

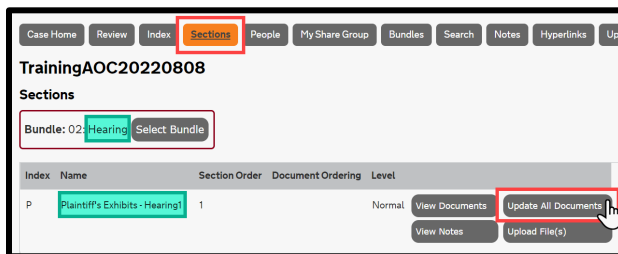
## Digital Evidence – Quick Reference

### Update Exhibits – Public Users

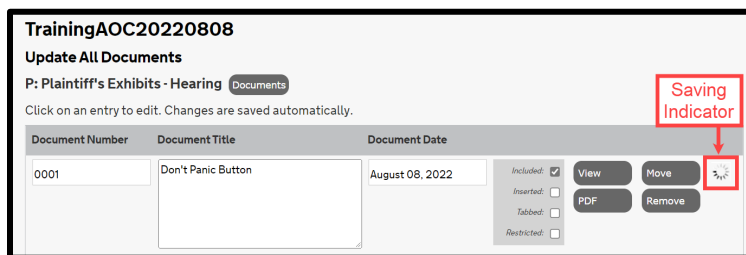
1. **View Case List** > Locate the **appropriate case** > Select **Update Case**



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** > Select **Update All Documents**  
**Note:** when **Update All Documents** does NOT appear, the capability to update is restricted because either (1) the clerk removed the capability to update in accordance with the ordered timeframe for exhibits to be submitted, or (2) the incorrect bundle is being accessed (i.e., in certain counties/case types, the shared/courtroom presentation bundle is selected instead of the party's bundle)



- a. To open fields for editing, **click anywhere within a row** > **Apply changes** > Changes are automatically saved, and a **saving indicator** will appear to the right of the row where a change was applied



- ii. **Document Number:** always format as **000#, 00##, 0###, ####** (e.g., 0001, 0010, 0100, 1000)
  - A. **To relate 2+ exhibits together**, for the 2<sup>nd</sup>+ exhibits, select the **Inserted Checkbox** and **add a suffix (A, B, C, etc.) to the Document Number** (e.g., 0001, 0001A (+Inserted), 0001B (+Inserted), and 0001C (+inserted))
- iii. **Document Title:** unless updated, reflects the **name of the uploaded file**
- iii. **Document Date:** this field reflects the **date that the exhibit was upload**, and this field **should NOT be modified**
- iv. **Included:** a **checkmark must appear** for the exhibit to be visible in Review Evidence mode
- v. **To mark an exhibit as restricted**, select the **Restricted Checkbox**  
**Note:** this will NOT prevent case participants from viewing the exhibit