Digital Evidence – Quick Reference
Replace an Exhibit – Public Users

Replacing an exhibit is a three-step process: (1) Remove the Existing Exhibit, (2) Upload the New Exhibit, and (3) Update the Exhibit Number for the New Exhibit.  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**

   a. **Remove the Existing Exhibit**

      i. Select **Update All Documents >** *Locate the **appropriate exhibit** >* Select **Remove > Confirm** *(2 times) >* Return to *(select)* the **Sections tab >**
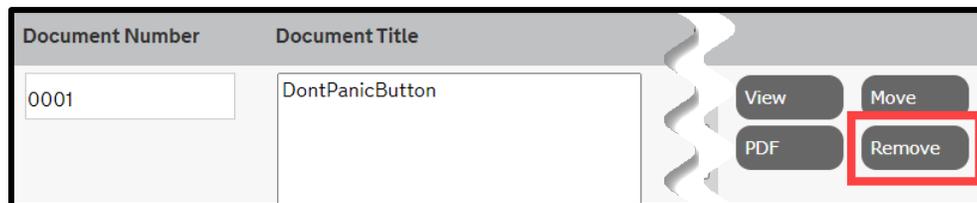


   *Note:* *when an exhibit has been removed, any subsequent exhibits are not automatically renumbered and a gap in numbering will occur – if the removed exhibit is NOT replaced, then any **subsequent exhibits must be manually updated/renumbered***

   b. **Upload a New Exhibit**

      i. Select **Upload File(s) >** *Scroll down to access the **upload queue** >* Select **Add Files >** *A File Explorer pop-up window will open >* Locate/select the **appropriate file** *>* Select **Open >** Select **Start Upload >** *Confirm that the **upload status reaches 100%** >* Select **Update All Documents**
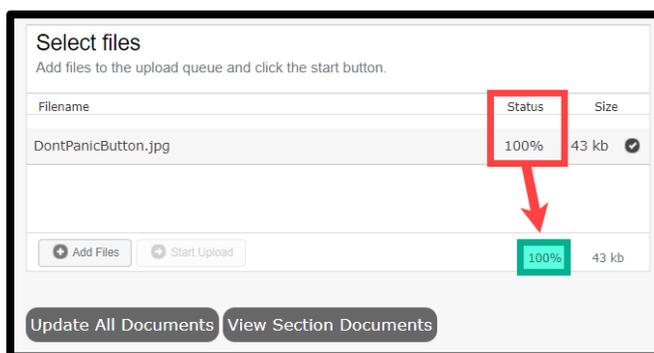


   c. **Update the Exhibit Number for the New Exhibit**

      i. *Scroll down to locate the **appropriate exhibit** (the new exhibit will appear at the bottom of the exhibit list) >* **Click on the Document Number field** *(to open the field for editing) >* **Update the Document Number** *(must be formatted as 000#, 00##, 0###, ####) > Changes are automatically saved, and a saving indicator will appear to the right of the row where the change occurred*