



Superior Court of California, County of Tulare Digital Evidence 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.tulare.courts.ca.gov, select *Online Services*, and *Digital 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 Digital 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 Digital 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 on page 8
- Print copies of the 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 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 Digital 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 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.

Digital Evidence Portal

Access to the digital 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.



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.

Digital Evidence Portal

Access to the digital 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.

Identify your case ?

Case Type

Civil Unrelated
Civil Unrelated
Family Law

Filing Date

18-102225

Submit

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

Digital Evidence Portal

Access to the digital 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.

The screenshot shows a form titled "Identify your case" with a help icon. It contains three input fields: "Case Type" with a dropdown menu showing "Civ. Litigat.", "Case Number - Ex. YGL123456" with a search icon, and "Hearing Date" with a calendar icon. A blue "Submit" button is located at the bottom right.

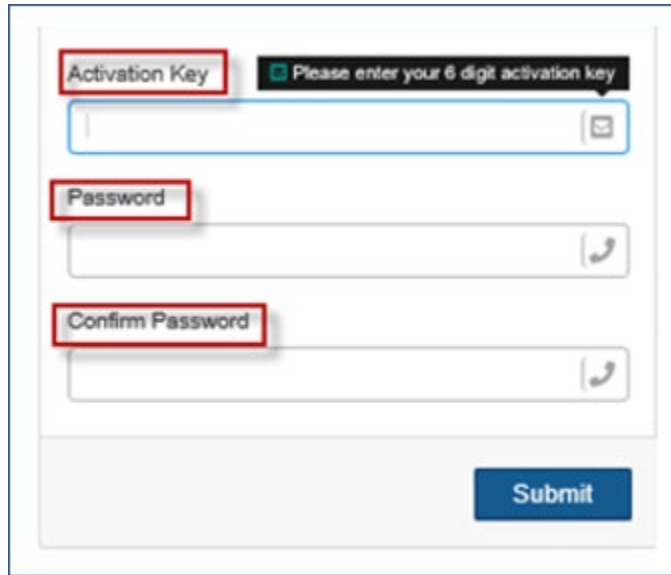
4. Complete the **Identify yourself** window (**First Name, Last Name, Email or Cell Phone**). Check the box under **Cell Phone Agreement** (if providing a cell phone) and **Agreement** acknowledging responsibility. Click **Submit**.

Digital Evidence Portal

Access to the digital 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.

The screenshot shows a form titled "Identify yourself" with a help icon. It contains four input fields: "First Name", "Last Name", "Email", and "Cell Phone", each with a search icon. Below the fields are two checkboxes: "Cell Phone Agreement" and "Agreement user license agreement". A blue "Submit" button is located at the bottom right.

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.



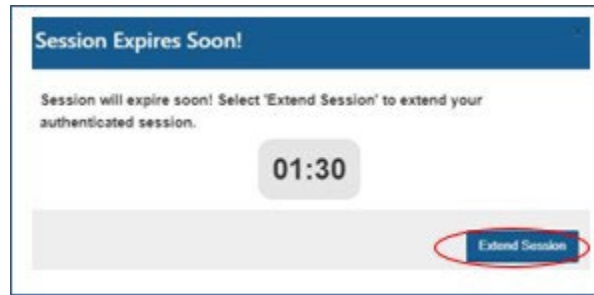
If activation key is not received via email, check the spam/junk folder.
When both a cell number and email are provided, an activation key will be sent to the email address.

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**.



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. Select the **Case Type** from the drop-down menu. User must enter the **case number** as listed on the case initiating file document (for example: VCL123456). Select the **Hearing Date** from the calendar. Click **Ok**.

A dialog box titled "Please enter case number" with a close button (X) in the top right corner. It contains three input fields: "Case Type" with a dropdown menu showing "Adoptions", "Case Number - Ex. VAD123456" with an empty text box, and "Hearing Date" with a calendar icon and the date "10/10/2023". At the bottom right, there are two buttons: "Cancel" and "Ok", with the "Ok" button circled in red. Red arrows point from the "Ok" button to each of the three input fields.

3. A list of party names will appear. Select the check box next to the appropriate party name. Click **Add**.

Please select Party Name

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

Page 1 of 1 10 records per page 1 - 2 of 2 items

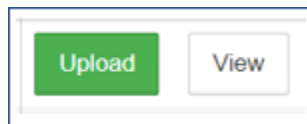
Cancel Add



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 17.

How to Upload Evidence

After adding the case, 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 name when uploading on behalf of a party.

Uploading steps for all case types

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



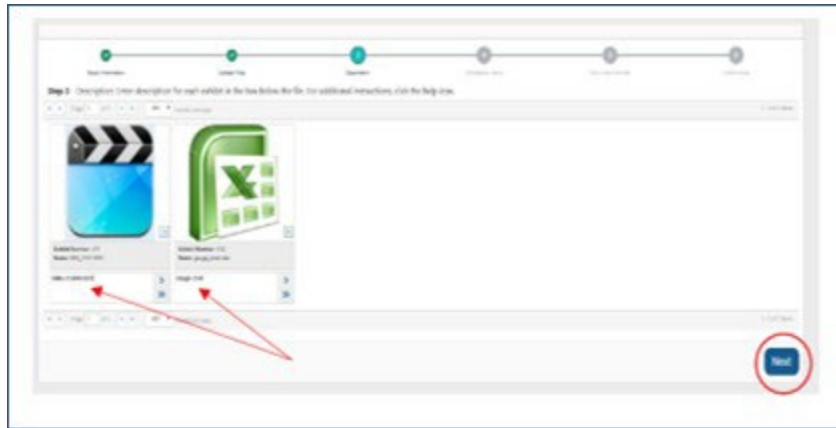
If any of the information listed is incorrect, click the back button on the browser.

2. **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 additional files were selected and the user has decided against uploading them, select the files to remove, and then click **Next**.

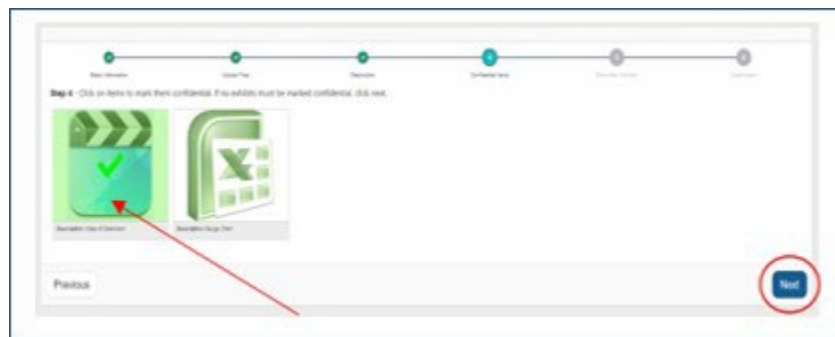


To avoid interruptions during the upload process, select all the necessary exhibits to upload at once. Once Next is clicked, additional exhibits may not be uploaded until this set has completed Step 6. Exhibits will be automatically numbered in the order they are uploaded. Exhibits in this set may be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

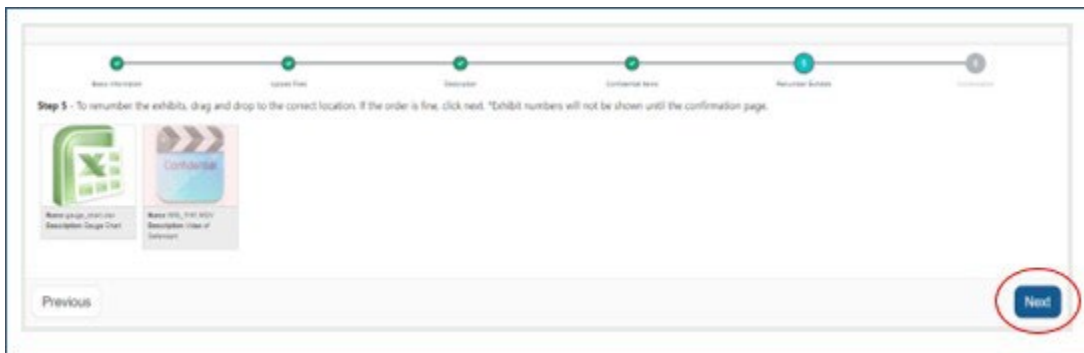
3. **Step 3 – Description.** After files have been uploaded, type in a unique description for each exhibit in the space available under each image. This description should accurately identify the exhibit. It will be used by you during the hearing to identify exhibits you wish to present to the court. 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 or sealed, click on the appropriate exhibit. Once a green checkmark appears over the image, click **Next**.



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**.

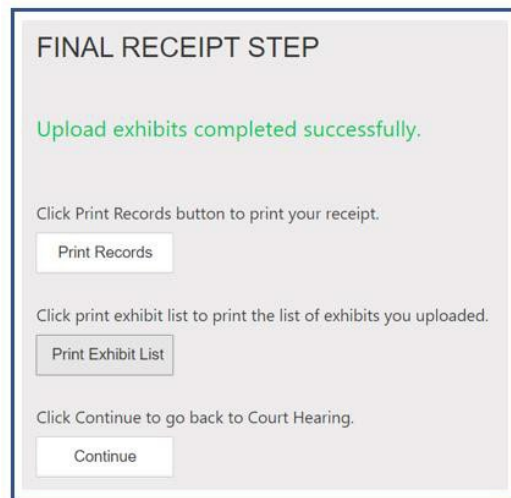


6. Step 6 - Confirmation. Verify the exhibit number, description, and confidential status are accurate. If corrections are necessary, click on the **Previous** button to update information. If satisfied with the exhibits, click **Finish**.



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.

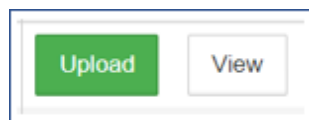
7. **Final Receipt Step.** Click **Print Records** to have a receipt of the completed upload.



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

How to View Exhibits in the Case








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**. 
2. To deselect exhibits, click the **outline of the green checkmark**. 
3. To refresh the screen, select the **blue arrows**. 
4. To share exhibits, select the **share** icon.  For detailed instructions on this item, see page 17.
5. To place an **Exhibit Stamp** on exhibits, select the **generate stamp** icon.  For detailed instructions, see page 19.
6. To print a receipt of all exhibits uploaded, select the **printer**.  **Bring this to the hearing for reference.**
7. To view exhibits as a list rather than icons, select the icon with the **image of a list**. 
Example of the updated view shown below.

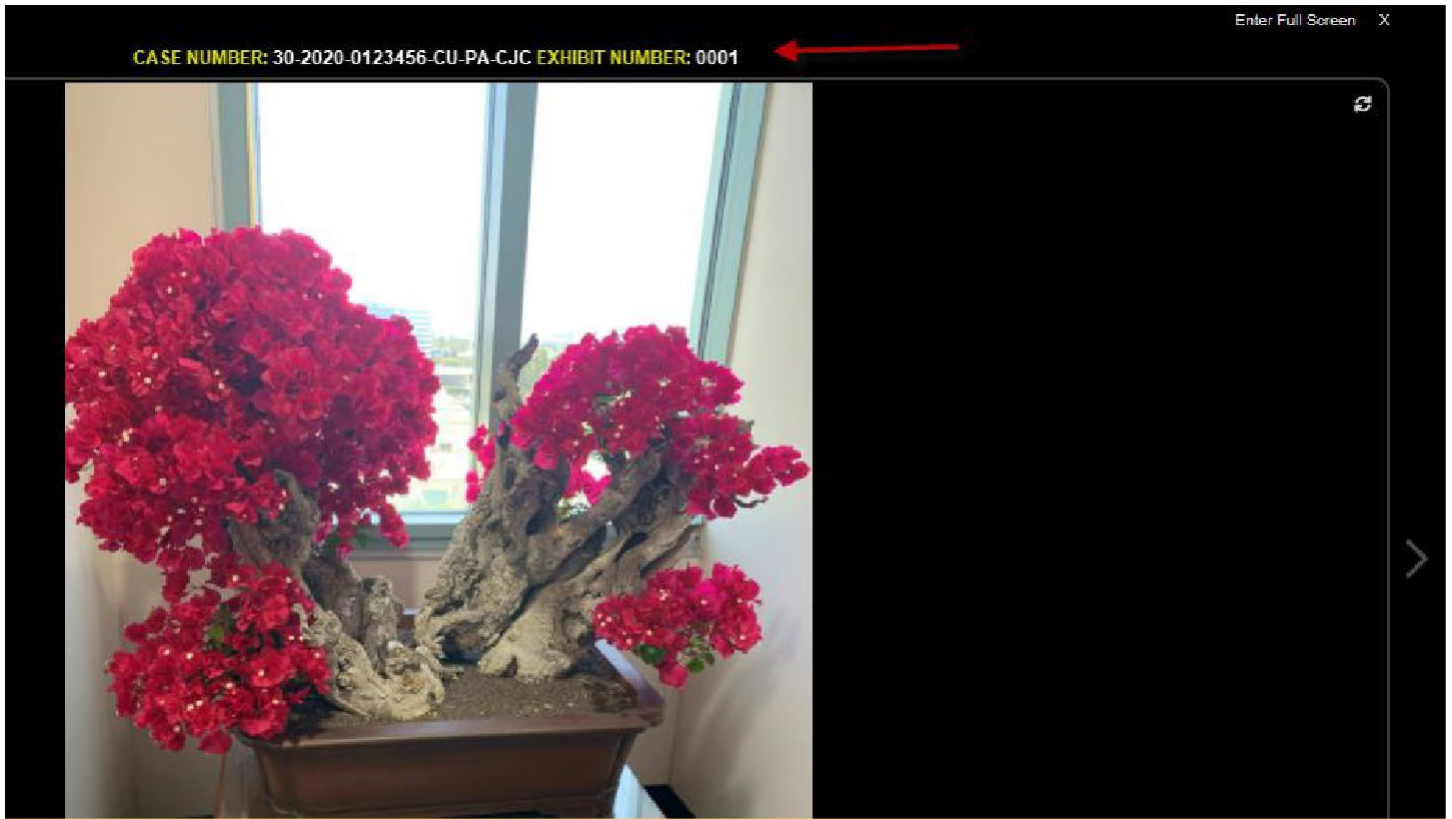


8. To view exhibits in a gallery, select the **picture** icon. 
9. To view an exhibit in **Full Screen**, or to watch an uploaded video, select the **Expand** icon on the exhibit. 
Use the rotate icon to spin the image as needed for appropriate view. Depending on the exhibit file, the icon may appear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




10. To view additional information about the exhibit, or to play a video exhibit that has been uploaded, select the **"i"** icon on the exhibit. 

- An exhibit ribbon containing the case and exhibit numbers appears above each exhibit in the filmstrip view.



PRINTING YOUR EXHIBIT RECEIPT

An Exhibit Receipt 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 receipt, follow the steps outlined below.

- Click on the Print icon. 
- A PDF will generate on your screen or will populate into a separate window.
- To print, select the print icon in the window that populates.



Case Number: PFL288008
 Party Name: Bailey DeMasters
 Hearing Date: 10/31/2023

Exhibits Receipt

EVIDENCE		
<p>EVIDENCE</p> <p>Case Number: PFL288008 Party Name: Bailey DeMasters Hearing Date: 10/31/2023</p> <p>Exhibit Number: PET_10001 Status: Lodged Admitted Date: Marked Date: Uploader: Rosmie Needham Rosmie-Litigant Upload Date: 08/31/2023 Marked Confidential: No Description: Document</p>	<p>Exhibit Number: PET_10002 Status: Lodged Admitted Date: Marked Date: Uploader: Rosmie Needham Rosmie-Litigant Upload Date: 08/31/2023 Marked Confidential: No Description: Photo</p>	<p>Exhibit Number: PET_10004 Status: Lodged Admitted Date: Marked Date: Uploader: Rosmie Needham Rosmie-Litigant Upload Date: 08/31/2023 Marked Confidential: No Description: Chart</p>

SHARING EXHIBITS

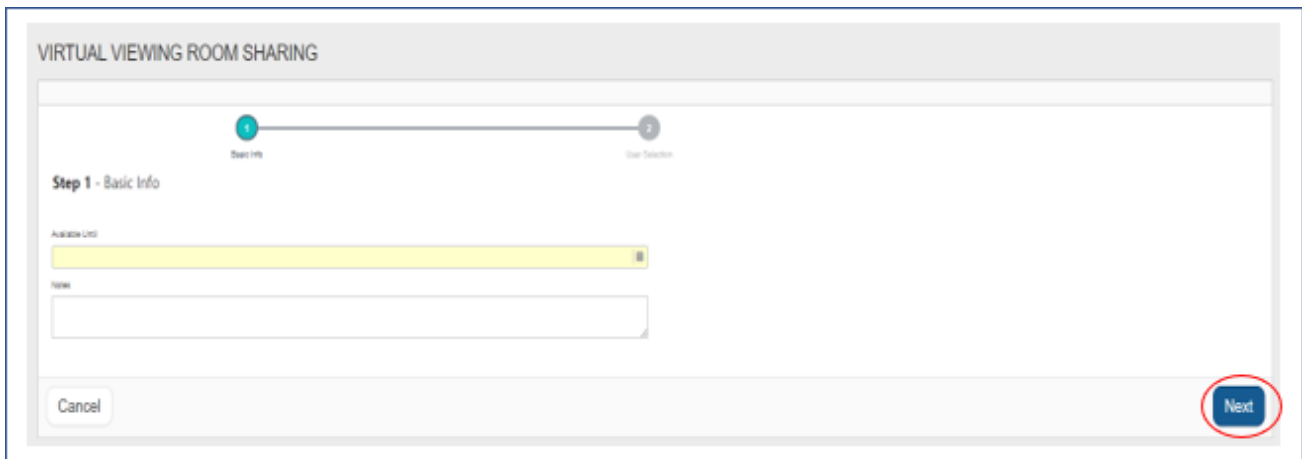
To share electronic exhibits uploaded to the portal with other parties on your case the **Virtual Viewing Room** feature must be utilized. The First Name, Last Name, and Email address of the person(s) the exhibits will be shared with are required. If the cell phone number of the party is available as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

A screenshot of a web-based dialog box titled "VIRTUAL VIEWING ROOM SHARING". The dialog box has a progress bar at the top with two steps: "Step 1" (active) and "Step 2". Below the progress bar, the "Step 1 - Basic Info" section is visible. It contains two input fields: "Available Until" (with a yellow highlight) and "Notes". At the bottom of the dialog box, there are two buttons: "Cancel" on the left and "Next" on the right. 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**.

Step 2 - User Selection

First Name
Last Name
Middle Name
Email [Email]
Cell Phone

Authenticate Using
 Cell Phone Email [Email]

Add User

Previous Cancel Submit

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
Last Name
Middle Name
Email [Email]
Cell Phone


Authenticate Using
 Cell Phone Email [Email]

Add User

Previous Cancel Submit



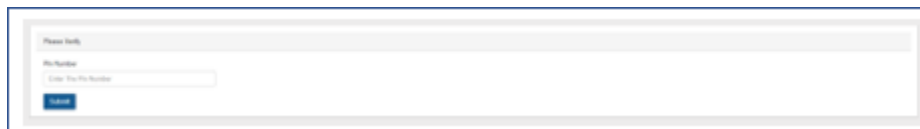
If a party is added mistakenly, or with incorrect information, select the red trash can next to their name under the Users list. Then click Ok to confirm it is ok to remove their information. See screenshot below.

Users						
	First Name	Last Name	Middle Name	Phone Number	Email	Auth Type
	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 Pin Number

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.



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 Stamp** icon  from the toolbar.
2. A PDF of the exhibit will generate. Click to open the document.
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.

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 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 Digital Evidence portal, uploaded exhibits, and followed the instructions of the assigned courtroom. It is recommended that you also print the 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.

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

Digital Evidence Portal

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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.

COURT HEARINGS ?				
Add Case/Citation				
CASE NUMBER	HEARING DATE	HEARING TYPE	PARTY NAME(S)	
30-2022-00000001-CU-CO-CJC	7/11/2022	Jury Trial	John Doe	<input type="button" value="Upload"/> <input type="button" value="View"/>
30-2022-00000002-CU-CO-CJC	3/23/2022	Order to Show Cause re: Dismissal on Settled Case	Jane Doe	<input type="button" value="Upload"/> <input type="button" value="View"/>
30-2022-00000003-CU-CO-CJC	3/23/2022	Order to Show Cause re: Dismissal on Settled Case	John Doe Jane Doe	<input type="button" value="Upload"/> <input type="button" value="View"/>



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.