

eFiling Exhibits for Remote Trials/Hearings

[Amended CJO 20-006\(7\)](#) permits electronic exhibit submission via File and Serve for remote hearings to reduce the amount of paper that is passed through the courthouse, therefore limiting potential exposure to COVID -19.

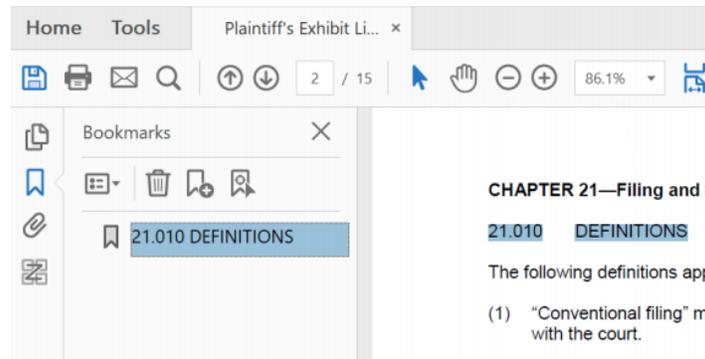
Submission through File and Serve is temporary and in effect until further order of the Chief Justice. It is intended for use in remote hearings. Only exhibits that may be converted into PDFs can be eFiled. Exhibits that cannot be converted to PDF (audio, video, or physical exhibits) or are larger than 25MB must be coordinated with court staff.

Filing Requirements

- Submit as one document unless the document would be larger than 25MB.
- Electronically Link the Index.
- Include Bookmarks.
- Use “Exhibit – EB” Filing Code.
- Select “Confidential” Document Security.

Bookmarking a PDF

1. Open PDF.
2. Click on Bookmark icon.
3. Highlight beginning of the Exhibit.
4. Click to add a Bookmark.



Creating a Linked Index using Document Links

1. Select “View” then “Tools.”
2. From “Tools” select “Edit PDF.”
3. From the “Edit PDF” toolbar select “Link” and “Add/Edit Web or Document Link.”
4. Locate the first entry on the Index.
5. Drag a box around the entire index entry.
6. From the “Create Link” dialog box, select the “Link Type” of “Invisible Rectangle.”
7. Select the “Link Action” of “Go To View” dialog box.
8. With the “Go To View” dialog box still open, scroll to the first page of the exhibit and click “Set Link.”
9. Repeat for each exhibit