CaseLines

Uploading an Exhibit During a Hearing

To get to the Upload page from Review:

- In the ribbon at the top of the screen, select the <u>Home</u> button, and choose <u>Update Bundle</u>
- In the Case Home page, select the <u>Sections</u> button at the top of the screen
- Find the Section you want to upload the exhibit into to the right you'll see the button <u>Upload Document(s)</u>, select it
- A white box will appear, and selecting <u>Add Files</u> at the bottom will let you select from your computer or you can drag and drop from your computer or e-mail, etc.
- Once you've made your selection(s), select <u>Start Upload</u>, and when you see 100%, the exhibit(s) will be virus-checked, OCR'd (made readable), and viewable in the Review screen

-You can check to see what's been uploaded by clicking above the white box into:

- **View Section Documents** - to see if all the pages were uploaded, and pagination applied,

  or

- **Update All Documents** – to change exhibit name, move it or remove it

*Tip: Use 'Update All Documents' to refresh if the Review screen isn't showing current exhibits

To return and view in Review screen

- Select the <u>Review</u> button at the top of screen
- A new tab will open - select the Section name you uploaded the exhibit into to view it

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