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

Hor	me Invite Lists	View Case List	View Hearings	Admin	Support		Case name / refer	ence	Search Cases	0	Account
	Case List										
	Name	Reference	2	u	sting Number	Next Hearing Date	Last Updated	Created By			
	* TrainingAOC20	220808 Elisabeth v	s. Quick Refrence	Sheets			August 11, 2022 10:48 A	M AZAOC	Review Evidence	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

Case H	lome Review Index	Sections Peo	ple My Share Group	Bunc	dles Search	Notes Hyperlinks I	Upl		
TrainingAOC20220808									
Section	ons								
Bundl	Bundle: 02: Hearing Select Bundle								
Index	Name	Section Order	Document Ordering	Level					
P	Plaintiff's Exhibits - Hearing1	1		Normal	View Documents View Notes	Update All Documents Upload File(s)	5		

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 ####

TrainingAOC20220808 Update All Documents P: Plaintiff's Exhibits - Hearing Documents								
Document Number	Document Title	Document Date						
0001	Don't Panic Button	August 08, 2022	Included: 🔽 Inserted: 📄 Tabbed: 📄 Restricted: 📄	View PDF	Move Remove			
0002	Document - DE AO	August 08, 2022	Included: 🗹 Inserted: 🗌 Tabbed: 🗌	View PDF	Move Remove			