



Case Center

How to Upload Documents from a Request

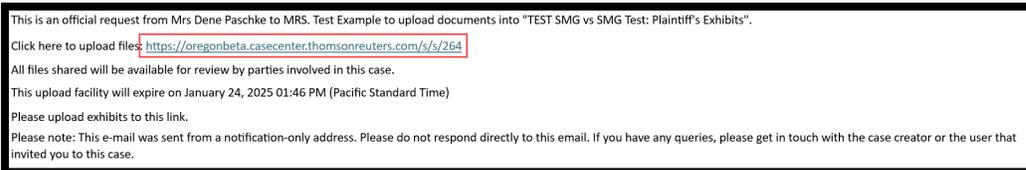
Overview

Exhibits can be uploaded as digital evidence to Case Center from an email or text message. The text or email will contain the sender's name, the case name, and a direct link to the case to upload files. The message will also contain the date and time the link will expire.

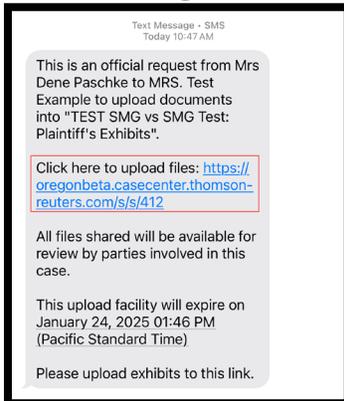
Upload Exhibits from a Request

1. From the device that contains evidence, click on the **link** in the text message or email received from the court.

- **Email Link:**



- **Text Message Link:**



NOTE: From a mobile phone, take pictures of your materials for upload.

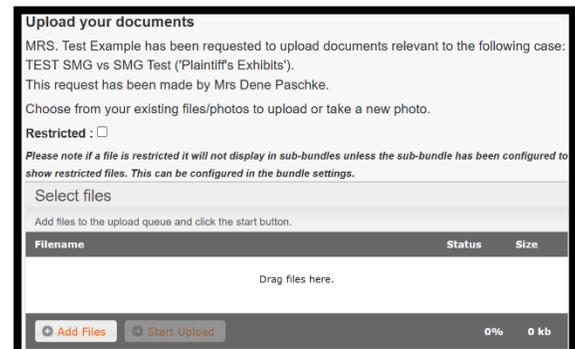
2. From the *Upload your documents* screen, under **Select files:**

NOTE: Do not select the **Restricted** box.

- Click **Add Files** to browse for the files on the device, or
- Drag and drop files into the **Select files** window.

a. Once all evidence is displayed, click **Start Upload**.

IMPORTANT: Do not leave the page until the status bar reads **100%**.





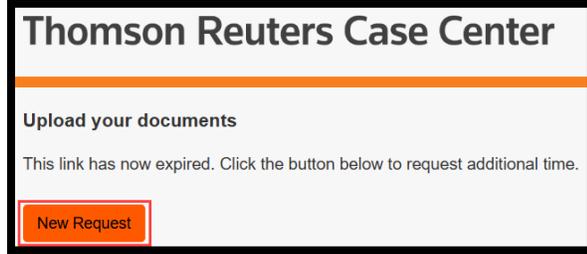
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Expired Link

If the link has expired, request that the link be re-activated.

1. Click the **link** from the email or text message.
2. From the *Upload your documents* screen, click **New Request**.



NOTE: Once New Request is clicked, a message will appear stating the request was sent successfully.

Revision History

Date	Revision Description
1/16/25	Initial Topic