

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

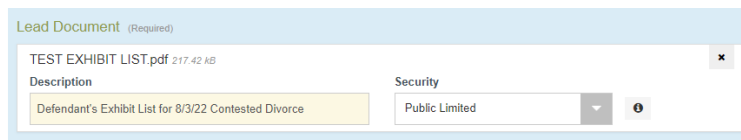
Note: The procedures outlined in this document relate to exhibits submitted for introduction at trials and other evidentiary hearings, not “exhibits” filed as attachments in support of a motion. In that instance, use the appropriate Motion filing code, uploading the motion itself as the lead document,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



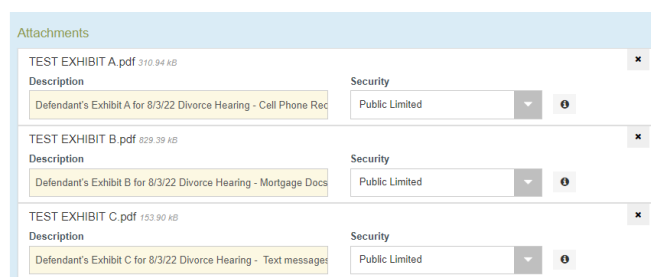
The screenshot shows the 'Filings' interface. At the top, there is a 'Need Help?' link. Below that, a section titled 'Enter the details for this filing' contains two dropdown menus: 'Filing Type' (set to 'EFileAndServe') and 'Filing Code' (set to 'Exhibit'). Below these is a 'Filing Description' field containing the text 'Defendant's Exhibits for 8/3/22 Contested Divorce 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”



The screenshot shows the 'Lead Document' section. It displays a document titled 'TEST EXHIBIT LIST.pdf' with a size of 217.42 KB. The 'Description' field contains 'Defendant's Exhibit List for 8/3/22 Contested Divorce' and the 'Security' dropdown is set to 'Public Limited'.

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.



The screenshot shows the 'Attachments' section with three entries. Each entry includes a document title, size, description, and security setting. The first entry is 'TEST EXHIBIT A.pdf' (310.94 KB) with description 'Defendant's Exhibit A for 8/3/22 Divorce Hearing - Cell Phone Rec' and security 'Public Limited'. The second is 'TEST EXHIBIT B.pdf' (629.39 KB) with description 'Defendant's Exhibit B for 8/3/22 Divorce Hearing - Mortgage Docs' and security 'Public Limited'. The third is 'TEST EXHIBIT C.pdf' (153.90 KB) with description 'Defendant's Exhibit C for 8/3/22 Divorce Hearing - Text messages' and security 'Public Limited'.

- 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 EFILED: 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.