

**UPDATED AS OF 4/20/2020: PROCEDURE ON HOW TO FILE EVIDENCE IN COURT PROCEEDINGS SO THAT THEY WILL BE MARKED INTO EVIDENCE USING THE CLERK'S EDP SYSTEM**

**IMPORTANT: TO ENSURE THAT DOCUMENTS WILL BE PROCESSED TIMELY, ALL PROPOSED EVIDENCE MUST BE UPLOADED AS EXPLAINED BELOW AT LEAST FIVE (5) DAYS BEFORE AN EVIDENTIARY HEARING OR TRIAL**

**THE PARTIES MUST MARK THEIR EXHIBITS "FOR IDENTIFICATION ONLY" AS PLAINTIFF'S 1,2,3, ETC. AND DEFENDANT'S A, B, C, ETC.**

STEP 1: The parties must go to the e-filing portal.

STEP 2: Type in "evidence" or "evidentiary hearing" in the search bar.

STEP 3: The heading "Exhibits and Transcripts" will appear.

STEP 4: Under "Exhibits and Transcripts" choose the "Evidentiary hearings" section.

STEP 5: Upload each exhibit. Do not include a Notice of Filing.

The Clerks will process the documents and they will be docketed on Odyssey for review by the Judge and parties. Once the Judge admits a properly e-filed document into evidence, the Clerk will mark it into evidence through the EDP system and it will automatically be properly labeled.

The Clerk will also prepare an Exhibit list that corresponds to the evidence that has been admitted by the Judge.

**PLEASE NOTE: THE CLERK WILL NOT BE ABLE TO MARK ANY DOCUMENTS INTO EVIDENCE IF THEY ARE ONLY FILED IN COURT MAP. THE EVIDENCE MUST BE FILED IN ACCORDANCE WITH THE DIRECTIONS ABOVE.**