Clerk of the Superior Court
Division of Technology & Innovation

Online Exhibit Portal

Instruction Manual

5/26/2021

Version 0.04

Contents

Online Exhibit Submissions

To submit exhibits electronically for an upcoming hearing and to access the Online Exhibits Submission form, click the following link: Online Exhibit Submission Form

Submitting Exhibits

Complete the Online Exhibits Submission form in its entirety. Required fields are marked with a red asterisk *. The form cannot be submitted if any required fields are missing.

Online Exhibit Portal

Judicial Officer *		Form Submission Date	Form Submission Time
Court Facility *		Hearing Date *	
Case Type *		Case # *	
Submitter First Name *		Submitter Last Name *	
Submitter Email Address *			
Party First Name *		Party Last Name *	
☐ Click here if same as Submitter First Name		☐ Click here if same as Submitter Last Name	
Party Role *			
How Many Exhibits Are You Submitting? *			

Submit

1. **Select the Judicial Officer from the drop-down list.** This is the Judge or Commissioner that your hearing is set to be heard by. If you have selected a Judicial Officer that does not accept electronic exhibits, you will receive the following message:

Online Exhibit Portal

Judicial Officer *

The Judicial Officer you have selected does not accept electronic exhibits.

Please refer to the order setting the matter or contact the Division where your case is assigned directly for instructions on how to submit exhibits.

Click here for a searchable list of Judicial Divisions

Cancel

2. **Select the Court Facility from the drop-down list.** This is the Court Facility location where your hearing will take place. Please refer to the court order setting your hearing to determine the location.

3. **Enter the Hearing Date.** This is the date your hearing is set to take place.

4. **Select the Case Type from the drop-down list.** If you are unsure about what type of case type your case is, please refer to the two letters at the beginning of your case number. Select the same two

letters listed in the drop-down menu.

5.   **Enter the Case # in the Case # field.** This is the 10-digit number assigned to your case. (CR2021-001234; FC2021-001234, etc.).

6.   **Enter the First and Last Name of the person submitting the Exhibits** in the Submitter First and Last Name fields.

7.   **Enter the Submitter Email Address** in the Submitter Email Address field.

8.   **Confirm the Submitter's Email Address** in the Submitter Email Address Confirmation field.

9.   **Enter the Party First and Last Name** in the Party First and Last Name fields or click the "Click here if same as Submitter" check boxes to automatically populate the fields with the same value as Submitter First Name. This is the person who has an active role within the case that exhibits are being submitted for/on behalf of.

10.   **Select Party Role from the drop-down list.** The party role will always remain the same in your case. For example, if you were the Petitioner when the case was first initiated, you will always be the Petitioner.

11.   **Enter the number of Exhibits** to be submitted in the How Many Exhibits Are You Submitting field.

Attaching 10 or Fewer Exhibits

If the number entered in the How Many Exhibits Are You Submitting field is 10 or less, the form will display the following with an Exhibits Upload section and button to attach each Exhibit individually.

Please upload each individual exhibit separately. Please name your files by the Exhibit Number (i.e. Exhibit1.pdf, Exhibit2.pdf, etc.).

*Each exhibit must be numbered (i.e. Exhibit 1, Exhibit 2, etc.), and uploaded as separate exhibits. If exhibits are **NOT** uploaded separately, **they will be combined as one (1) exhibit**. Please submit ALL exhibits with one submission form, whenever possible.*

*****The total file Size for all attached Exhibits cannot exceed 300MB.*****

If you need to upload more than 10 exhibits, please change the Number of Exhibits Submitted above to match the number of exhibits you plan to submit.

DO NOT upload password protected exhibits.

If an exhibit is rejected due to an invalid file type, the submitter will receive a "rejection" notice email to the inbox of the submitter Email Address entered on the form.

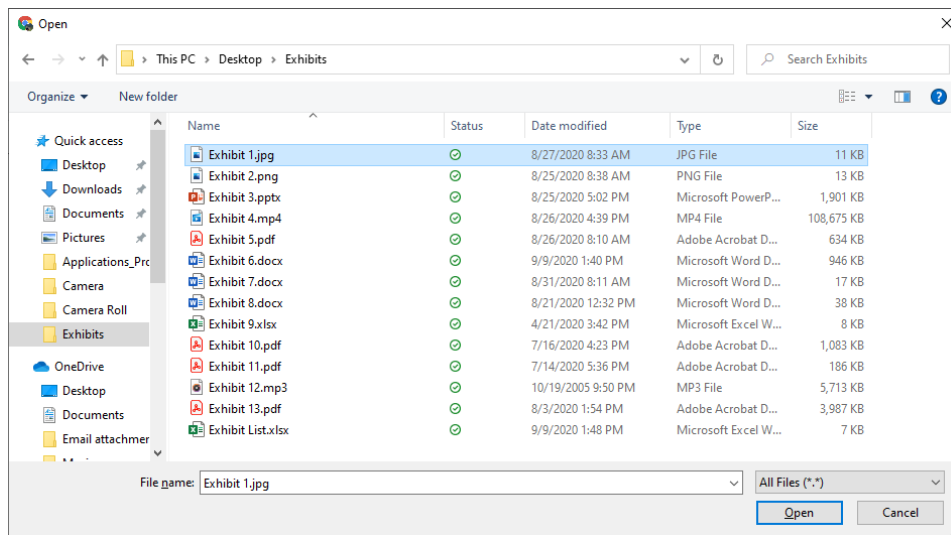*Audio and Video files are currently not allowed or accepted.

- Click the "Attach Exhibit *" button to open a window for selecting the file to attach. Select the file you wish to attach for that specific exhibit and click Open. Repeat for each additional exhibits.

Bulk Uploads of 11 or greater exhibits

If you need to upload 11 or more Exhibits, enter the number of Exhibits to be uploaded in the How Many Exhibits Are You Submitting field.

- When tabbing out of the How Many Exhibits Are You Submitting field, a new box will prompt if you would like to attach a list of exhibits.

- Select the No radio button if you do not wish to attach a list of exhibits.

- Select the Yes radio button if you wish to attach a list of exhibits.

- Click the Attach Exhibits List button to open a window for selecting the file to attach. Select the file you wish to attach for the list of exhibits and click Open.
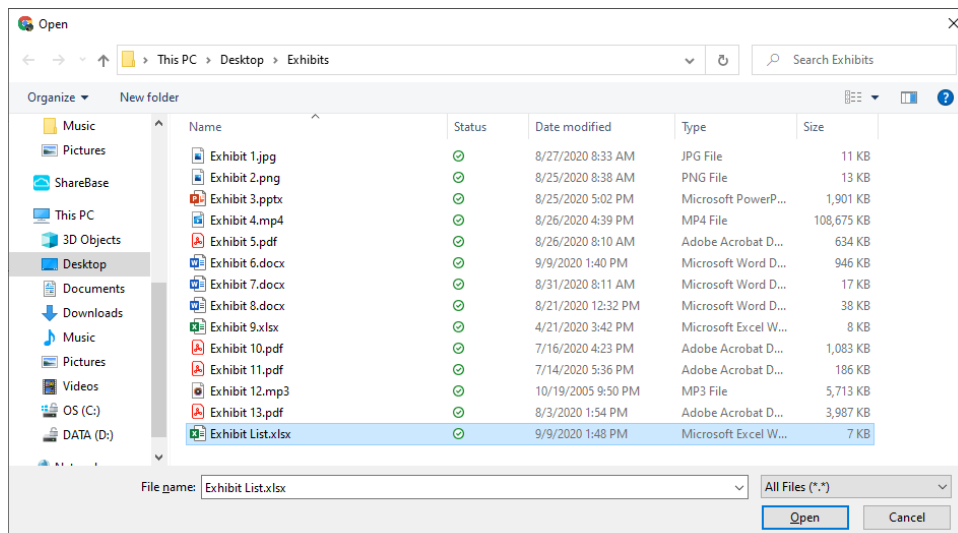
- Click the Submit button to submit the form. An email will be generated and sent to the Submitter's email address which contains a link and instructions to upload exhibits via the ShareBase portal.

- Click the link contained within the email to open the empty ShareBase folder.
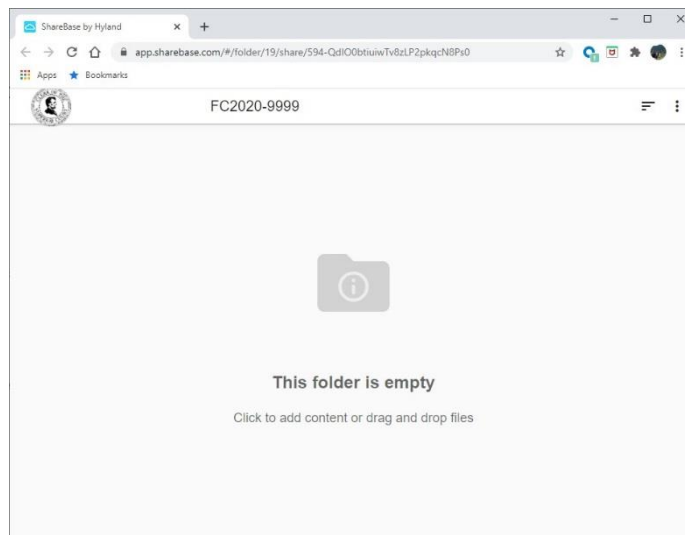
- Click on the folder to open a window for selecting the files to attach.

  *** The maximum file size for uploading to ShareBase is 5GB.***

  *** Any individual file that will be loaded will need to be less than 5GB in size.***

  *Each exhibit must be numbered (i.e. Exhibit 1, Exhibit 2, etc.), and uploaded as separate exhibits. If exhibits are **NOT** uploaded separately, **they will be combined as one (1) exhibit**. Please submit ALL exhibits with one submission form, whenever possible.*
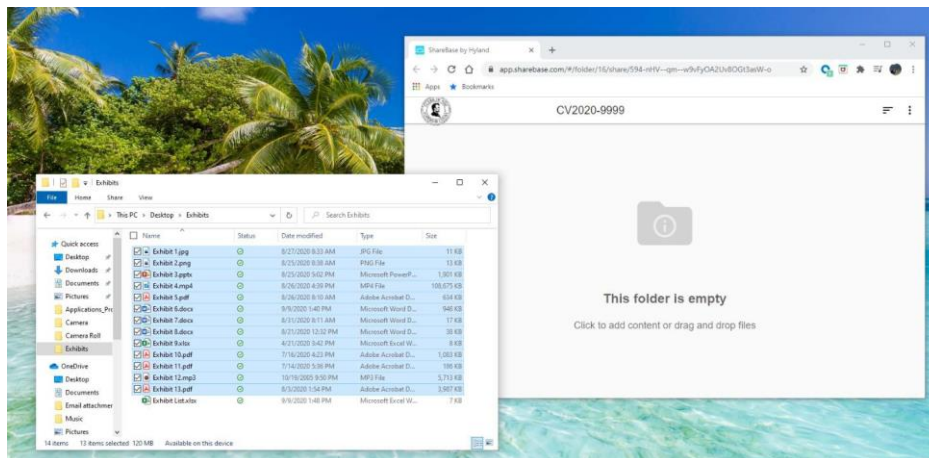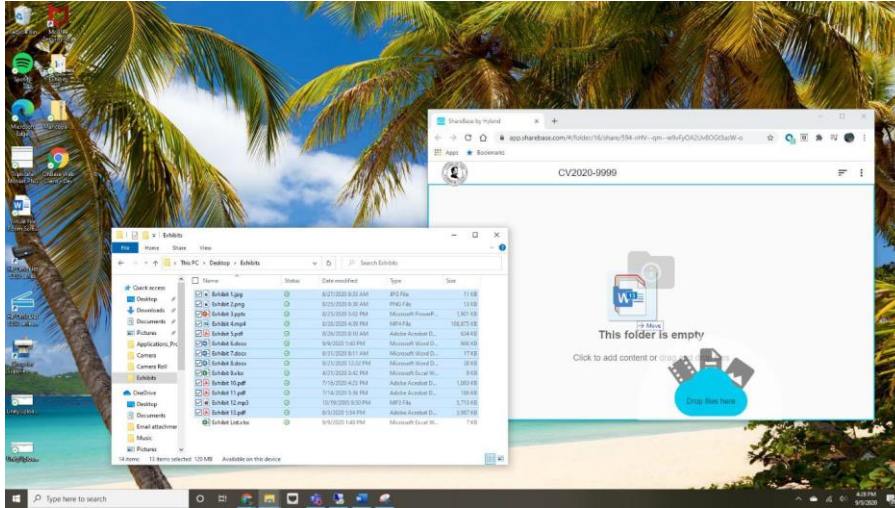

- Alternatively, the Submitter can also add content to the folder by dragging and dropping files into the ShareBase folder from a folder on their computer.
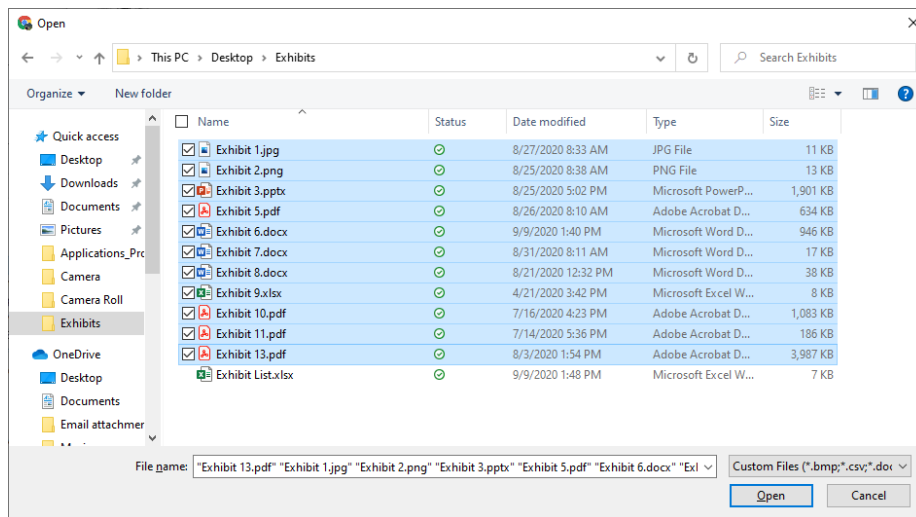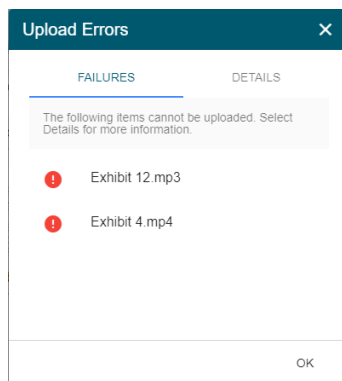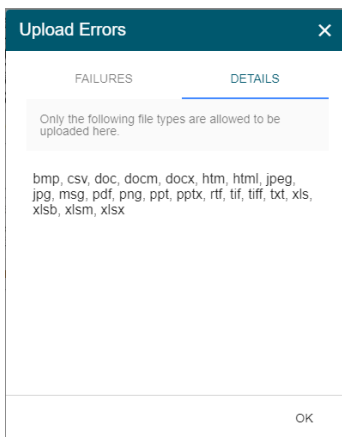
- Drag and Drop the files onto the ShareBase folder.

If an invalid file type is included with the files, the Submitter will receive a message indicating there are Upload Errors.


Click on the Details tab to display the error message. Audio and Video files are currently not allowed or accepted.

The files are uploaded and displayed in the ShareBase folder. Once you have uploaded all exhibits and they are visible in the secure folder window, simply close your browser window. An email will be sent to the Submitter when the exhibits have been received.

The folder is polled every few minutes for new files. If you return to the folder using the link, and there are no files in the folder **and** you have received an e-mail, your files have been received.
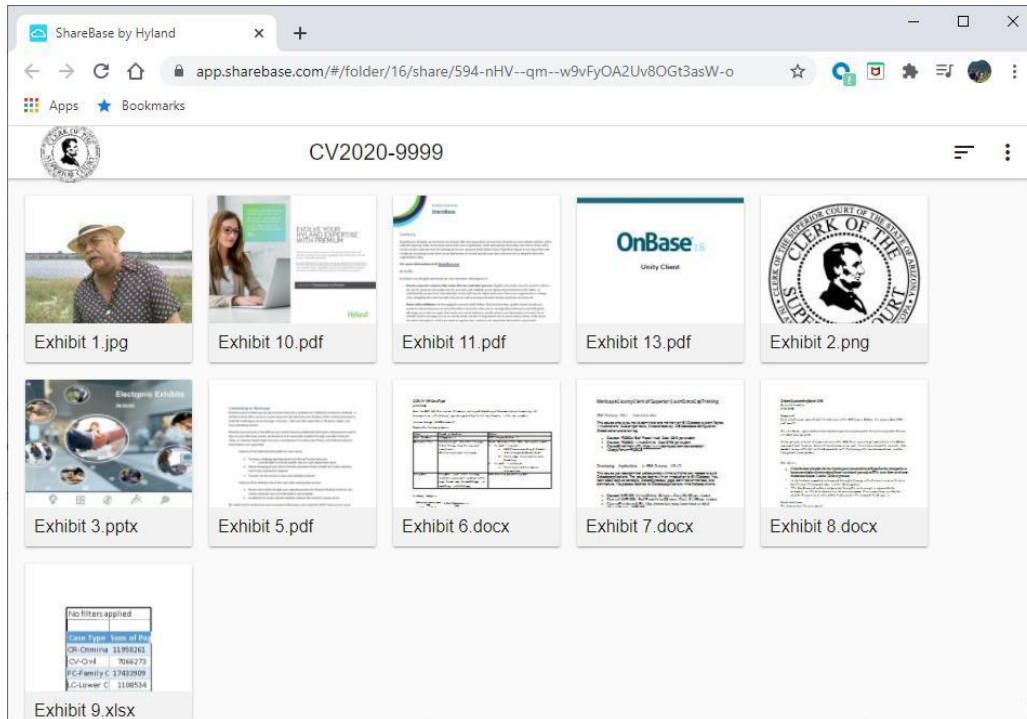
Recommendations

To best enable the email communication used during the Online Exhibit Portal process and to avoid exhibit related emails being sent to your junk or spam folder, it is recommended you add coc@cosc.mail.maricopa.gov to your email safe senders list.

If you have submitted an exhibit form, or uploaded exhibits via the ShareBase folder, but have not received a confirmation email. Please check your email junk or spam folder as emails received from coc@cosc.mail.maricopa.gov may have been marked as junk or spam by your email system.

If you have any questions regarding the submission of exhibits you can send them to the following COCExhibitQuestions@maricopa.gov.

To ensure that all exhibits are received and marked in the desired order, it is recommended that you prepare and submit all exhibits at one time.

*Each exhibit must be numbered (i.e. Exhibit 1, Exhibit 2, etc.), and uploaded as separate exhibits. If exhibits are **NOT** uploaded separately, **they will be combined as one (1) exhibit**. Please submit ALL exhibits with one submission form, whenever possible.*