

Case Center Task Guide - How to Modify Exhibits

Follow the steps below to update exhibit names, numbers, or remove exhibits in Case Center.

Accessing Your Case and Bundle

1. Search your case by entering the case number, check the **All Words** box, and click **Apply Filter** button.

Case Filter:

Hearing Date From: (MM/DD/YYYY) 

Hearing Date To: (MM/DD/YYYY) 

Case name / reference:

Show number of cases in case list: 

☒ All Words
☐ Show training cases
☐ Show closed cases
☐ Order by Listing Number

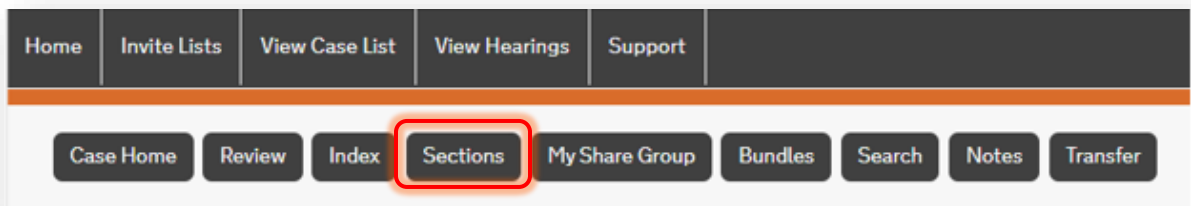
Today This Week This Year
Next Day This Month Next Year

Clear Filter **Apply Filter**

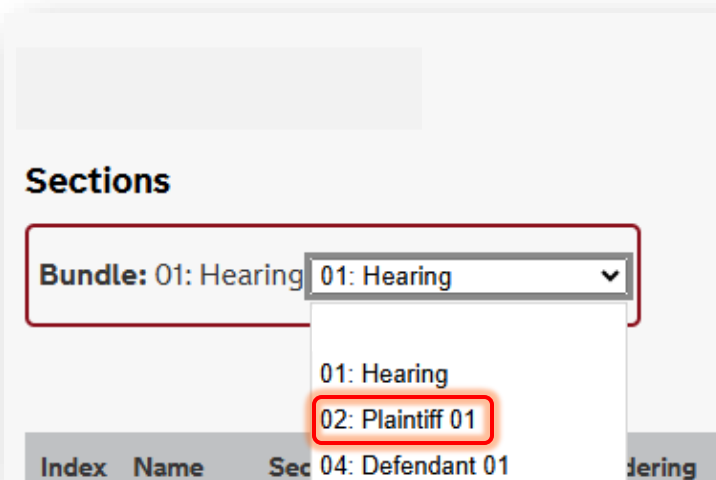
2. Log in to your case and click on **Update Case** button.

Name	Reference	Listing Number	Next Hearing Date	Last Updated	Created By	
*Tom Vs Jerry	24-2-89900-5	80		April 1, 2026 2:50 PM	WA - King County Superior Court	Review Evidence Update Case

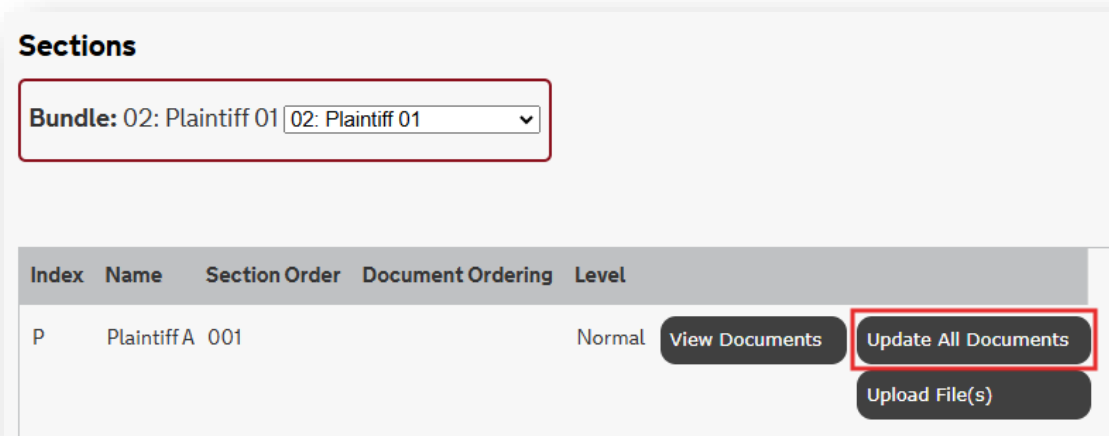
- Click the **Sections** tab located on the second line, under the Thomson Reuters Case Center title.



- In the Sections window, under your case caption, open the Bundle dropdown menu and select your party (e.g., Plaintiff/Petitioner, Defendant/Respondent).



- Once in your party's bundle, click **Update All Documents** button.



Renaming an Exhibit

1. Click on the **Document Title** box for the exhibit you want to edit.
2. Type in the updated exhibit name. *Changes save automatically.*
3. Some exhibits may show an **Edit** button to the right. You may use this to edit the exhibit title as well.

Document Number	Document Title	Document Date	
1	17315325726078273470088615 EDIT HERE	November 13, 2024	Included: ☒ View Move Inserted: ☐ PDF Remove Tabbed: ☐ Restricted: ☐
2	Scales-of-Justice	July 18, 2024	Included: ☒ View Move Inserted: ☐ PDF Remove Tabbed: ☐ Restricted: ☐
3	JG TEST 1	July 18, 2024	Yes-No -No-No View Move Edit PDF Remove

Renumbering an Exhibit

1. Click on the **Document Number** box for the exhibit you want to update.
2. Enter the correct exhibit number. *Changes save automatically.*
3. Some exhibits may show an **Edit** button to the right. You can use this button to update the exhibit number.

Document Number	Document Title	Document Date	
1	17315325726078273470088615	November 13, 2024	Included: ☒ View Move Inserted: ☐ PDF Remove Tabbed: ☐ Restricted: ☐
2	Scales-of-Justice	July 18, 2024	Included: ☒ View Move Inserted: ☐ PDF Remove Tabbed: ☐ Restricted: ☐
3	JG TEST 1	July 18, 2024	Yes-No -No-No View Move Edit PDF Remove

Important Numbering Rule

You must keep the same numbering format for all exhibits so that they appear in the correct order.

For example, if Exhibit 1 uses four digits (0001), then all other exhibits (e.g., Exhibit 2, Exhibit 3) must also use the same four-digit format.

Removing an Exhibit

1. Click the **Remove** button next to the exhibit you want to remove.
2. Removing an exhibit deletes its exhibit number but does not change the numbering of following exhibits.
3. If you want to replace an exhibit, remove the original exhibit first, upload the replacement, and assign it the same exhibit number.

Document Number	Document Title	Document Date			
1	17315325726078273470088615	November 13, 2024	Included: ☒ Inserted: ☐ Tabbed: ☐ Restricted: ☐	View PDF Remove	Move
2	Scales-of-Justice	July 18, 2024	Included: ☒ Inserted: ☐ Tabbed: ☐ Restricted: ☐	View PDF Remove	Move
3	JG TEST 1	July 18, 2024	Yes-No -No-No	View PDF Remove	Move Edit