

Case Center Task Guide - How to Upload Exhibits

Follow the steps below to upload your exhibits into Case Center. These instructions are designed to be clear, simple, and user-friendly for all court participants.

Steps to Upload Exhibits

1. Save your exhibits with appropriate file names. Each exhibit must have a title. Exhibit titles must be neutral and cannot include language that is biased, argumentative, or expressing an opinion.

Examples of Acceptable Exhibit Titles:
• Medical Report dated 7/1/20
• Picture of Smith Living Room taken 8/13/20

2. 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)



Today

This Week

This Year

Hearing Date To:
(MM/DD/YYYY)



Next Day

This Month

Next Year

Case name /
reference:

24-2-89900-5

☒ All Words

☐ Show training cases

☐ Show closed cases

☐ Order by Listing Number

Show number of
cases in case list:

20 ▾

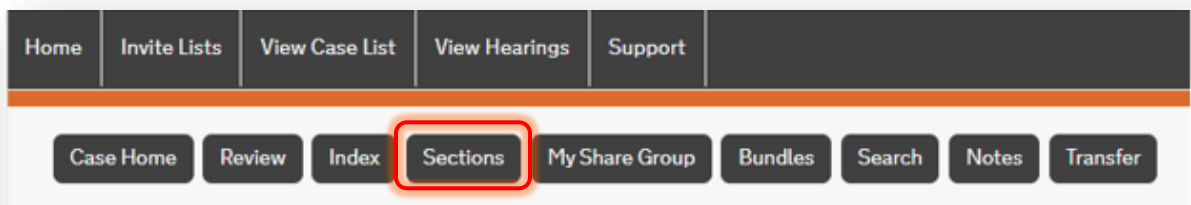
Clear Filter

Apply Filter

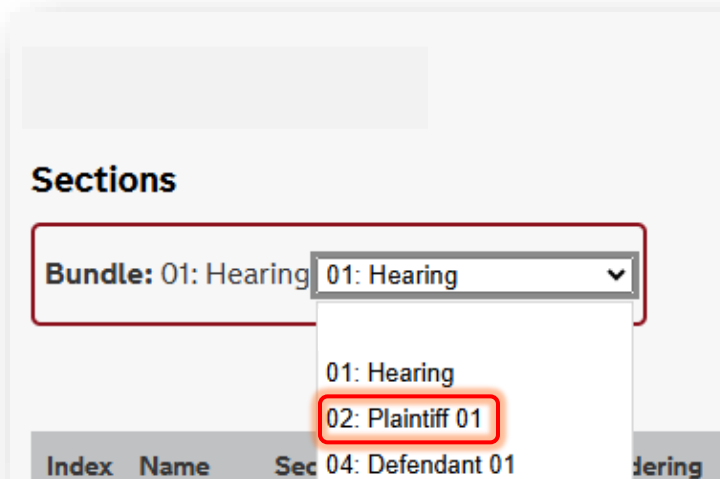
3. Log in to your case and click on **Update Case** button.

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

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



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



6. Once in your party's bundle, click **Upload File(s)** button.

Sections

Bundle: 02: Plaintiff 01 02: Plaintiff 01 ▼

Index	Name	Section Order	Document Ordering	Level
P	Plaintiff A	001		Normal

[View Documents](#) [Update All Documents](#)
[Upload File\(s\)](#)

7. In the **Select Files** box, you can either drag and drop your files, or click the **Add Files** button at the bottom to choose your documents you wish to upload.

Drag and drop option:

Upload File(s)

Bundle: 02: Plaintiff 01 [Select Bundle](#)

[Upload File\(s\)](#) [Upload bookmarked PDF into a single section](#) [Upload eDiscovery production](#)

Select Section: P - Plaintiff A ▼
Uploading to Section: P - Plaintiff A

Import Bookmarks : ☐
Restricted : ☐
Please note if a file is restricted it will not display in sub-bundles unless the sub-bundle has been configured to show restricted files. This can be configured in the bundle settings.

Select files
Add files to the upload queue and click the start button.

Filename	Status	Size
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Add Files button option:

[Add Files](#) [Start Upload](#) 0% 0 kb

8. Once all files have been selected, click **Start Upload** button.

Select files

Add files to the upload queue and click the start button.

Filename	Status	Size
318-Undated text message thread_Redacted.pdf		683 kb

Add FilesStart Upload

0%683 kb

9. After uploading completes, go to the **Index** tab. Confirm you are in your bundle and verify that all materials appear correctly.

Case HomeReviewIndexSectionsPeopleMy Share GroupBundlesSearchNotes

Tom Vs Jerry

Reference

24-2-89900-5

Category

General

Description

00-0-00000-0
Tom Vs Jerry
Trial Date: 8/19/2024

Contents

Bundle: 02: Plaintiff 01

Select Bundle

P: Plaintiff A (7 documents, 11 pages, 0 minutes)

0007318-Undated text message thread_RedactedApril 01, 20267:P1 - P2ViewPDFOpen Original (.pdf)