

SUBMITTING EXHIBITS FOR USE AT TRIALS/HEARINGS THROUGH ODYSSEY FILE & SERVE

**Note: As of January 1, 2024, proposed exhibits prefiled for the purpose of and prior to a trial or evidentiary hearing will be confidential when filed.*

Note: The procedures outlined in this document relate to exhibits submitted for introduction at trials and other evidentiary hearings, not “exhibits” filed as attachments in support of a motion. In that instance, use the appropriate Motion filing code, uploading the motion itself as the lead document, and uploading any documents in support of that motion as attachments to that lead document. Do not use the filing code “Exhibits” for documents filed in support of a motion; use “Exhibits” only according to the instructions below for exhibits submitted for use at trials or evidentiary hearings.

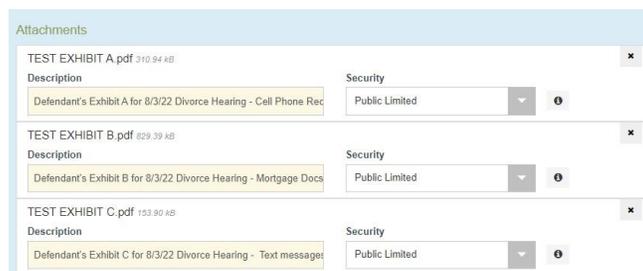
1. **FILING CODE:** Select the filing code “Exhibit” in the filings section, and in the “Filing Description” field (directly under the Filing Code field), indicate the party and hearing for which the exhibits are being filed. For example, “Plaintiff’s Exhibits for 10/1/22 Motion Hearing”.



2. **EXHIBIT LIST:** Attach the Exhibit List as the lead document, and in the Description field for the lead document, identify the document as the Exhibit List and note the hearing to which it pertains. For Example, “Defendant’s Exhibit List for 10/1/22 Motion Hearing”



3. **EXHIBIT LABEL:** Each individual exhibit should be marked with an exhibit label. Plaintiffs/Petitioners and other party types except Defendants should use numbers to mark their exhibits. Defendants/Respondents should use letters. Attach each individual exhibit as an attachment to the lead document (the exhibit list) and label each one with specificity in the Description field for each attachment, as shown below.



- Do not attach multiple exhibits as single PDF documents
- Do not attach each individual exhibit as a separate lead document

4. **WITNESS LIST:** If submitting a witness list, this should also be an attachment to the lead document and should be labeled in the description field as a Witness List.

EXHIBITS THAT CANNOT BE FILED: If you have exhibits that cannot be filed through OFS (e.g., multimedia recordings, physical items), they should still be listed on your exhibit list along with a statement of how and when they are being submitted to the Court.