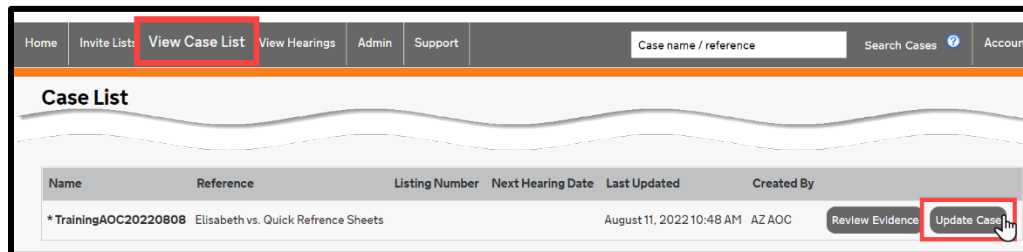


Digital Evidence – Quick Reference

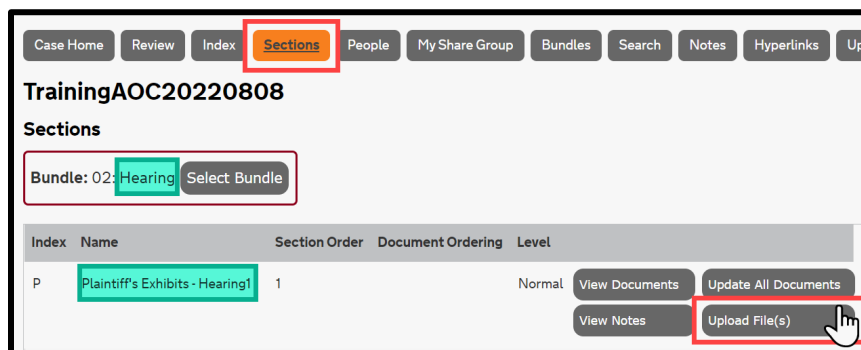
Upload Exhibits – Public Users

For an optimal user experience, ensure that: (1) documents are limited to **500 pages** per file; (2) files are NOT larger than **2 GB**; and (3) **the total of all files within an upload batch is NOT larger than 2 GB** (the total file size is calculated in the bottom right corner of the upload queue)

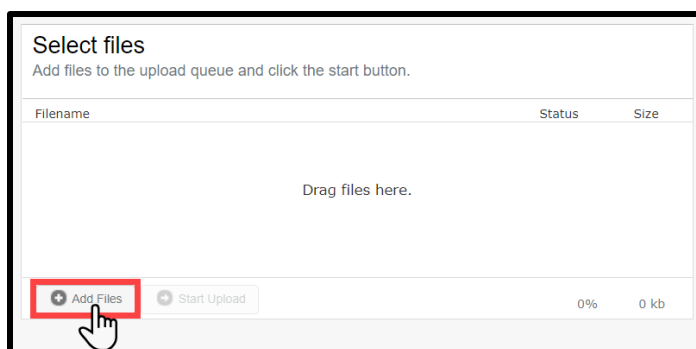
1. **View Case List** > Locate the **appropriate case** > Select **Update Case**



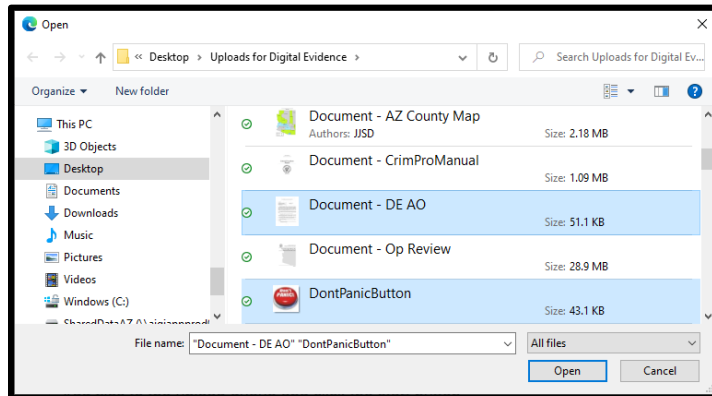
2. Select the **Sections tab** > Select the **appropriate bundle** (select the Select Bundle button to choose a bundle from the dropdown menu) > Locate the **appropriate section** > Select **Upload File(s)**
Note: when Upload File(s) does NOT appear, the capability to upload is restricted because either (1) the clerk removed the capability to upload 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 access the upload queue, **scroll down** > Select **Add Files**
Note: alternatively, open a file explorer window, and drag/drop files into the upload queue

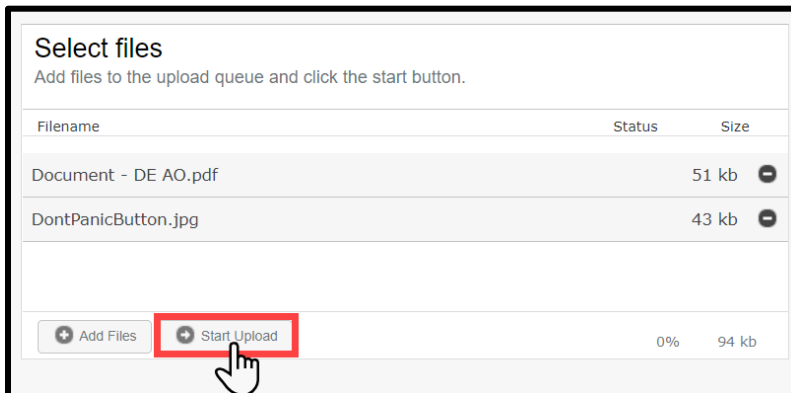


- i. A File Explorer pop-up window will open > Locate/select the **appropriate files** > Select **Open**
Note: to select multiple files, press and hold the **Ctrl key on the keyboard** while selecting files



- b. Select **Start Upload**

Note: before starting the upload, files may be reordered by clicking on a row and dragging it up/down, and a file may be removed from the queue by selecting the minus icon on the right-side of the row



- i. **DO NOT** close the tab/window until the **Status = 100%** for the batch

