

# **Sending Exhibits to Clerk for Upcoming Trial via Web Ex**

**If you need to send the clerk exhibits for an upcoming Web Ex hearing, ask the clerk to send you a link to upload your exhibits and then follow these instructions.**

## **Instructions for Attorneys/Self Represented Litigants:**

1. Open email from clerk. Note there will be a deadline to upload files in the request and that the link *may* be a one-time use link, so make sure you have all your exhibits ready to upload. Please include an Exhibit List as a document. To allow for your exhibits to be organized and in the correct order for the clerk, the following *document naming method* is recommended as an example:

### **For Plaintiff's Exhibits:**

P00 Plaintiff's Exhibit List

P01 Plaintiff's Financial Affidavit

P02 Plaintiff's 2019 Tax Return

Etc.

### **For Defendant's Exhibits:**

D00 Defendant's Exhibit List

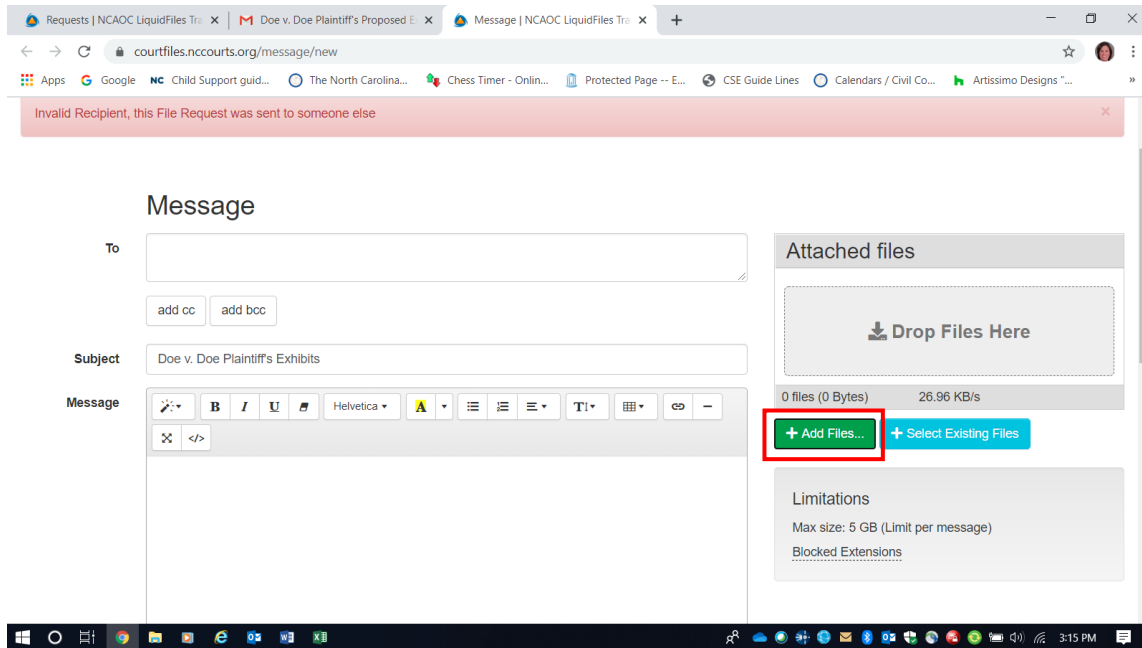
D01 Emails from Plaintiff to Defendant

D02 Plaintiff's Bank Statements

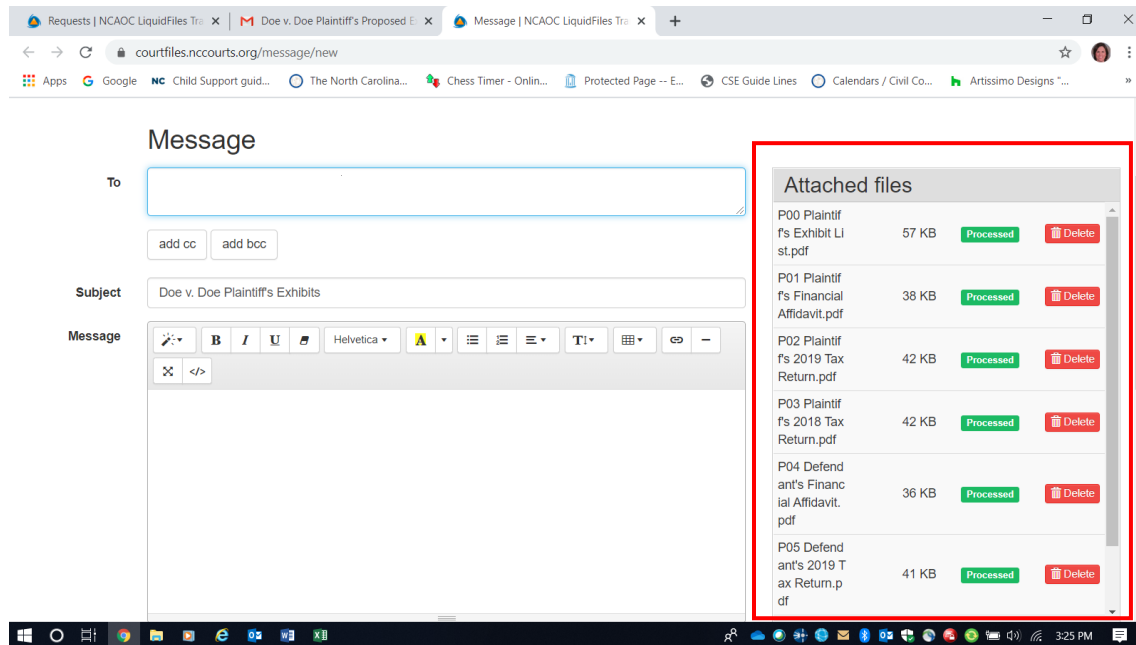
Etc.

This will allow for the Exhibit List to be listed first and the Exhibits to be listed in order regardless of the name of the exhibit.

When exhibits are organized, click “Add Files” and upload your proposed exhibits.



After adding files, the screen will look like this.



Scroll to bottom of the screen and hit "Send".

The screenshot shows a web browser window with the URL `courtfiles.nccourts.org/message/new`. The page contains several sections for configuring a message:

- Authentication:** Two tabs are visible: "Authentication Required" (selected) and "Authentication Not Required". Below them is the question: "Do you require recipients to authenticate to access this message or not?".
- Message Expires:** A date field is set to "06/16/2020".
- Message Expires After:** A text input field is present.
- Downloads per Recipient:** A text input field is present.
- Private Message:** An unchecked checkbox labeled "Private Message".
- Access Restriction:** A section titled "Who can access this message?" with four tabs: "Recipients Only" (selected), "Recipients + Locals", "Recipients + Domains", and "Anyone (Secret Link)". Below the tabs is a list of bullet points:
  - Only Specified Recipients can access the message and download the files.
  - Forwarding of the email or URL is not allowed to anyone.
  - Recipients will be required to login to access the message and download files.
  - A download receipt will be sent when each user downloads each file with detailed download information.
- File Upload:** A large dashed box labeled "Drop Files Here" is shown. Below it, a progress bar indicates "7 files (298 KB)" and "8.94 KB/s". Two buttons are present: "+ Add Files..." and "+ Select Existing Files".
- Limitations:** A section titled "Limitations" with the text "Max size: 5 GB (Limit per message)" and a link for "Blocked Extensions".
- Send Button:** A blue button labeled "Send" is located at the bottom left of the main content area.

The Windows taskbar at the bottom shows the time as 3:27 PM.