

Electronic Evidence Portal Instructions



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OVERVIEW

The court will be accepting electronic evidence in specific courtrooms, as approved. Parties and attorneys are to visit the court public website www.occourts.org, select *Online Services*, and *Electronic Evidence Portal* to upload evidence. **For the best experience, utilize a desktop computer and the Chrome or Microsoft Edge browser.**

At various points during a case, when utilizing the Electronic Evidence Portal, follow the steps below.

STEPS

Step 1: Complete the Following Steps Prior to Your Hearing

- Prepare for your hearing
- Review the guidelines, if any, for the courtroom you are assigned
- Create an account in the Electronic Evidence portal
- Save your Username and password and have it on hand to access the portal when necessary
- Upload only the exhibits (evidence) that you intend to present to the court during your hearing
 - Steps to upload for all case types, except Civil Unlimited (identified by CU in the case number) on page 8
 - Steps to upload for Civil Unlimited cases (identified by CU in the case number) on page 12
- Print copies of the exhibit list and exhibit receipt for your reference
- Share your evidence with opposing parties, as necessary

Step 2: On Your Hearing Date

- Bring your account Username and password in case you need to access the portal in the courtroom
- Utilize the exhibit list and exhibit receipt to reference the assigned exhibit number for your evidence during the hearing
- The Court will determine who will share exhibits in the courtroom. Once the Court determines who will share exhibits in the courtroom, follow the applicable steps outlined below



Step 1:

PRIOR TO YOUR HEARING

- Prepare for your hearing
- Review the guidelines, if any, for the courtroom you are assigned
- Create an account in the Electronic Evidence portal
- Save the Username and password and have it on hand to access the portal when necessary
- Upload only the exhibits (evidence) that you intend to present to the court during your hearing
- Print copies of the exhibit list and exhibit receipt for your reference
- Share your evidence with opposing parties, as necessary

CREATING AN ACCOUNT

1. In the web browser, select **Sign Up** to create an account.

Electronic Evidence Portal

Access to the Orange County Superior electronic evidence portal is solely to be used for the purpose of uploading evidence for the specific courtrooms participating in the pilot program. Evidence must be submitted via this portal unless instructed otherwise by the court.

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF ORANGE**

Sign In

User Name

Password

Forgot password?

Sign in

Don't have an account? Click to **Sign up**

If an account has already been created, skip to step 6, and **Sign in**.

2. Complete the **Case Type** section by selecting the appropriate selection from the drop-down menu.

Electronic Evidence Portal

Access to the Orange County Superior electronic evidence portal is solely to be used for the purpose of uploading evidence for the specific courtrooms participating in the pilot program. Evidence must be submitted via this portal unless instructed otherwise by the court.

**SUPERIOR COURT OF CALIFORNIA
COUNTY OF ORANGE**

Identify your case ?

Case Type

Civil

Family Law

Probate

Small Claims

Traffic

3. Complete the **Case/Citation Number** and **Hearing Date** fields. Click **Submit**.

The screenshot shows the 'Electronic Evidence Portal' interface. On the left, there is a red heading 'Electronic Evidence Portal' and a paragraph of text explaining the portal's purpose. On the right, there is a form titled 'Identify your case' with a help icon. The form contains three input fields: 'Case Type' (a dropdown menu with 'Civil' selected), 'Case Number' (a text field with 'Ex. 30-2020-01234567' and a placeholder 'L- - - - -'), and 'Hearing Date' (a date picker with '6/21/2021' selected). A blue 'Submit' button is located at the bottom right of the form.

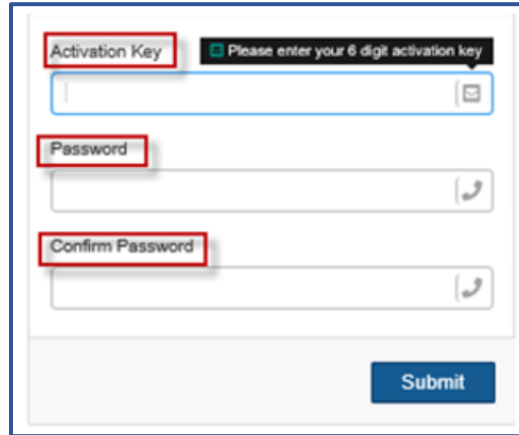


Check case initiating documents for case type, case number, and hearing dates.

4. Complete the **Identify yourself** window (**First Name, Last Name, Email or Cell Phone**). Check the box under **Cell Phone Agreement** (if providing a cell phone) and **Agreement** acknowledging responsibility. Click **Submit**.

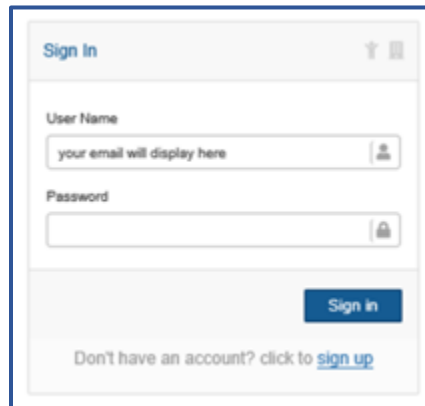
The screenshot shows the 'Electronic Evidence Portal' interface. On the left, there is a red heading 'Electronic Evidence Portal' and a paragraph of text explaining the portal's purpose. On the right, there is a form titled 'Identify yourself' with a help icon. The form contains four input fields: 'First Name', 'Last Name', 'Email', and 'Cell Phone', each with a person icon on the right. Below the input fields are two sections: 'Cell Phone Agreement' and 'Agreement'. Each section has a checkbox and a paragraph of text. The 'Cell Phone Agreement' text reads: 'By checking this box, I acknowledge that I have provided a cellular phone number, and I authorize the Orange County Superior Court to send me automated text messages/reminders regarding my exhibits and standard rates may apply.' The 'Agreement' text reads: 'By uploading electronic evidence, I acknowledge that I have read and agree to comply with all the terms outlined in the Court's [Administrative Order No 21_06](#) and the court's [Privacy Policy](#). I also understand that misuse of the the Orange County Superior's electronic evidence platform may result in contempt, monetary sanctions, criminal penalties and/or restrictions on use.' A blue 'Submit' button is located at the bottom right of the form.

5. A **Verifying you are in the system** window will open and must be completed with the 6-digit activation key sent to the email or cell phone provided in step 4.



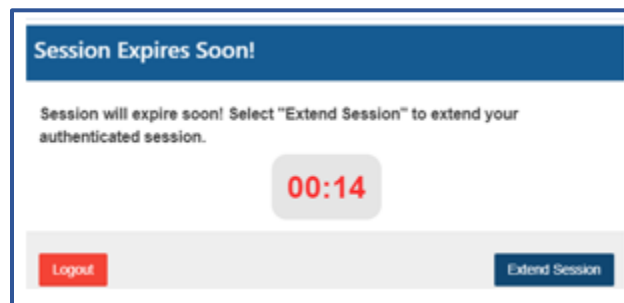
If activation key is not received via email, check the spam/junk folder.
When both a cell number and email are provided, an activation key will be sent to the email address.

6. In the **Sign in** window, the **Username** should be completed with the email address used to create the account. Complete the **Password** box with the password created for the account. Click **Sign in**.



EXTENDING THE TIMEOUT PERIOD

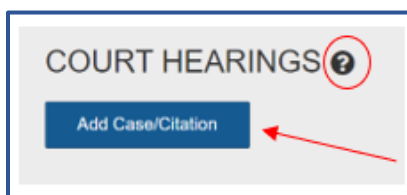
After twenty minutes of inactivity, parties will be automatically logged out of the portal. Prior to this, parties will receive a pop-up indicating the session will be expiring soon. To extend the session, select **Extend Session** or the **Logout** button if you wish to log out.



NAVIGATING THE SITE

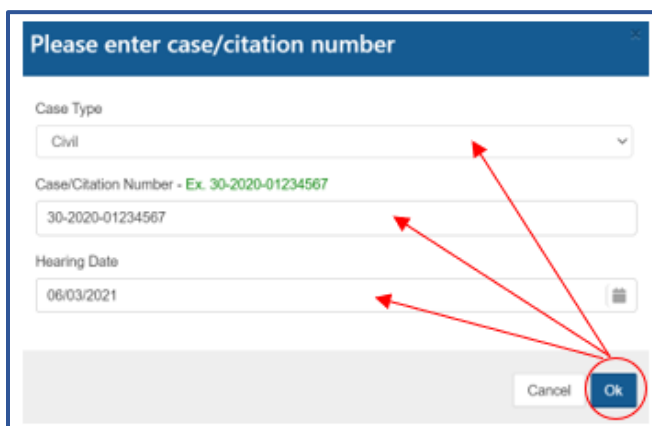
How to Add Case/Citation

1. After logging into the website, you will land on the homepage. To begin uploading evidence, you must first click on **Add Case/Citation**.

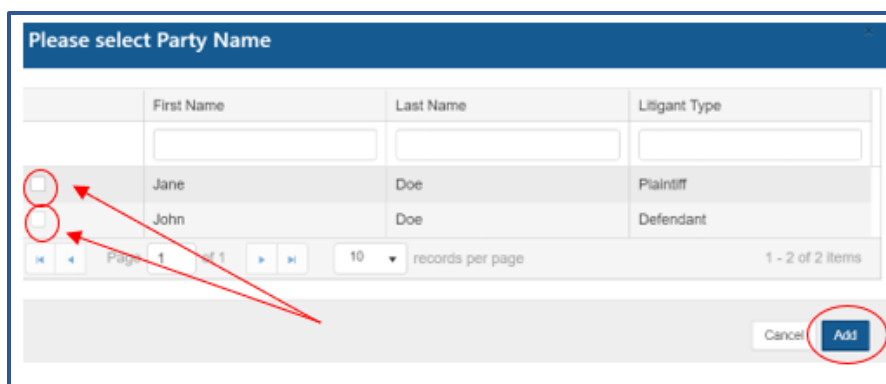


For assistance at any point, select the “?” question mark icon next to **Court Hearings**.

2. A prompt will appear requesting the case number/citation number. Select the **Case Type** from the drop-down menu. User must enter the **case/citation number** as listed on the case/citation initiating file document (for example: 30-2020-00123456). Select the **Hearing Date** from the calendar. Click **Ok**.



3. A list of party names will appear. Select the check box next to the appropriate party name. *Do not select the attorney or law firm name when uploading on behalf of a party.* Click **Add**.



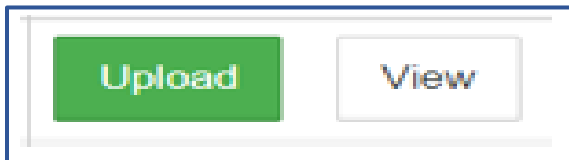
	First Name	Last Name	Litigant Type
<input type="checkbox"/>	Jane	Doe	Plaintiff
<input type="checkbox"/>	John	Doe	Defendant



If uploading on behalf of two or more parties (joint exhibits), select as many parties as necessary. In order for all parties to view the exhibits, exhibits will need to be shared via the **Virtual Viewing Room**. See instructions on page 18

How to Upload Evidence

After adding the case/citation, the CASE NUMBER, HEARING DATE and HEARING TYPE will appear on the **Court Hearings** screen. After confirming the information is accurate, proceed to upload electronic evidence by clicking **Upload**.



Do's and Don'ts of Uploading

DO	DON'T
Upload each exhibit individually.	Upload an Exhibit List. The portal will generate a list during the upload process.
Type a description of each exhibit according to the description on the Exhibit List.	Add an exhibit number to the exhibit description, this is generated automatically.
Print a receipt of uploaded exhibits.	Select the attorney's name when uploading on behalf of a party.

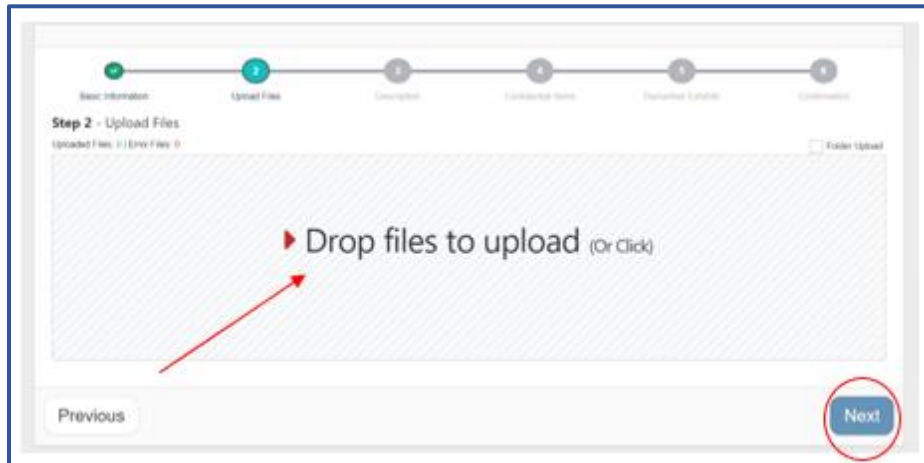
Uploading steps for all case types, except Civil Unlimited (identified by CU in the case number)

1. **Step 1 – Basic Information.** Confirm the Case Number, Hearing, and Party Name. Click **Next**.

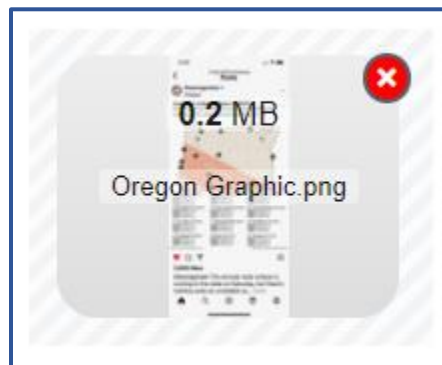
A screenshot of a web form titled 'Step 1 - Basic Information'. At the top, there is a progress bar with six steps: 1. Basic Information (highlighted in green), 2. Upload Files, 3. Description, 4. Confidential Items, 5. Renumber Exhibits, and 6. Confirmation. Below the progress bar, the form has three input fields: 'Case Number' with the value '90-2021-0123456 CU PA/CIC', 'Hearing' with a dropdown menu, and 'Party Name' with the value 'John Doe'. A blue 'Next' button is located at the bottom right of the form.

If any of the information listed is incorrect, click the back button on the browser.

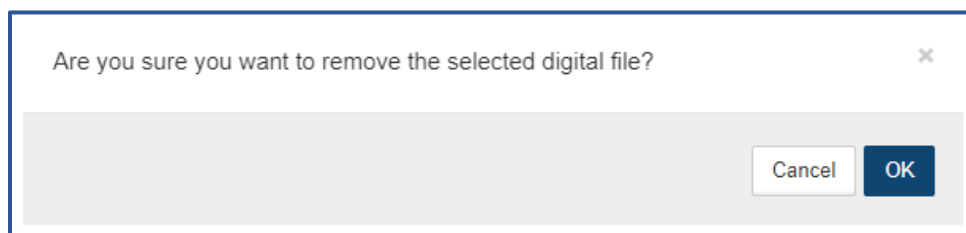
Step 2 – Upload files. Drag and drop the necessary files or open the necessary folder on the user’s device and select the appropriate files. When all the necessary files have been selected, click **Next**.



If an exhibit was uploaded in error, click on the **red x** on the exhibit to remove from the upload window.

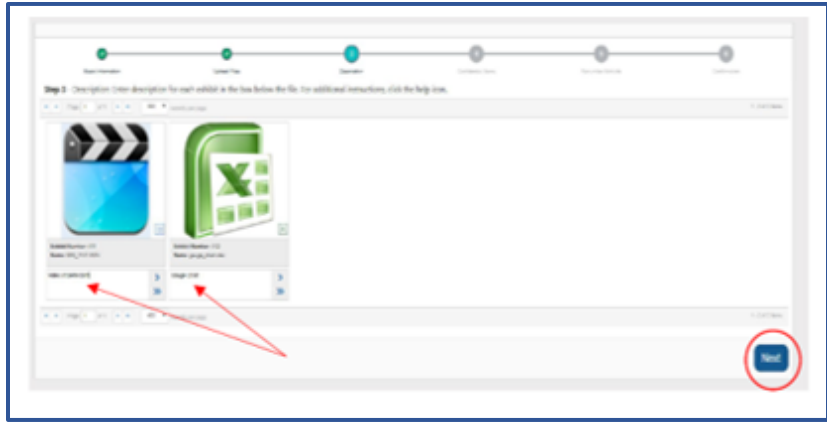


A pop-up will appear as shown below. Click **OK** if exhibit should be deleted or **Cancel** if the red x was selected by mistake and there is no need to delete the exhibit.

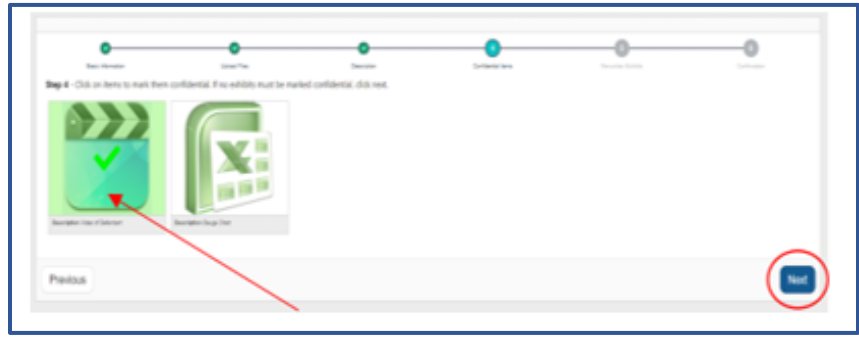


To avoid interruptions during the upload process, select all the necessary exhibits to upload at once. Once **Next** is clicked, additional exhibits may not be uploaded until this set has completed Step 6. Exhibits will be automatically numbered in the order they are uploaded. Exhibits in this set may be rearranged into the desired order when Step 5 is reached. **Exhibits will not be considered uploaded until clicking “Finish” in step 6.**

3. **Step 3 – Description.** After files have been uploaded, type in a unique description for each exhibit in the space available under each image. This description should accurately identify the exhibit. It will be used by you during the hearing to identify exhibits you wish to present to the court. It will also be used by the portal to generate an **Exhibit List** to be used during the hearing. When complete, click **Next**.



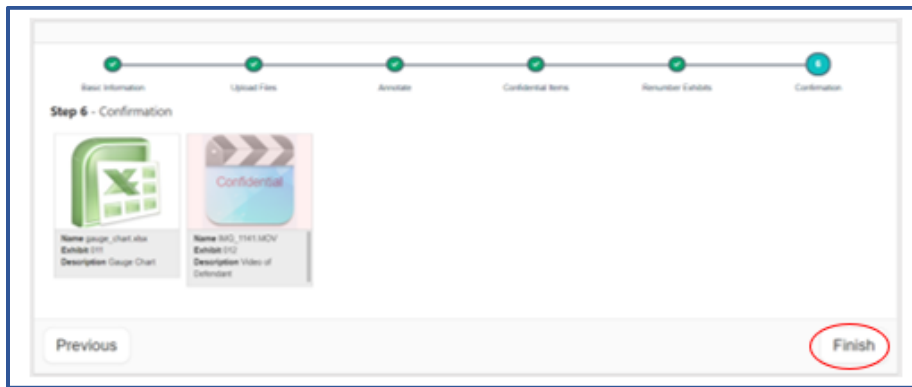
4. **Step 4 -** To mark an exhibit(s) confidential/graphic, click on the appropriate exhibit. Once a green checkmark appears over the image, click **Next**. The image will be replaced with a manila folder marked “Confidential” after the upload process is finalized.



5. **Step 5 -** To renumber exhibits, drag and drop them to the desired location. Exhibit numbers will not appear until the confirmation page (the next step). When exhibits are in the desired order, click **Next**.

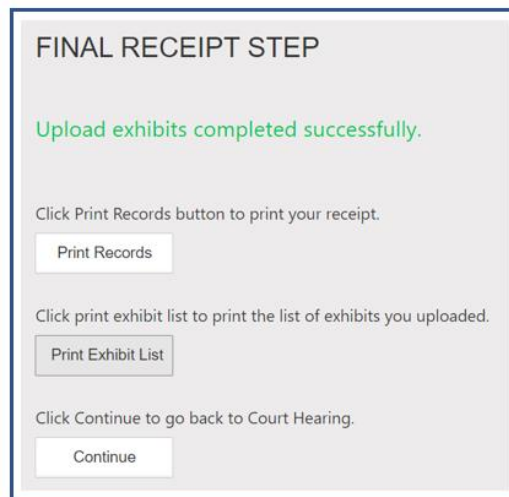


6. **Step 6 - Confirmation.** Verify the exhibit number, description, and confidential status are accurate. If corrections are necessary, click on the **Previous** button to update information. If satisfied with the exhibits, click **Finish**.



Selecting this option will prevent the user from further editing of exhibits. Ensure the upload process is **complete** with the desired exhibits, numbers, order, and description, prior to completing finish.

7. **Final Receipt Step.** Click **Print Records** to have a receipt of the completed upload.

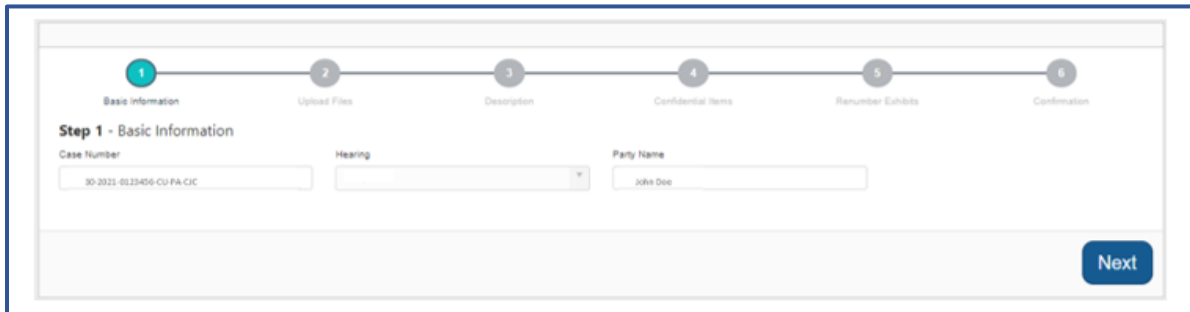


It is important to print an Exhibit Receipt and Exhibit List of uploaded documents to have on hand during the hearing. **The assigned exhibit number and description entered should be referenced during the hearing.**

Uploading steps for Civil Unlimited cases (identified by CU in the case number)

To upload exhibits for Civil Unlimited cases (i.e., 30-2020-0123456-CU-BC-CJC), follow the steps below:

Step 1 – Basic Information. Confirm the Case Number, Hearing, and Party Name. Click **Next**.

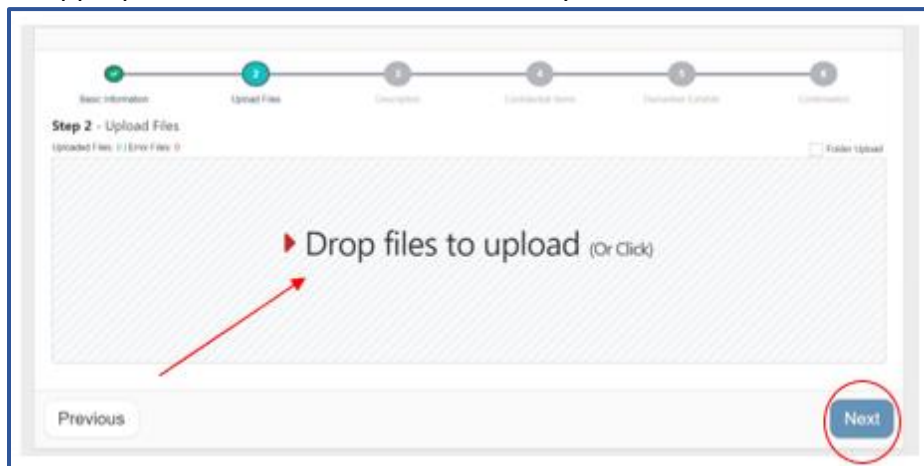


The screenshot shows a progress bar at the top with six steps: 1. Basic Information (highlighted in teal), 2. Upload Files, 3. Description, 4. Confidential Items, 5. Reorder Exhibits, and 6. Confirmation. Below the progress bar, the form is titled "Step 1 - Basic Information". It contains three input fields: "Case Number" with the value "30-2022-0123456-CU-PA-CJC", "Hearing" with a dropdown menu, and "Party Name" with the value "John Doe". A blue "Next" button is located in the bottom right corner.



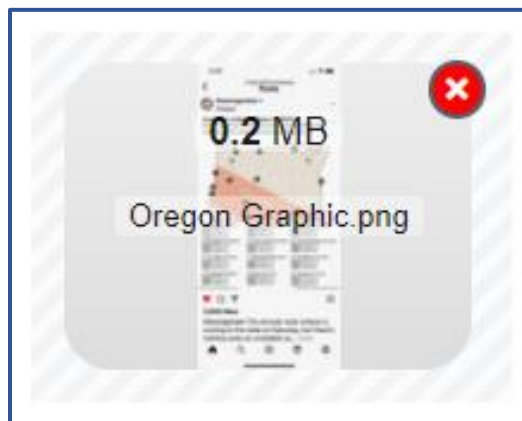
If the case number, party name, or hearing are incorrect, click the back button on the browser.

Step 2 – Upload files. Drag and drop the necessary files or open the necessary folder on the user's device and select the appropriate files. When all the necessary files have been selected, click **Next**

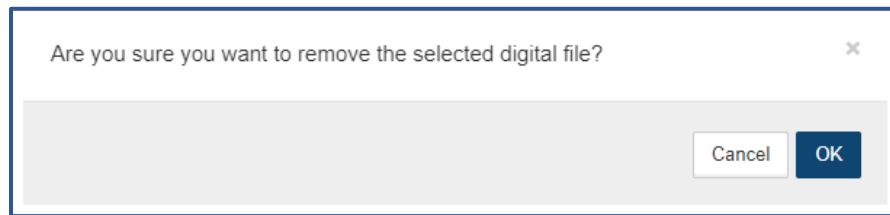


The screenshot shows the "Step 2 - Upload Files" form. The progress bar at the top has step 2 highlighted in teal. The main area is a large light gray box with the text "Drop files to upload (Or Click)" and a red arrow pointing to it. Below the main area are two buttons: "Previous" on the left and "Next" on the right, which is circled in red.

If an exhibit was uploaded in error, click on the red x on the exhibit to remove from the upload window.

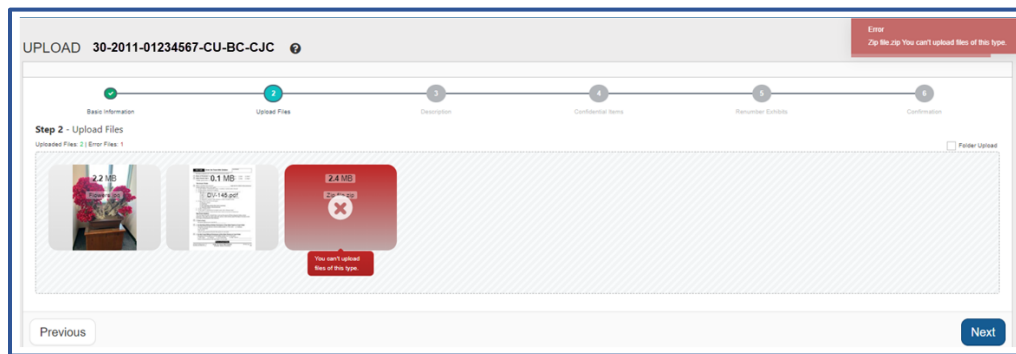


A pop-up will appear as shown below. Click **OK** if exhibit should be deleted or **Cancel** if the red x was selected by mistake and there is no need to delete the exhibit.

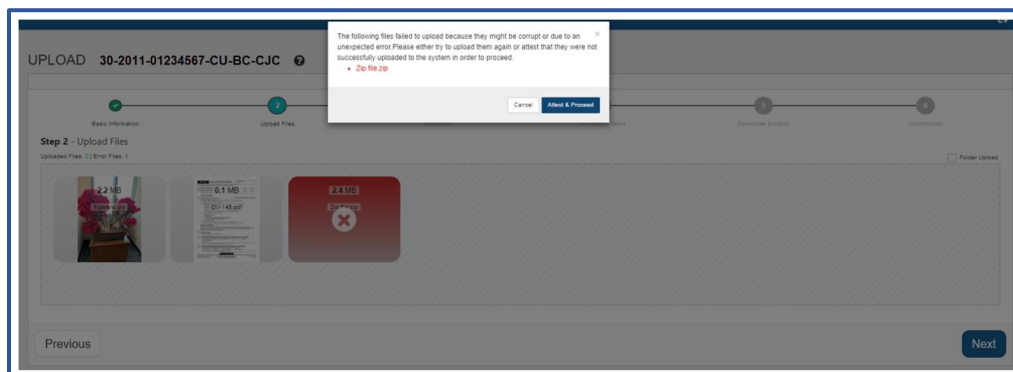


Ensure all necessary exhibits in this set have been uploaded. Once Next is clicked, additional exhibits may not be uploaded until this set has completed step 6. **Exhibits will not be considered uploaded until clicking “Finish” in step 6.**

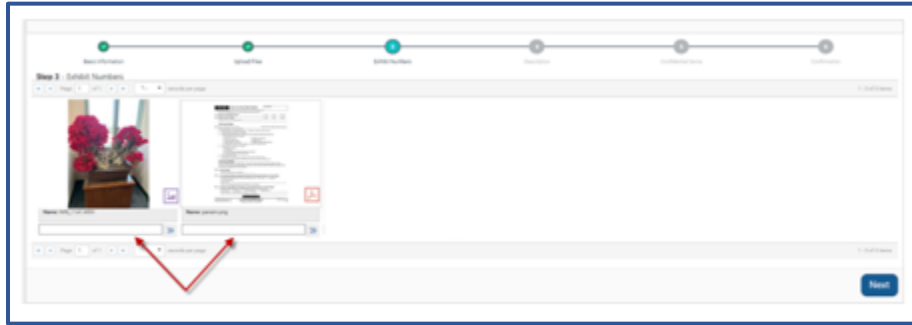
Zip files are not allowed in accordance with court policy. If a user attempts to upload a zip file, the user will receive a red error on the upper right-hand corner of the screen, and a red box will be added to the uploading area.



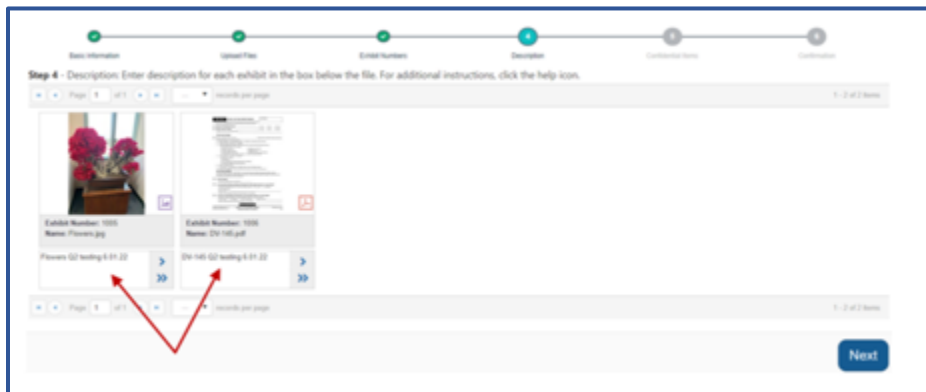
To remove the error box, the user must select **Next** and click on **Attest & Proceed** option.



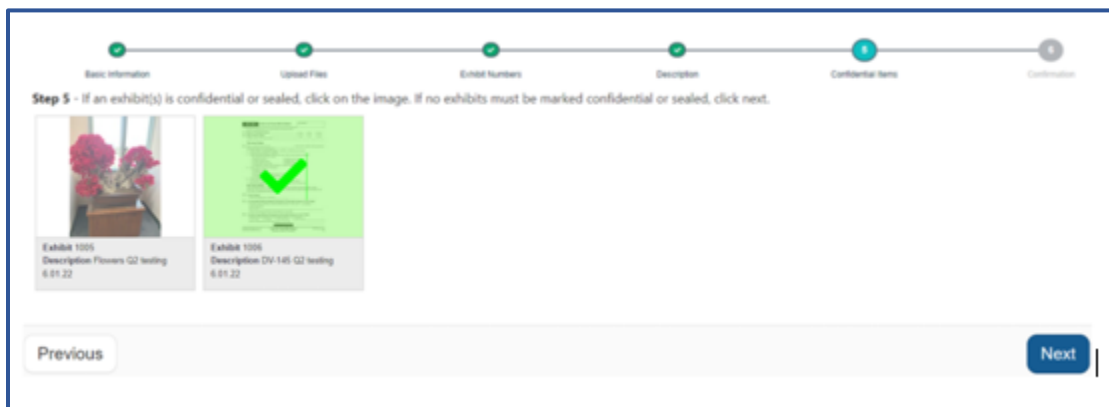
Step 3 – Exhibit Numbers. Type in the desired exhibit numbers to be assigned to the appropriate exhibits based off the exhibit list, and then click **Next**. Exhibit numbers will appear as four-digit numeric scheme.



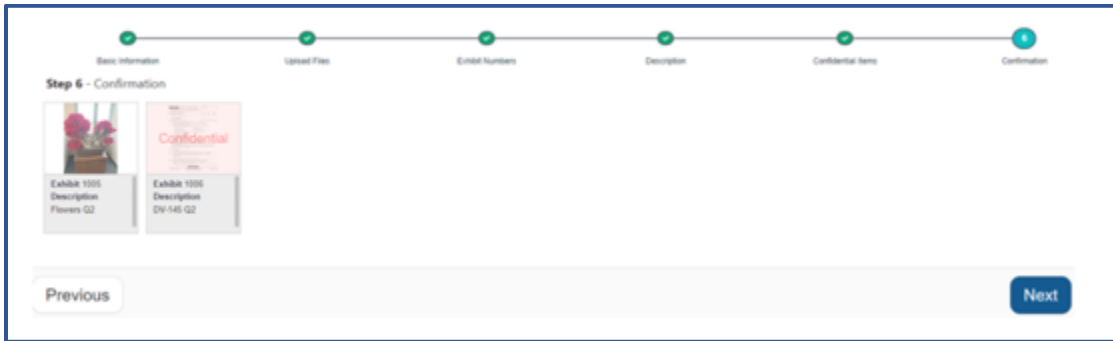
Step 4 – Description. After files have been uploaded, type in a unique description for each exhibit in the space available under each image. Then click **Next**.



Step 5 – To mark an exhibit(s) confidential/graphic, click on the appropriate exhibit. Once a green checkmark appears over the image, click **Next**. The image will be replaced with a manila folder marked “Confidential” after the upload process is finalized.

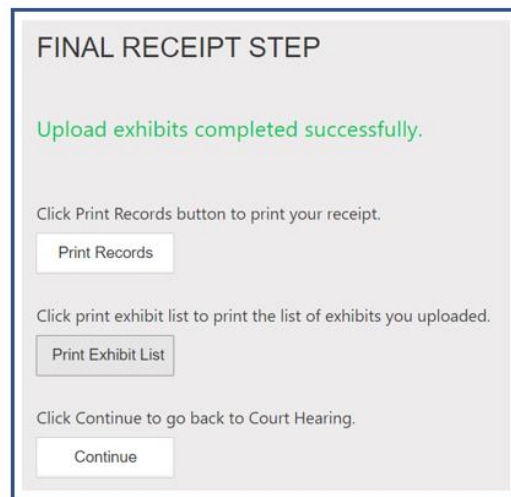


Step 6 – Confirmation. Verify the exhibit number, description, and confidential status are accurate. If corrections are necessary, click on the **Previous** button to update information. If satisfied with the exhibits, click **Finish**.



Selecting this option will prevent the user from further editing of exhibits. Ensure the upload process is complete with the desired exhibits, numbers, order, and description, prior to completing finish.

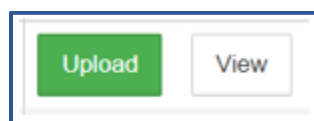
Final Receipt Step. Click **Print Records** to have a receipt of the completed upload.



It is important to print an **Exhibit Receipt** and **Exhibit List** of uploaded documents for the party to have on hand during the hearing.

How to View Exhibits in the Case/Citation

To view all exhibits uploaded in the case, visit the **Court Hearings** screen, and click **View**.



NAVIGATING THE ICONS IN THE GALLERY VIEW

Below is a guide to the icons in the **Gallery** view:




1. To select all exhibits, click the **solid green checkmark** icon.
2. To deselect exhibits, click the **outline of the green checkmark** icon.
3. To refresh the screen, select the **blue arrows** icon.
4. To generate an exhibit tag while downloading exhibits, select the exhibit(s) and click the **file folder** icon.
5. To download a file, select the icons with the **green arrow** icon.
6. To share exhibits, select the **share** icon. For detailed instructions on this item, see page 18.
7. To place an **Exhibit Ribbon** on exhibits, select the **generate ribbon** icon. For detailed instructions, see page 21.
8. To delete a lodged exhibit, select the exhibit and click the **Delete** icon. Exhibits can be deleted up to 24 hours before the first day of hearing or original hearing date. Once the hearing has commenced and exhibits are marked and/or admitted, they cannot be deleted.
9. To print a receipt of all exhibits uploaded, select the **printer** icon. **Bring this to the hearing for reference.**
10. To create an exhibit list, select the **paper**. **Bring this to the hearing to use as exhibits are presented. For detailed instructions on how to print an exhibit list, see page 18.**
11. To view exhibits as a list rather than icons, select the icon with the **image of a list** icon.
Example of the updated view shown below.


	Digital Exhibit Number: 101	Digital Description: Book	Digital Exhibit Status: Lodged	Digital Marked Confidential: No
	Digital Exhibit Number: 102	Digital Description: Drawing	Digital Exhibit Status: Lodged	Digital Marked Confidential: Yes

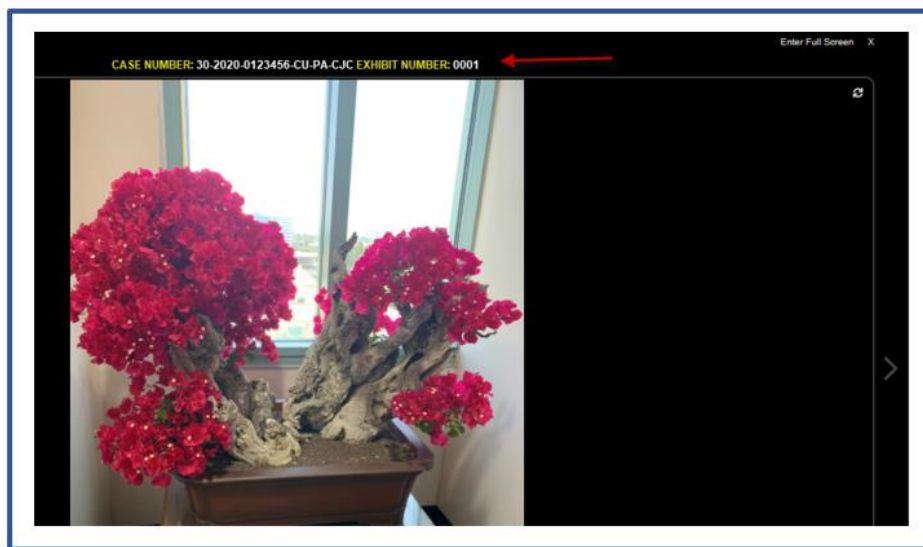
12. To view exhibits in a gallery, select the **picture** icon.
Example of the updated view shown below.



13. To view an exhibit in **Full Screen**, or to watch an uploaded video, select the **Expand** icon on the exhibit.  Use the rotate icon to spin the image as needed for appropriate view. Depending on the exhibit file, the icon may appear differently or in another area of the exhibit. See below.



14. To view additional information about the exhibit, or to play a video exhibit that has been uploaded, select the "i" icon on the exhibit. 
15. An exhibit ribbon containing the case and exhibit numbers appears above each exhibit in the filmstrip view.




16. **Confidential** exhibits will display a file folder with the word **CONFIDENTIAL** across it. To view them, click **Ok** on the warning message. The image will remain visible until you exit the view.



PRINTING YOUR EXHIBIT LIST

An Exhibit List can be used to reference the exhibits uploaded in your case by the assigned exhibit number. It will list all the exhibits you have uploaded. Bring this to your hearing so you can reference the exhibit number when you present your evidence to the court. To print an exhibit list, follow the steps outlined below.

1. Click on the Exhibit List icon. 
2. A PDF will generate in the bottom left of your screen or will populate into a separate window.
3. To print, select the print icon in the window that populates.

A screenshot of a web browser displaying the "EXHIBIT LIST" form. The form has a header with a logo and the title "EXHIBIT LIST". Below the header are several input fields: "Case Number", "Exhibit List Of", "Case Name", "Department", and "Type of Hearing" (with "Case Management Conference" selected). To the right of these fields is a section labeled "For Court Use Only". Below the input fields is a table with the following columns: "Exhibit #", "Description", "Date Marked For Identification", "Date Admitted", and "Notes". The table contains several rows of data, with the first two rows having "test" in the "Description" column and specific dates in the "Date Marked For Identification" and "Date Admitted" columns. A print icon is circled in red in the top right corner of the browser window.

SHARING EXHIBITS

To share electronic exhibits uploaded to the portal with other parties on your case the **Virtual Viewing Room** feature must be utilized. The First Name, Last Name, and Email address of the person(s) the exhibits will be shared with are required. If the cell phone number of the party is available as well, it may also be entered.

1. Navigate to the **Gallery** of the case exhibits that will be shared. Select the desired exhibits by clicking on them.



2. Select the **Share** icon  from the toolbar.

3. Type in or select the last date the exhibits should be available for viewing by others. Type in any **Notes** if desired. Click **Next**.

The screenshot shows the 'VIRTUAL VIEWING ROOM SHARING' interface. At the top, there is a progress bar with two steps: 'Basic Info' (1) and 'User Selection' (2). The current step is 'Step 1 - Basic Info'. Below the progress bar, there is a dropdown menu for 'AVAILABILITY' and a text input field for 'Notes'. At the bottom of the form, there are 'Cancel' and 'Next' buttons. The 'Next' button is circled in red.

4. Type in the **First Name**, **Last Name**, **Email** address, and **Cell Phone** number, if desired, of the party with whom the exhibits will be shared. Select the toggle button next to **Cell Phone** or **Email** under **Authenticate Using** to have the authentication pin for the party to access the exhibits, sent to either the party's email or cell phone. Click **Add User**.

The screenshot shows the 'VIRTUAL VIEWING ROOM SHARING' interface at 'Step 2 - User Selection'. The progress bar at the top shows 'Basic Info' (1) and 'User Selection' (2). The current step is 'Step 2 - User Selection'. Below the progress bar, there are input fields for 'First Name', 'Last Name', 'Middle Name', 'Email [Email]', and 'Cell Phone'. There is a section for 'Authenticate Using' with two radio buttons: 'Cell Phone' and 'Email [Email]'. The 'Email [Email]' radio button is selected. Below the input fields, there is a blue 'Add User' button, which is circled in red. At the bottom of the form, there are 'Previous', 'Cancel', and 'Submit' buttons.

5. Continue this process until all the parties the exhibits will be shared with have been added. Click **Submit**.

Step 2 - User Selection

First Name: [Text Field]

Last Name: [Text Field]

Middle Name: [Text Field]

Email (Email): [Text Field]

Cell Phone: [Text Field]

Authenticate Using:
 Cell Phone Email (Email)

[Add User]

[Previous] [Cancel] [Submit]

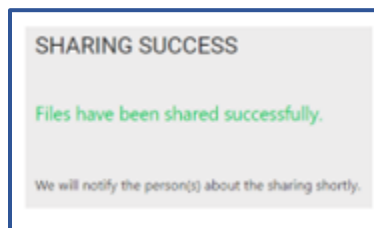
Users						
	First Name	Last Name	Middle Name	Phone No.	Email	Auth
[Trash Icon]	Jane	Doe			jdoe@aol.com	Email



If a party is added mistakenly, or with incorrect information, select the red trash can next to their name under the Users list. Then click **Ok** to confirm it is ok to remove their information. See screenshot below.

Users						
	First Name	Last Name	Middle Name	Phone Number	Email	Auth Type
[Trash Icon]	Jane	Doe			jdoe@aol.com	Email

6. When the exhibits have been successfully shared, you will be directed to a **Sharing Success** page.



7. An email with a link to the **Virtual Viewing Room** will be shared with the parties whose information was entered. An authentication pin will also be sent. Parties must click the link they are sent, then enter the pin number to access the exhibits.

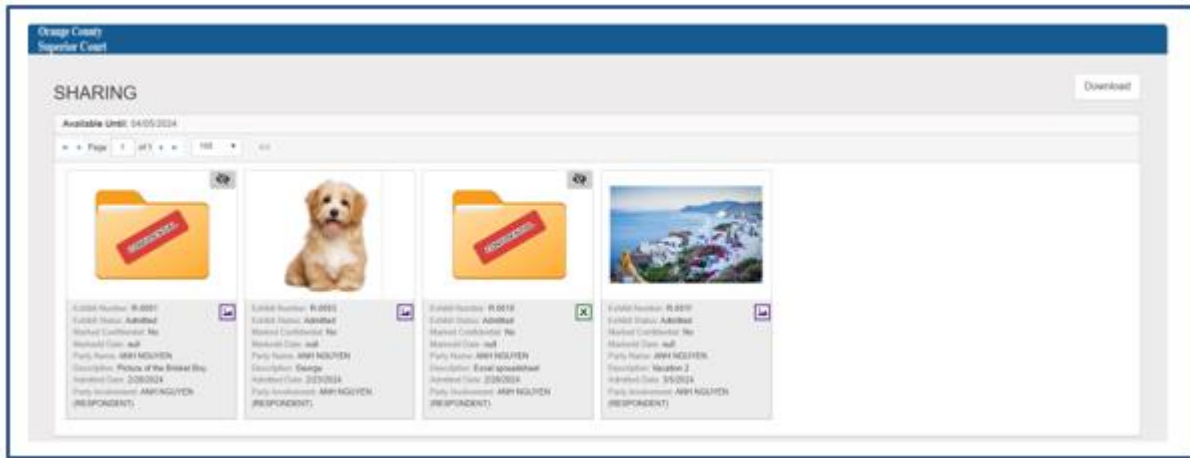
Please Verify


Pin Number

Enter The Pin Number


[Submit]

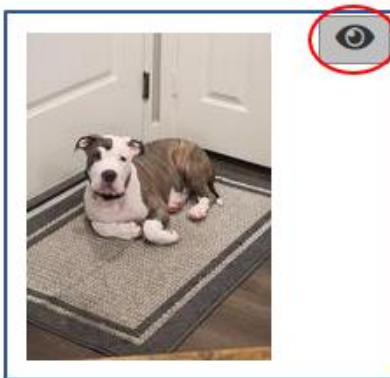
If the email and cell phone were entered, and the cell phone was selected to authenticate, the link to the exhibits will be sent via email, and the pin will be sent to the cell phone number. Both must be utilized to access the exhibits in the **Virtual Viewing Room**. See example of the **Virtual Viewing Room** below.



Confidential exhibits will appear in a file folder marked with the word CONFIDENTIAL. To view them, click on the **View Item** icon  within the exhibit (see below).




The image will remain visible until you exit the view. Use the **Hide Item** icon  to bring back the folder on the image.



DOWNLOADING/PRINTING OF EXHIBITS/GENERATE RIBBON

If the court requests printed copies of the exhibits with the case number and exhibit number, exhibits can be printed from the portal with a ribbon generated at the top of the exhibit. To place an electronic ribbon on the exhibits that will contain the case number and exhibit number, follow the steps outlined below:

1. Select the exhibits that need a ribbon affixed and click the **Generate Ribbon** icon  from the toolbar.

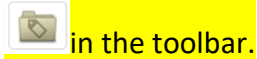
2. A PDF of the exhibit will populate in a new browser tab.

3. Verify a ribbon with the case number and exhibit number appears at the top of the exhibit.
4. Print the PDF or download as necessary.

GENERATING AN EXHIBIT TAG

To generate an exhibit tag while downloading exhibits follow the steps outlined below:

1. From the **Gallery** view select the exhibit(s) that need an exhibit tag and click the **Generate Exhibit Tag** icon



in the toolbar.

2. A PDF of the exhibit(s) will populate in a new browser tab, with the exhibit tag on the first page followed by the corresponding exhibit (also containing an exhibit ribbon).

3. Print the PDF or download as necessary.

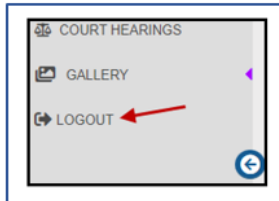
HOW TO LOG OUT

There are two ways to log out of the portal.

1. Select the arrow in the upper right corner.



2. Or select the word **Logout**, on the left task bar.





Step 2: ON THE HEARING DATE

- Bring your account Username and password in case you need to access the portal in the courtroom
- Utilize the exhibit list and exhibit receipt to reference the assigned exhibit number for your evidence during the hearing
- The Court will determine who will share exhibits in the courtroom. Once the Court determines who will share exhibits in the courtroom, follow the applicable steps

PRESENTATION INSTRUCTIONS FOR IN PERSON HEARINGS

Prior to the Hearing

Prior to the hearing each party or counsel in the case should have created an account, familiarized themselves with the Electronic Evidence portal, uploaded exhibits, and followed the instructions of the assigned courtroom. It is recommended that you also print the Exhibit List and exhibit receipt that note the exhibit number assigned to each exhibit. These will assist when referencing exhibits during hearings.

Prior to the start of a hearing, the court will determine who will be presenting exhibits. Follow the steps outlined below accordingly.

Displaying and Presenting Exhibits (When a Party is Instructed to Display)

Court provided laptops are stationed on both tables located in front of the judicial officer. The laptops will allow counsel/parties to connect to the electronic evidence portal.



The court provided laptops should also be connected to the evidence presentation equipment. Contact the courtroom personnel for assistance if the laptop is not functioning.

Evidence Presentation Equipment

Evidence presentation equipment will be present at the tables located in front of the judicial officer. This equipment needs to be connected to the court provided laptops to display exhibits in the courtroom. See below for a photo of the equipment. Prior to presenting exhibits, the projector screen will be lowered by the courtroom personnel, and will be viewable by those present in the courtroom. The witness stand may have a monitor that will also display the exhibits as presented.



Click on the **Counsel** button with the arrow pointing towards who would like to display their exhibits. If you are sitting on the right side of the table, click on **Counsel** →. If you are sitting on the left side of the table, click on **Counsel** ←. If audio will be played from the portal over the evidence presentation equipment in the courtroom, adjust the volume by turning the volume nozzle to the right to make the sound louder, and left to lower the volume.



Clicking on the **Counsel** button will display what is currently present on the laptop screen. Ensure the items on the screen are ready to be displayed in the courtroom, as they will be viewable to everyone once the **Counsel** button is selected on the equipment. **To stop displaying the laptop screen at any point, click the Counsel button again.**



Contact the courtroom personnel immediately if exhibits do not display after clicking the **Counsel** button, or if there are any issues with the volume.



For parties who may be appearing remotely, contact the courtroom personnel for instructions.

Follow these steps when ready to display exhibits:

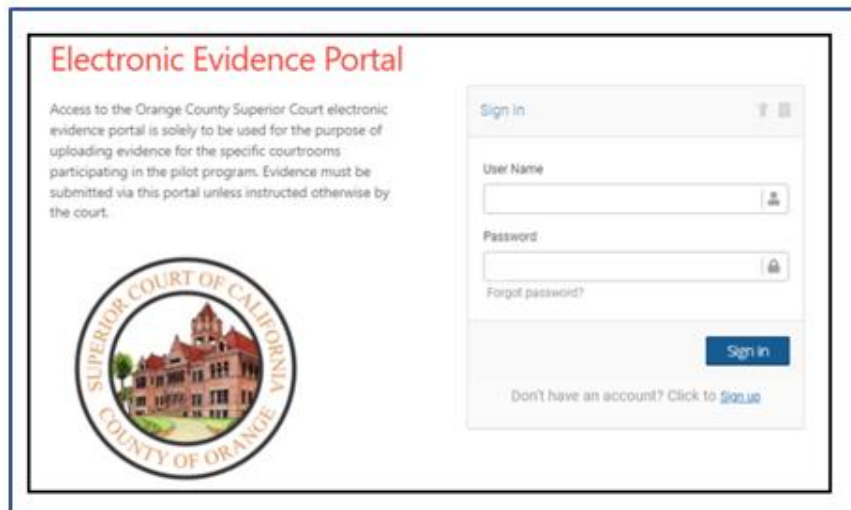
1. Ensure the laptop or device used to access the portal is connected to the evidence presentation equipment.

If the laptop appears to be malfunctioning, or off, contact the courtroom personnel immediately.



Prior to selecting an exhibit to display via the evidence presentation equipment in the courtroom, request permission from the court to display each exhibit.

2. Log into the electronic evidence portal prior to the start of the hearing. Enter the appropriate Username and Password. Click **Sign In**.





After twenty minutes of inactivity, parties will be automatically logged out of the portal. Prior to this, parties will receive a pop-up indicating the session will be expiring soon. To extend the session, select **Extend Session**.

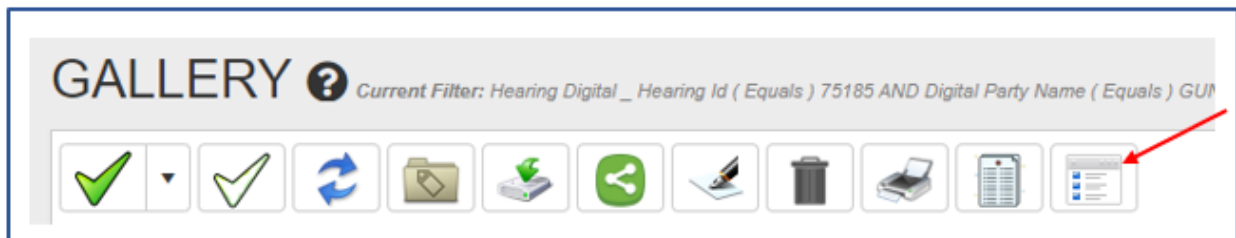
3. Navigate to the appropriate case in **Court Hearings**. Select the **View** option from the appropriate case to display exhibits in the **Gallery** view.




Clicking **View** will display ALL exhibits uploaded. Select the **Counsel** button when ready to display an exhibit and after requesting permission from the Court to do so. **To stop displaying the laptop screen at any point, click the Counsel button again.**

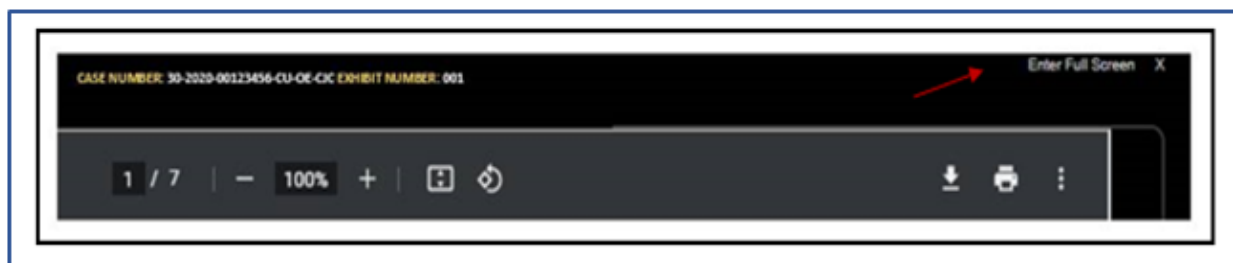
CASE NUMBER	HEARING DATE	HEARING TYPE	PARTY NAME(S)	Upload	View
19000981	2/29/2024	CONFERENCE - TRIAL READINESS	GUNASEKAR ARUMUGAM	Upload	View
19000981	2/29/2024	CONFERENCE - TRIAL READINESS	KOKILA NATARAJAN	Upload	View
30-2022-01241081-SC-SC-CJC	2/29/2024	Small Claims Trial	Sophie Nguyen	Upload	View
30-2022-01241081-SC-SC-CJC	2/29/2024	Small Claims Trial	Sophie Nguyen Tam Nguyen	Upload	View

4. In the **Gallery** window, select the list icon  to display exhibits on a list or toggle back using the picture icon  to view as a gallery.



To view or display an exhibit select the **Expand** icon on the exhibit. 

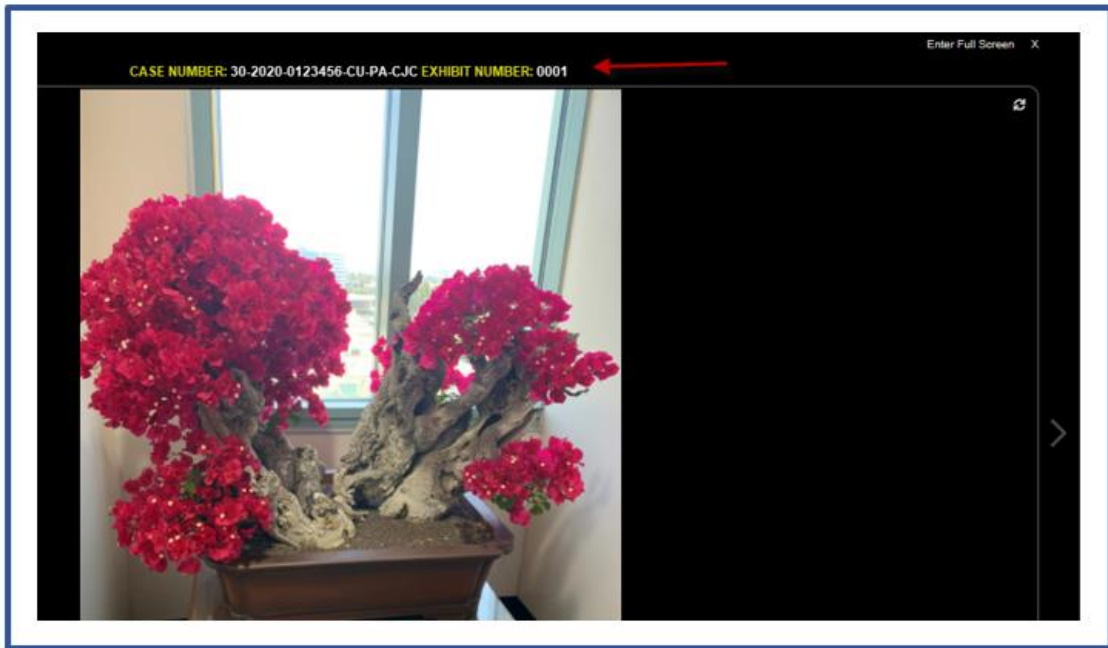
To view in **Full Screen**, click on **Enter Full Screen**.



5. Use the rotate icon to spin the exhibit as needed for appropriate viewing. Depending on the exhibit file, the icon may appear differently or in another area of the exhibit. See below.



An exhibit ribbon containing the case and exhibit numbers appears above each exhibit.

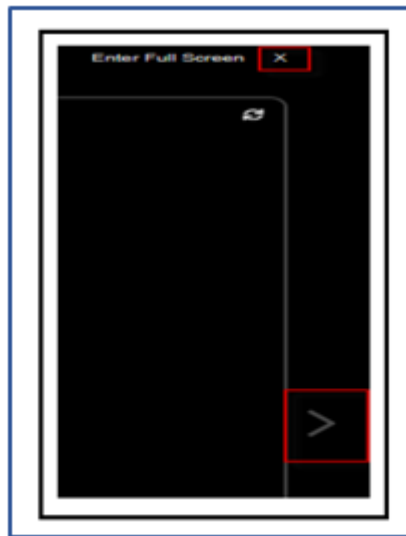


Confidential exhibits will display a file folder with the word **CONFIDENTIAL** across it. To view them, click **Ok** on the warning message. The image will remain visible until you exit the view.

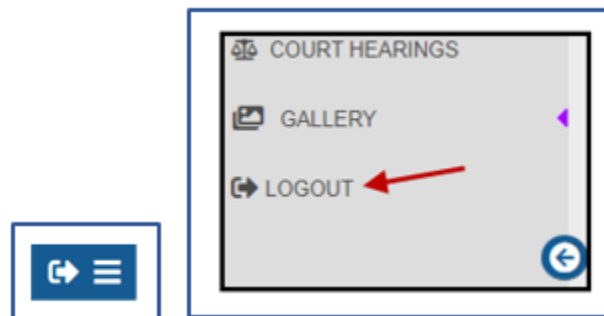


6. Click on the **Counsel** button with the arrow pointing towards who would like to display their exhibits, when ready to display the exhibits to the courtroom. If you are sitting on the right side of the table, click on **Counsel →**. If you are sitting on the left side of the table, click on **Counsel ←**. If audio will be played from the portal over the evidence presentation equipment in the courtroom, adjust the volume by turning the volume nozzle to the right to make the sound louder, and left to lower the volume.

7. You may utilize the arrow in the open exhibit to navigate to the next or previous exhibit. Click the “X” to close the window.



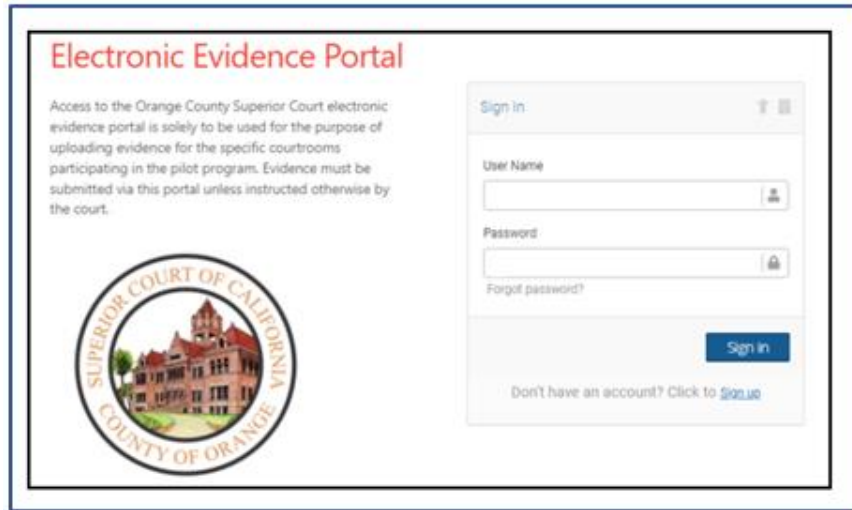
8. When finished displaying exhibits, log out of the portal by selecting the arrow in the upper right corner or the Logout option on the left task bar.



9. Reach out to the courtroom personnel, if necessary, for any further assistance with the courtroom equipment.

Viewing Exhibits (When the Court Displays on a Party's Behalf)

1. Log into the electronic evidence portal prior to the start of the hearing to follow along during the hearing. You may utilize your exhibit list to also provide the court direction on which exhibits to display on your behalf.



After twenty minutes of inactivity, parties will be automatically logged out of the portal. Prior to this, parties will receive a pop-up indicating the session will be expiring soon. To extend the session, select **Extend Session**.



2. Navigate to the appropriate case in **Court Hearings**. Select the **View** option from the appropriate case to display exhibits in the **Gallery** view.

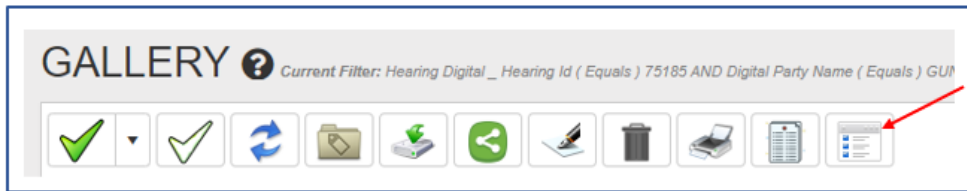
Clicking **View** will display ALL exhibits uploaded.



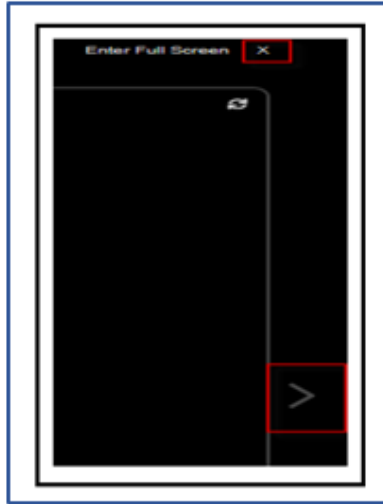
Navigating to the Gallery will allow parties to be able to follow along during a hearing and direct the court to which exhibits the court will display on a party's behalf.

CASE NUMBER	HEARING DATE	HEARING TYPE	PARTY NAME(S)	Upload	View
19C009881	2/29/2024	CONFERENCE - TRIAL READINESS	GUNASEKAR ARUMUGAM	Upload	View
19C009881	2/29/2024	CONFERENCE - TRIAL READINESS	KIKILA NATARAJAN	Upload	View
30-2022-01241081-SC-SC-CJC	2/29/2024	Small Claims Trial	Sophie Nguyen	Upload	View
30-2022-01241081-SC-SC-CJC	2/29/2024	Small Claims Trial	Sophie Nguyen Tam Nguyen	Upload	View

3. In the **Gallery** window, select the list icon  to display exhibits on a list or toggle back using the picture icon  to view as a gallery.



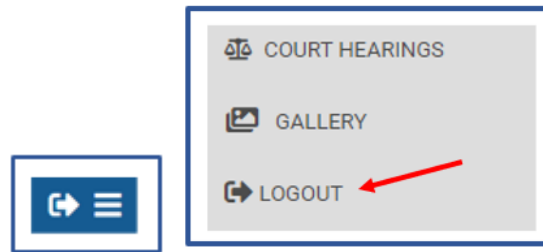
- 4. Utilize the Exhibit List and exhibit receipt, and descriptions of exhibits, as necessary, to provide the court with information regarding which exhibit needs to be displayed.
- 5. You may utilize the arrow in the open exhibit to navigate to the next or previous exhibit. Click the X to close the window.



6. **Confidential** exhibits will display a file folder with the word **CONFIDENTIAL** across it. To view them, click **Ok** on the warning message. The image will remain visible until you exit the view.



7. When the hearing has concluded, log out of the portal by selecting the arrow in the upper right corner or the Logout option on the left task bar.



8. Contact the courtroom personnel, if necessary, for any further assistance.

EXHIBIT RETURN - SMALL CLAIMS

When a Small Claims case has been completed, the portal will send an email to the uploader, notifying them that they have 60 days from the date of the notice to download their exhibits. Uploader can immediately log in to their account to start downloading all the uploaded exhibits. Download exhibits affixing the Exhibit Ribbon, see page 21 for instructions.

EXHIBIT RETURN/RETENTION – CIVIL, FAMILY LAW AND PROBATE

Upon completion of any Civil, Family Law or Probate hearing, if parties stipulate to the return of the exhibits or the court makes an order to return them to the submitting party, the uploader will receive an email notifying them that they have 30 days to download their exhibits from their accounts. Download exhibits affixing the Exhibit Ribbon, see page 21 for instructions.

If the court does not make an order or the parties do not stipulate to the return of exhibits at the conclusion of the hearing, all marked and admitted exhibits will be transferred to Records and Exhibit Management for further retention pursuant to Code of Civil Procedure § 1952.



Important Things to Note:

- Refer to the courtroom’s individual policies and procedures for information surrounding deadlines and additional information.
- Contact the courtroom for specific questions regarding the case.