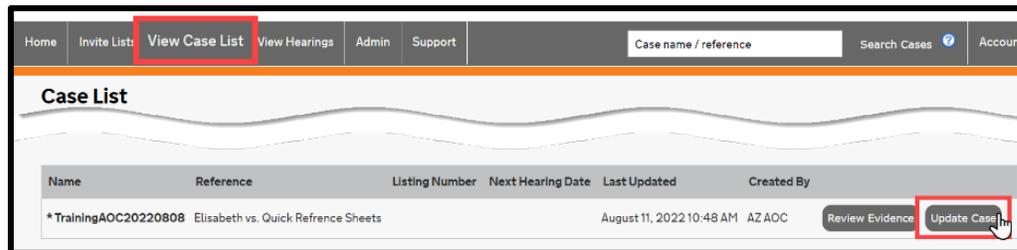


Digital Evidence – Quick Reference

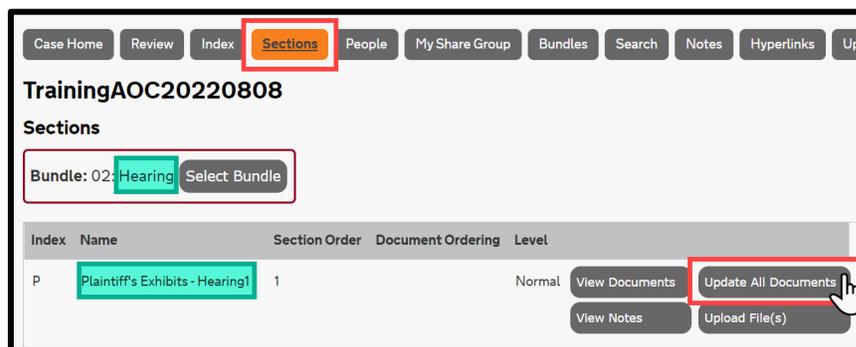
Remove an Exhibit – Public Users

When a user removes an exhibit, the date of removal, the user, and the exhibit number/name are documented in the court's digital evidence record. 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** > Select **Update All Documents**



- a. Locate the **appropriate exhibit(s)** > Select **Remove** > **Confirm** (2 times)
Note: if there any exhibits after the removed exhibit, a gap in numbering will occur, and the **subsequent exhibits must be manually updated/renumbered** and appropriately formatted as 000#, 00##, 0###, or ####

