

Digital Evidence – Quick Reference

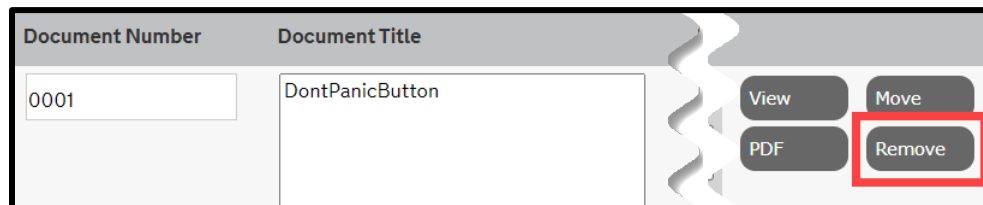
Replace an Exhibit – Public Users

Replacing an exhibit is a three-step process: (1) [Remove the Existing Exhibit](#), (2) [Upload the New Exhibit](#), and (3) [Update the Exhibit Number for the New Exhibit](#). This task can only be completed by a user that has the case access permission of Add/Remove Party Documents.

1. **View Case List** > Locate the **appropriate case** > Select **Update Case**
2. Select the **Sections tab** > Select the **appropriate bundle** (select the Select Bundle button to choose a bundle from the dropdown menu) > Locate the **appropriate section**

a. Remove the Existing Exhibit

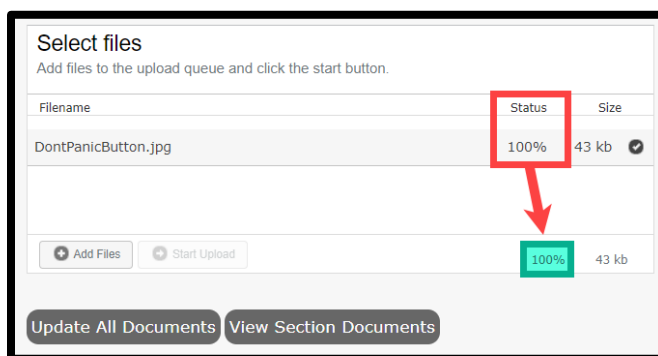
- i. Select **Update All Documents** > Locate the **appropriate exhibit** > Select **Remove** > **Confirm** (2 times) > Return to (select) the **Sections tab**



Note: when an exhibit has been removed, any subsequent exhibits are not automatically renumbered and a gap in numbering will occur – if the removed exhibit is NOT replaced, then any **subsequent exhibits must be manually updated/renumbered**

b. Upload a New Exhibit

- i. Select **Upload File(s)** > Scroll down to access the **upload queue** > Select **Add Files** > A File Explorer pop-up window will open > Locate/select the **appropriate file** > Select **Open** > Select **Start Upload** > Confirm that the **upload status reaches 100%** > Select **Update All Documents**



c. Update the Exhibit Number for the New Exhibit

- i. Scroll down to locate the **appropriate exhibit** (the new exhibit will appear at the bottom of the exhibit list) > **Click on the Document Number field** (to open the field for editing) > **Update the Document Number** (must be formatted as **000#, 00##, 0###, ####**) > Changes are automatically saved, and a saving indicator will appear to the right of the row where the change occurred