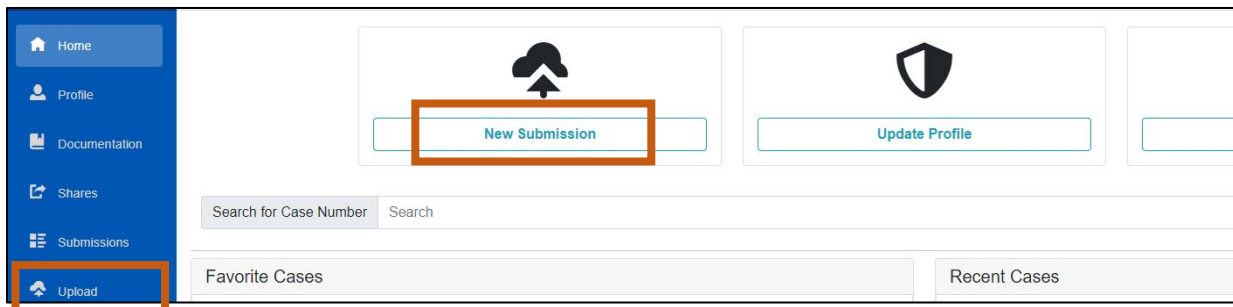


Quick Reference Guide - Uploading Exhibits

Last Revised: 9/27/2024


Upload exhibits

1. From the **Home** page, click **New Submission**, or click **Upload** from the blue navigation menu.

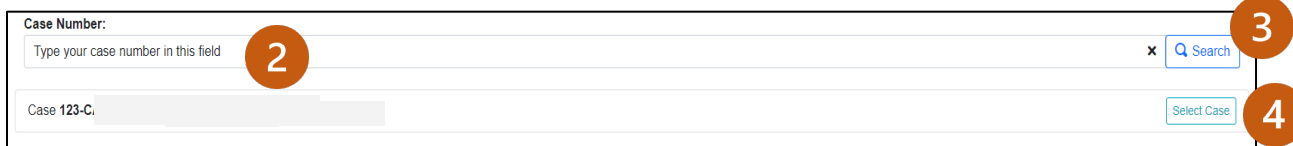


2. Type the **Case Number**.

3. Click **Search**.

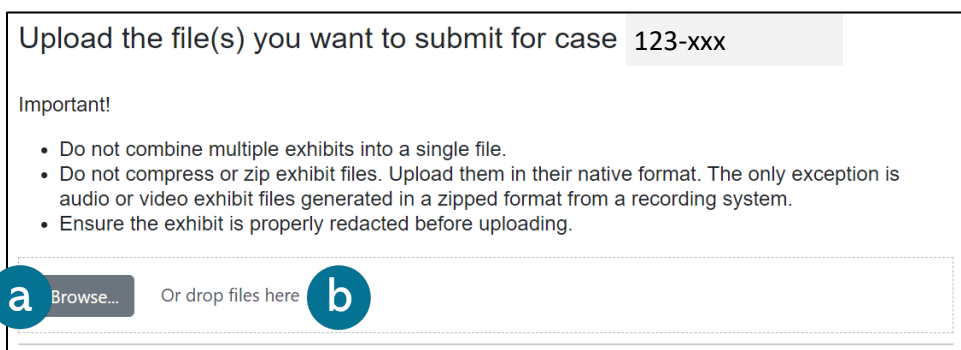
 If a case is Confidential, the case title information will not be displayed. However, you can still upload exhibits to the case. If the case is sealed, you will be notified to contact court administration to upload exhibits on your behalf.

4. Once a valid case has been located, click **Select Case**.



5. An **Upload** window will appear with important notices to read before you select one of the following options:

- a. Click **Browse** to find the files on your computer or drive; or
- b. Click and drag files from your computer or drive folder and drop them where it reads **“Or drop files here”**.



6. Complete exhibit details:
 - a. Change the **Description** to make corrections or if you'd like it to be more descriptive.
 - b. If the judicial officer has ordered a specific numbering scheme, you may type it in the **Exhibit #** field, but this is not required.
 - c. Select the **Exhibit Type** from the drop-down menu: Document, Image, Video Recording, or Audio Recording.
 - d. Choose **Party Affiliation** from the drop-down menu: Plaintiff/Petitioner or Defendant/Respondent.
7. Click Upload to Location.
8. If you uploaded the exhibit in error, click **Remove**.



Repeat step 6-8 if there are multiple exhibits for this case; they each display in separate tiles on the screen.

The screenshot shows a form for uploading an exhibit. It includes the following fields and actions:

- 6**: A red circle highlights the entire form area.
- a**: A blue circle highlights the **Description *** text input field, which contains "MNDES Portal Quick Reference Guide".
- b**: A blue circle highlights the **Exhibit #** text input field.
- c**: A blue circle highlights the **Exhibit Type *** dropdown menu, which is set to "Document".
- d**: A blue circle highlights the **Party Affiliation** dropdown menu, which is set to "Plaintiff/Petitioner".
- 7**: A red circle highlights the **Upload to Location** button at the bottom right.
- 8**: A red circle highlights the **Remove** button at the top right.

View recent exhibit submissions

From the **Home** page, view the last 10 exhibits submitted through the portal along with the following identifying information:

- **Case Number:** The case file in which the exhibit was uploaded.
- **Description:** The name given to the file at the time of upload.
- **Exhibit Type:** The exhibit type selected at the time of upload.
- **Tracking #:** The number the system has assigned to the exhibit at the time of upload.
- **Status:** The status of exhibits, such as which have been submitted and which have been offered.
- **Uploaded:** The date that the exhibit was uploaded into the system.
- **Exhibit #:** The exhibit number assigned to that exhibit.
- **Hearing Type:** The type of hearing in which exhibit was offered.
- **Deleted Date:** The date exhibit was deleted, after a request to delete has been processed.