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 <u>upload batch</u> is NOT larger than <u>2 GB</u> (***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

Ho	me Invite List: Vie	w Case List	View Hearings	Admin	Support		Case name / referen	ce	Search Case	s 🕜 Accoun
_	Case List									
	Name * TrainingAOC202208	Reference	. Quick Refrence	Li Sheets	sting Number	Next Hearing Date	Last Updated August 11, 2022 10:48 AM	Created By	eview Evidence	Update Case

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)

Case H	lome Review Index	Sections Peo	ople My Share Group	Bundles	Search	Notes Hy	yperlinks	Upl			
Train	TrainingAOC20220808										
Section	Sections										
Bundl	Bundle: 02: Hearing Select Bundle										
Index	Name	Section Order	Document Ordering	Level							
Ρ	Plaintiff's Exhibits - Hearing1	1		Normal Vi	iew Documents	Update Al	l Documents				
				Vi	iew Notes	Upload Fil	e(s)	h			

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

Select files Add files to the upload queue and click the start button.						
Filename	Status	Size				
Drag files here.						
Add Files Start Upload	0%	0 kb				

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

Select files Add files to the upload queue and click the start button.		
Filename	Status	Size
Document - DE AO.pdf		51 kb 🛛
DontPanicButton.jpg		43 kb 🕒
Add Files Start Upload	0%	94 kb

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

Select files Add files to the upload queue and click the start button.			
Filename	Status	Size	
Document - DE AO.pdf	100%	51 kb 🕑	
DontPanicButton.jpg	100%	43 kb 🕑	
Add Files Start Upload	100% 94 kb		