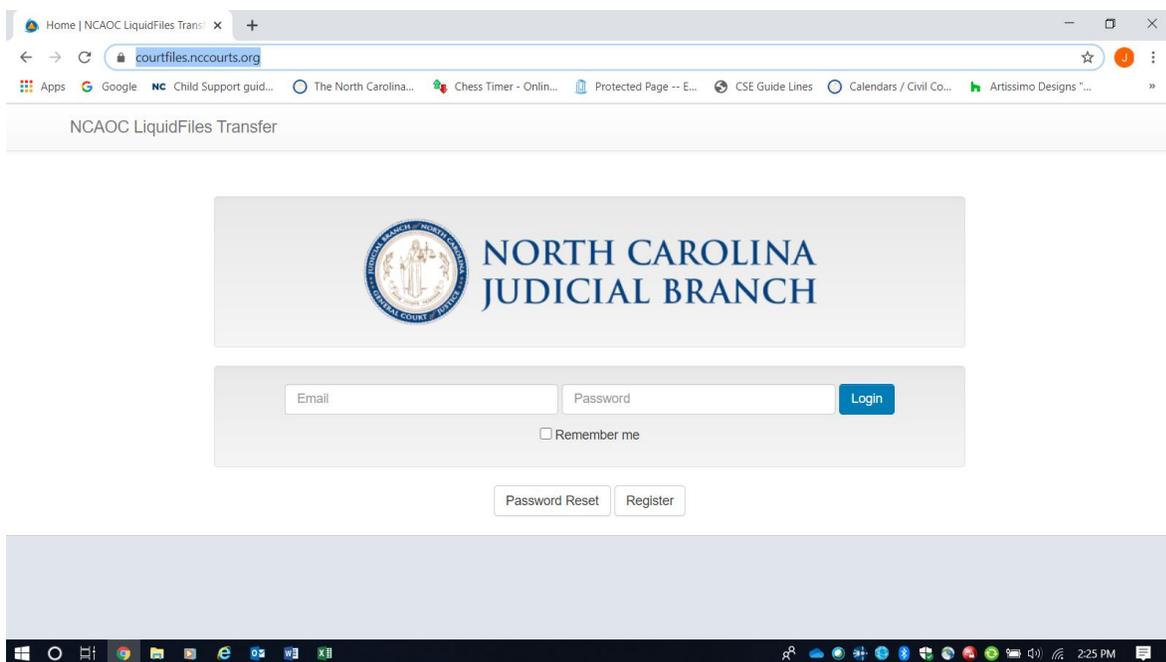


# Liquid Files – Instructions for Courtroom Clerk, Attorneys and Self Represented Litigants.

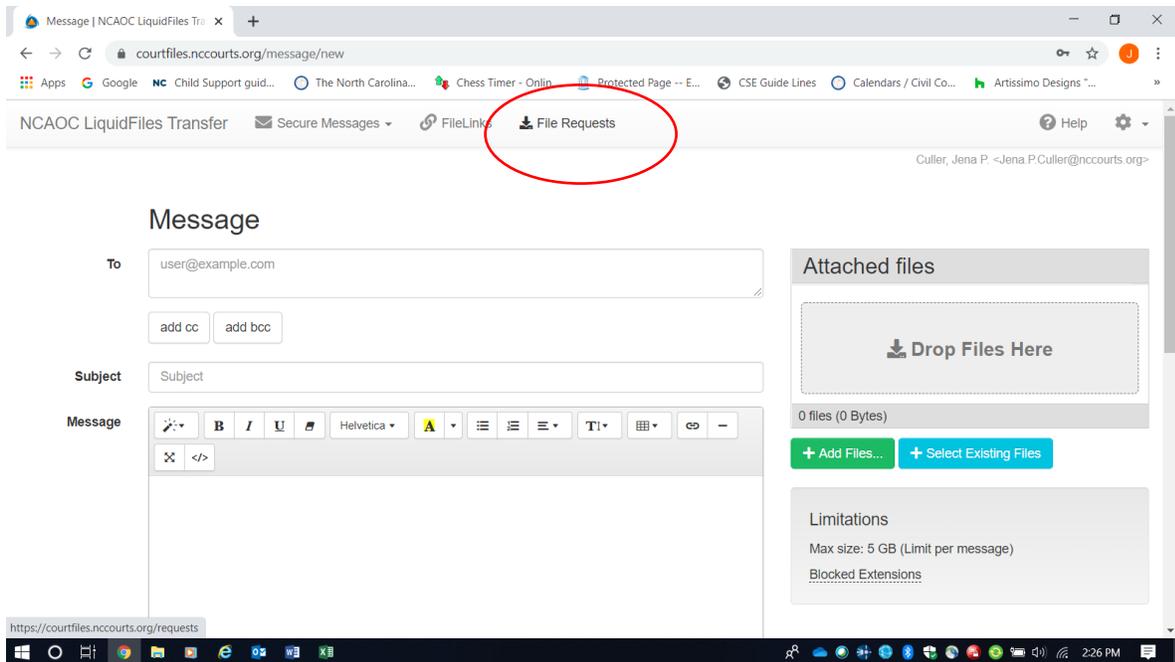
Liquid Files is an approved method by the AOC to exchange large files from outside of the court system.

## Instructions for Clerk:

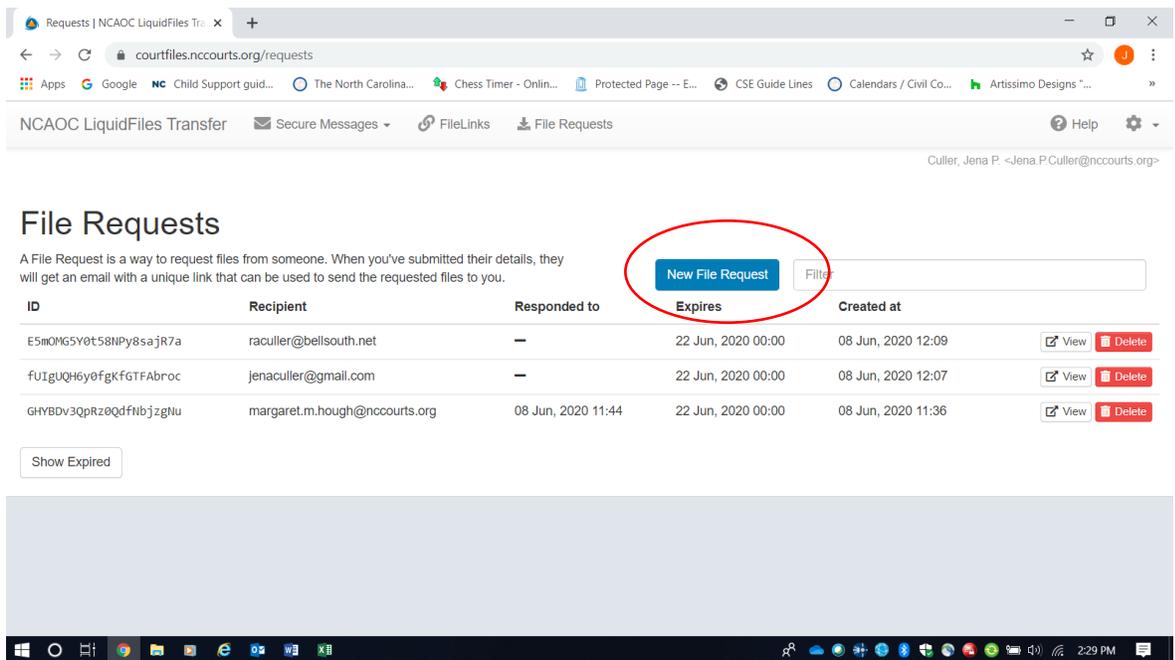
1. Contact Help Desk to get permissions and set up for use (This is a one time process).
2. Go to <https://courtfiles.nccourts.org/> and log in with your work email and password you use to log in to your computer.



3. Click on "File Requests".

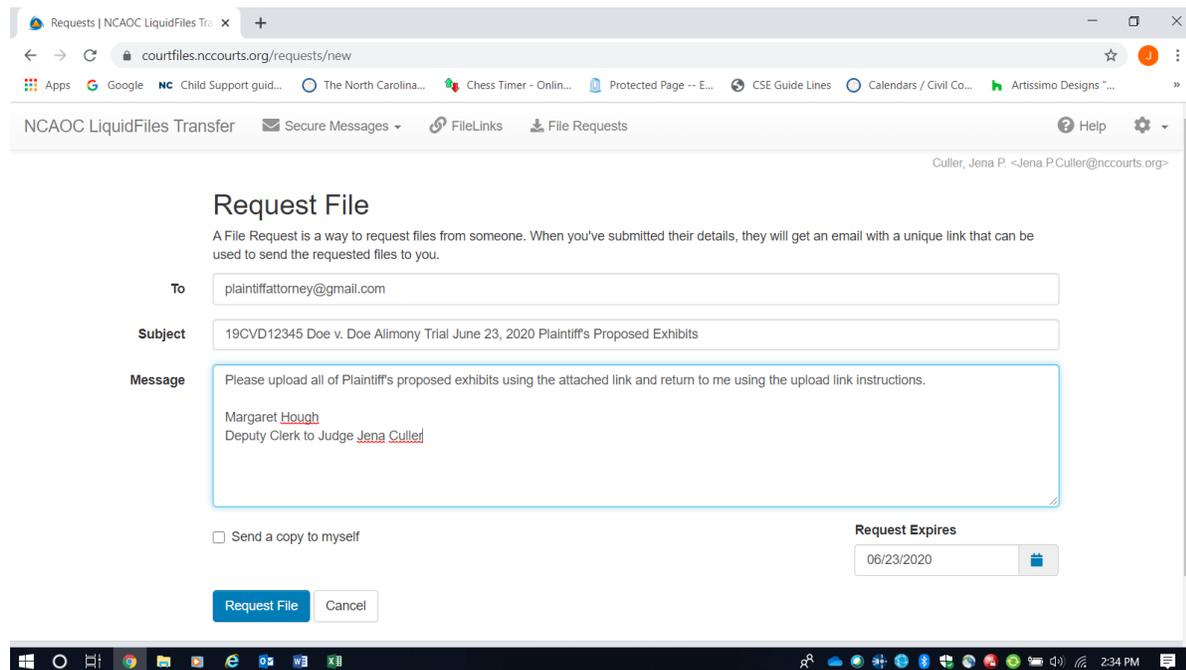


4. Click on “New File Request”



5. Fill out the pop up email screen to send the request. Note you may only send to one email address at the time, so you will send separate requests to Plaintiff (attorney) and Defendant (attorney). Click the

box that says “Send a copy to myself” if you want to receive a copy of the request in your own inbox. The request will not appear in your sent email. Click “Request File”.



## 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 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.

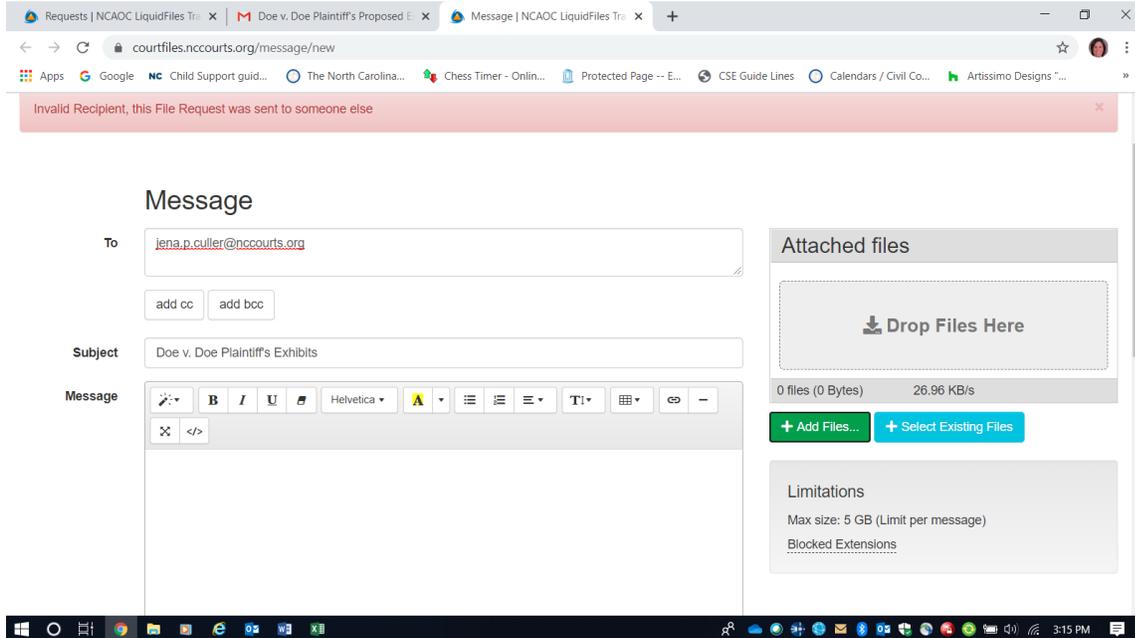
For Defendant's Exhibits:

- D00 Defendant's Exhibit List
- D01 Emails from Plaintiff to Defendant
- D02 Plaintiff's Bank Statements

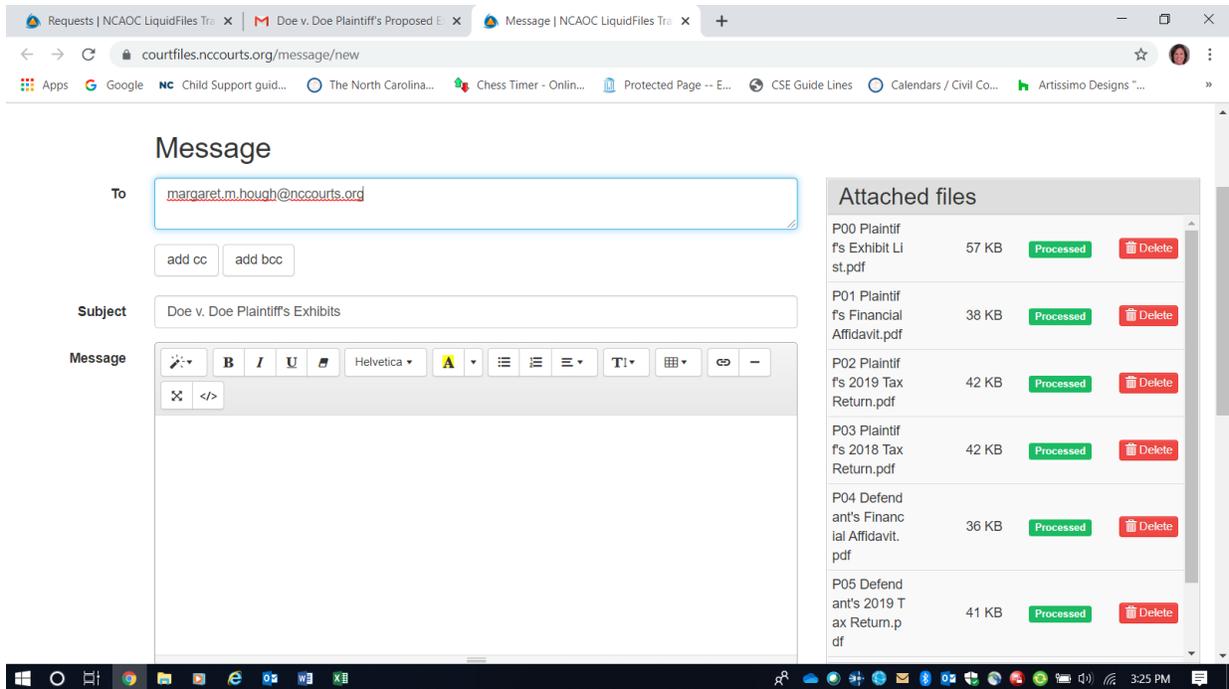
Etc.

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.

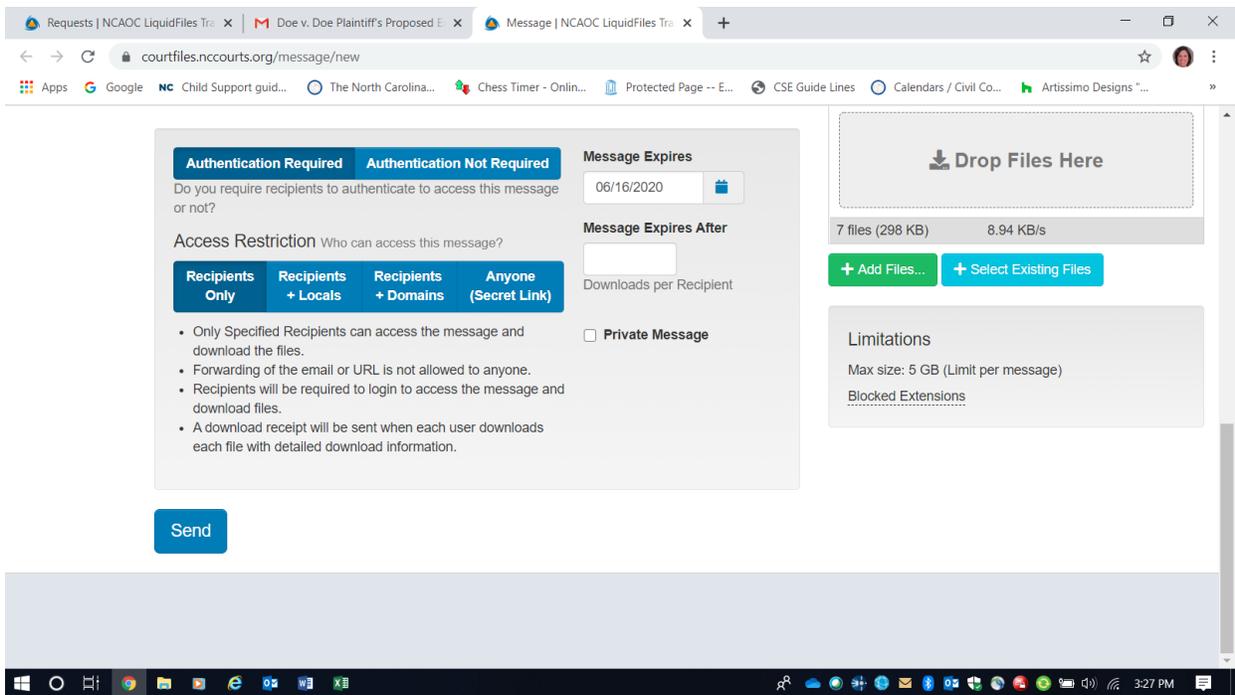
When exhibits are organized, click “Add Files” and upload all of your proposed exhibits.



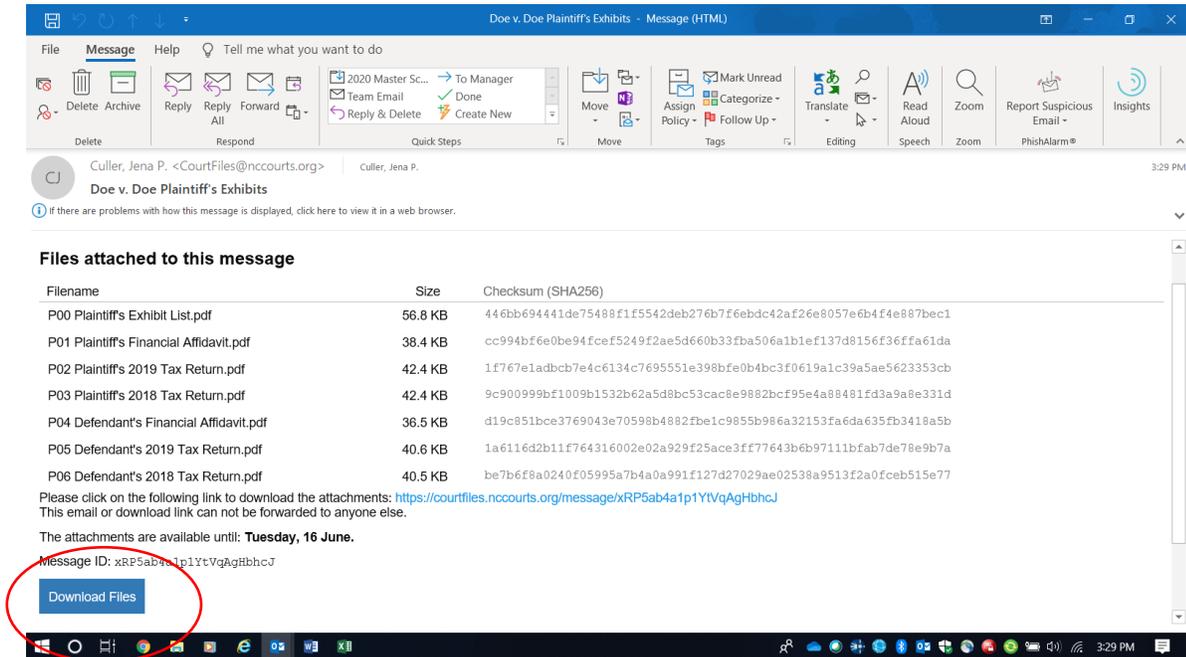
After adding files, the screen will look like this.



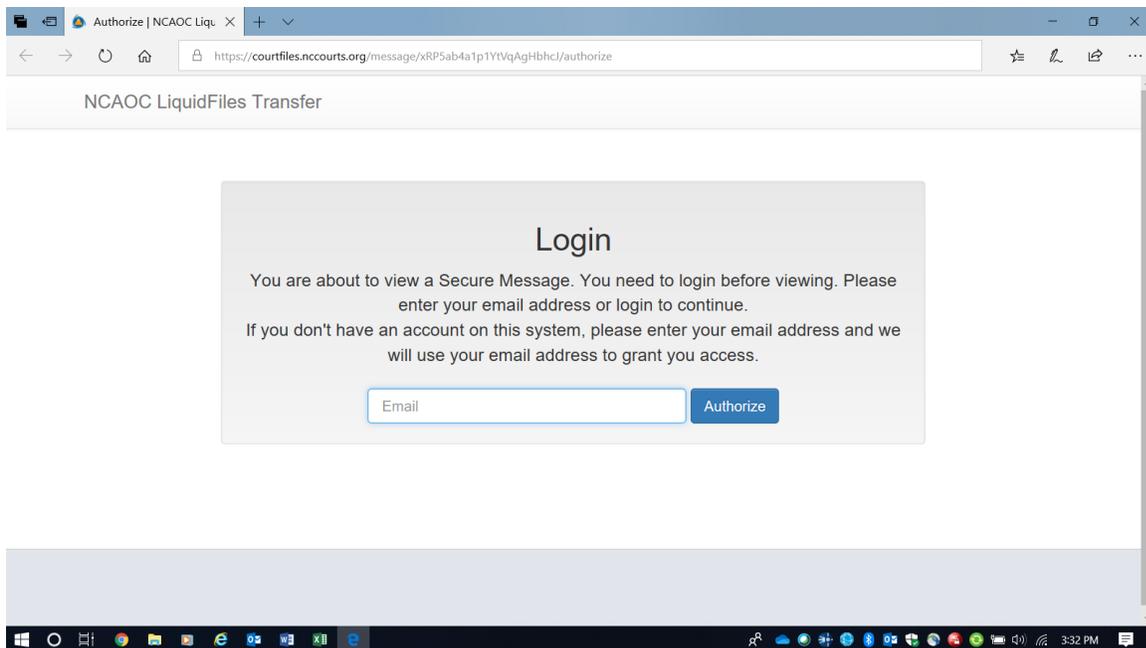
Scroll to bottom of the screen and hit "Send".



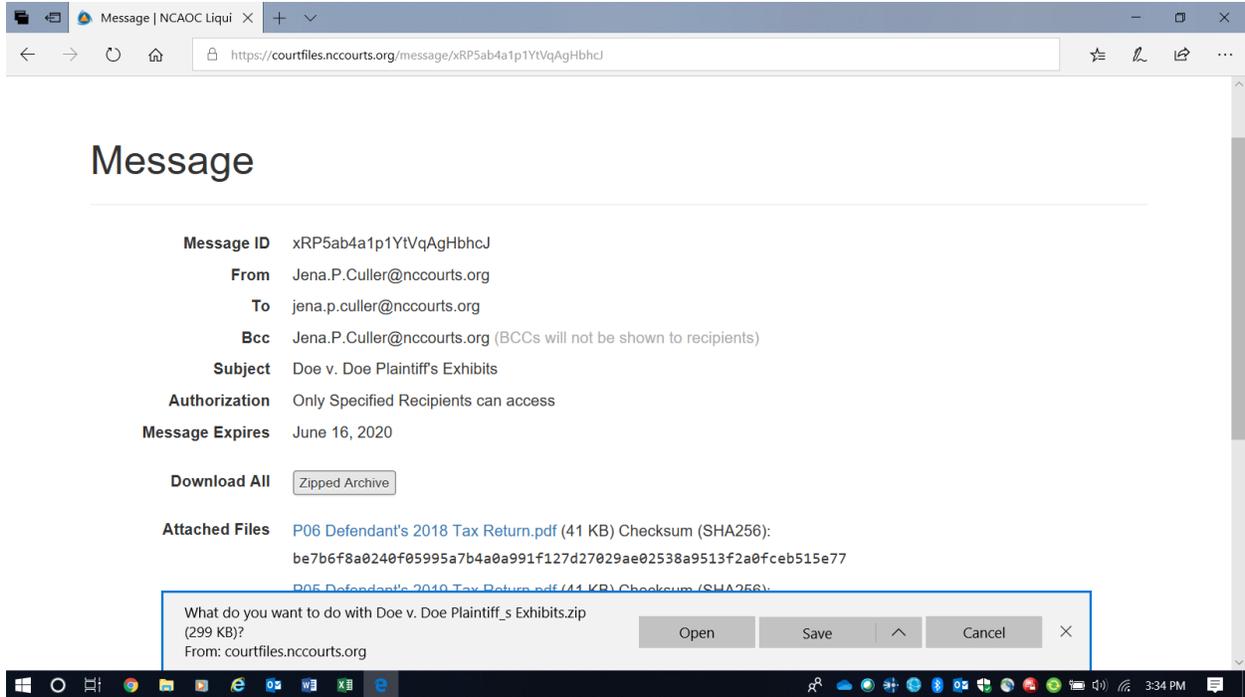
## CLERK'S INSTRUCTIONS – You will receive an email that looks like this:



Click "Download Files", then the screen below will appear. Enter your email address, you will then be prompted to enter your password (same one you use to log in to your computer).

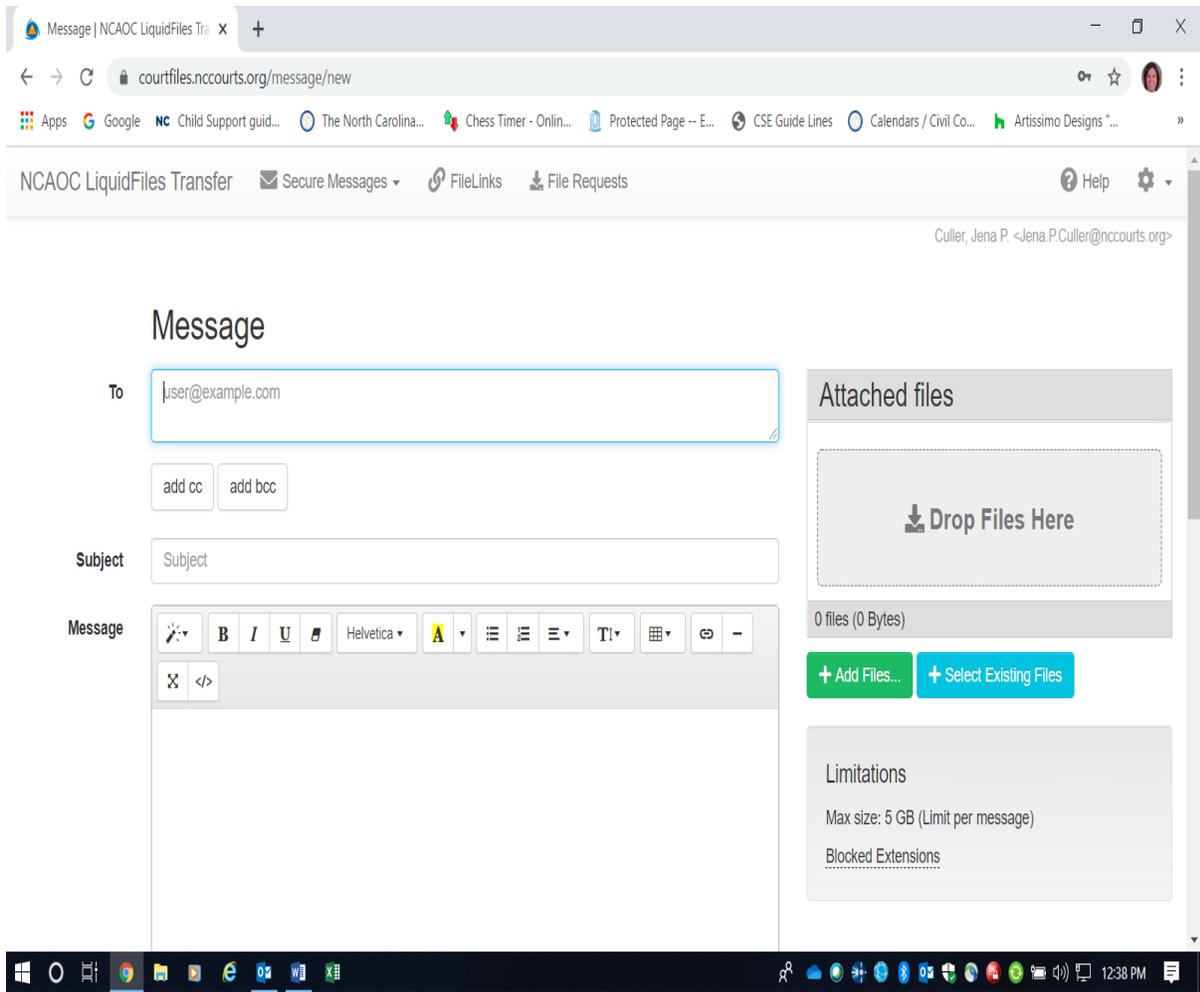


Click on Download All (“Zipped Archive” button), then click “Save”.



Then click “Open” and copy and paste the exhibits into K:// drive folder you set up for exhibits for this trial. You can paste exhibits from both parties into the one file and inform the judge at the start of the trial where the proposed exhibits can be accessed at the appropriate time.

The clerk can also send out all the proposed exhibits received back out to both parties/attorneys and the judge simultaneously. From this screen, enter email addresses for everyone you are sending the exhibits to and click “Add files”. Find the files you want to add, highlight them and press enter.



Scroll down to the bottom of the screen and hit send.

**Authentication Required**   **Authentication Not Required**

Do you require recipients to authenticate to access this message or not?

**Access Restriction** Who can access this message?

**Recipients Only**   **Recipients + Locals**   **Recipients + Domains**   **Anyone (Secret Link)**

- 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.

**Message Expires**

06/19/2020

**Message Expires After**

Downloads per Recipient

**Private Message**

**Drop Files Here**

6 files (11.4 MB)   59.32 KB/s

+ Add Files...

+ Select Existing Files

**Limitations**

Max size: 5 GB (Limit per message)

[Blocked Extensions](#)

**Send**