

Proposing Exhibits

The term "exhibit" describes supporting materials entered into the record at a hearing or trial. Supporting materials are attached to an application, motion, court form, verification of account, etc. See the Comment to [Rule 16.311](#) for additional explanation and examples of the use of attachments.

Prepare your exhibits as described in [Preparing Documents](#) before submitting them. If your exhibit exceeds the file size limit (20 MB District/150 MB Appellate), break it into smaller documents, then submit each part separately.

Find your case

1. On the eFile Home page, click **Existing Case**.
2. Select the appropriate County.
3. Enter the Case Number.
4. Enter the Participant's Last Name.
5. Click **File on this case**. Cases in which you are an active party will display at the bottom of the screen.

Create your submission

1. On the Add a Document screen, skip the Document Category field.
2. In the Document Type field, select EXHIBIT - PROPOSED.
3. Click **Browse**.
4. Browse to your prepared exhibit and select it.

5. Click **Add**.
The Exhibit Submission Screen will display.

6. Enter an exhibit number. Each exhibit number must be unique (cannot be used more than once).
7. Enter an Exhibit Description.



8. Click **Next**.

Note: If you broke a large exhibit into smaller documents, repeat these steps to submit each part of the exhibit. For each part, give the exhibit a different but related exhibit number, for example, 16A, 16B, 16c, etc.

9. For each document, click the blue file name link in the View Document column and review the document to verify that it loaded properly. Each document will be named Exhibit-Proposed.



10. Click **Next**.

Note: If you need to modify the Exhibit Number or Description, click the document icon in the Edit Data column.

Continued on next page

Submit your filing

1. On the Review and Approve Filing page, verify all information being submitted on the case is accurate and complete.
2. Optional. Add special filing instructions for the clerk. For example, if you broke a large exhibit into smaller documents, add a note explaining that your exhibit is filed in separate submissions.
3. Click **Submit the Filing**.

Review and Approve Filing

SRCR182097 Case Title : STATE VS WARE, JIMMY

Emergency

Document(s) to be Submitted: [Add/Remove Documents](#)

Document Name	View Document
EXHIBIT - PROPOSED	Exhibit1.pdf
EXHIBIT - PROPOSED	Exhibit2.pdf
EXHIBIT - PROPOSED	Exhibit3.pdf

New Properties: [Add Real Estate](#)

New Parties: [Add Parties](#)

Special Filing Instructions for the Clerk:

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit the Filing](#)

Continued on next page

Review your filings

To view exhibits that have been offered into evidence and admitted on your case, click **My Cases**.

When a proposed exhibit is admitted by the court, it is renamed as Exhibit and saved in the Case History. You will receive a confirmation and a status update in the My Filings list. For more information, see [Managing Filings, Cases, and Notifications](#).

Admitted Juvenile exhibits will display as Exhibit-Juvenile (#1), (#2), etc. On all other case types, they will display as Exhibit (#1), (#2), etc.

File Date	Case History
10-22-2013 01:59:00 PM Plaintiff	EXHIBIT (#1) DEFTA / REPORT Filed by: THOMAS JOSEPH FERGUSON
10-22-2013 01:59:00 PM Court	EXHIBIT (#2) Filed by: Court
10-22-2013 01:59:00 PM Court	EXHIBIT (#3) Filed by: Court
10-22-2013 01:57:00 PM Plaintiff	EXHIBIT - PROPOSED (#1) Admitted DEFTA / REPORT Filed by: THOMAS JOSEPH FERGUSON
10-22-2013 01:57:00 PM Plaintiff	EXHIBIT - PROPOSED (#2) Admitted STATE 001 / DISCHARGE SUMMARY Filed by: THOMAS JOSEPH FERGUSON
10-22-2013 01:57:00 PM Plaintiff	EXHIBIT - PROPOSED (#3) Admitted DEFTA / PHOTO Filed by: THOMAS JOSEPH FERGUSON
10-14-2013 10:46:00 AM Plaintiff	MOTION FOR CONTINUANCE Filed by: THOMAS JOSEPH FERGUSON

Exhibits submitted during court will have a reserved number and will be scanned in (if possible) after the hearing.

This information is for instructional purposes only and is not intended to and does not constitute legal advice under any circumstance.