

# Electronic Exhibits

## Uploading Electronic Exhibits via ShareFile

ShareFile is a program that allows exhibits to be electronically transferred and viewed via a cloud.

The ShareFile exhibit system is currently open to hearings set for trial, where there is an Order of Pre-Trial Conference entered by a judicial officer that requires ShareFile, or where a communication from the judge or bailiff indicates that ShareFile is required in the case.

**To submit a request for access to ShareFile to upload electronic exhibits for trial, please email the Clerk's Office at the following email addresses:**

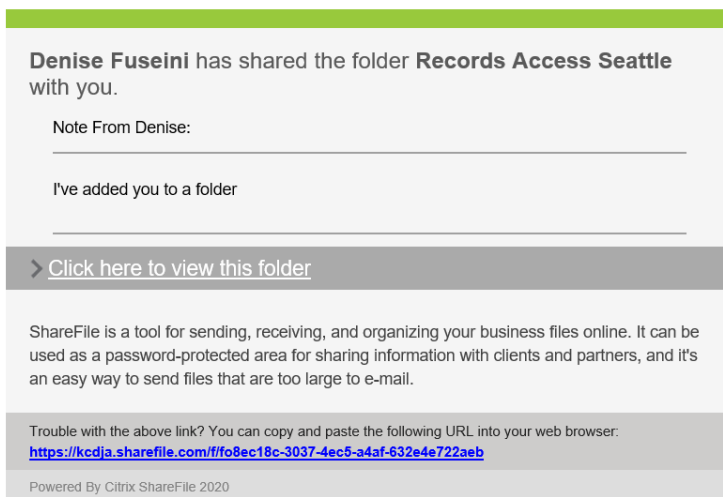
- For Seattle cases: [DJAEExhibitsSeattle@kingcounty.gov](mailto:DJAEExhibitsSeattle@kingcounty.gov)
- For Kent cases: [DJAEExhibitsKent@kingcounty.gov](mailto:DJAEExhibitsKent@kingcounty.gov)

Emails need to include:

- Case number and caption
- Participant role in the case – plaintiff, petitioner, respondent, etc.

**Upon receipt of the email, the Clerk's Office will grant you access to your folder within 24 to 48 hours of receiving the request, at which point the ShareFile application will send you a link.** This link will allow you to access the ShareFile folder created specifically for your case. At this point, files can be easily uploaded to your folder.

### Example of the ShareFile email.



The screenshot shows an email notification from ShareFile. At the top, it says "Denise Fuseini has shared the folder **Records Access Seattle** with you." Below this, there is a section titled "Note From Denise:" with a horizontal line underneath. The note content reads "I've added you to a folder" followed by another horizontal line. Below the note is a button with a right-pointing chevron and the text "Click here to view this folder". Underneath the button is a paragraph explaining that ShareFile is a tool for sending, receiving, and organizing business files online, used as a password-protected area for sharing information. At the bottom, there is a troubleshooting tip: "Trouble with the above link? You can copy and paste the following URL into your web browser:" followed by a blue hyperlink: <https://kcdja.sharefile.com/ffo8ec18c-3037-4ec5-a4af-632e4e722aeb>. The footer of the email states "Powered By Citrix ShareFile 2020".

### Exhibit Naming Convention Rules:

The following instructions shall be followed when uploading exhibits. This is imperative to ensure proper exhibit identification and tracking throughout trial.

- Electronic exhibits shall be uploaded to the folder individually – one file per exhibit. Exhibits may have multiple pages.
- Exhibits shall be uploaded with individual numbers and should be named as closely as possible to the titles listed in the Joint Statement of Evidence.
- Pre-trial order will indicate which number range to use for your exhibits, for example Petitioner 1-100 and Respondent 101-200

### File naming examples:

#### Exhibit # - Role and Participant Last Name or Business Name – Exhibit Title

- **Please keep title between 60-80 characters, avoid telling a story with your exhibit titles – keep it simple, neutral, and to the point.**
- **The Exhibit Title must be neutral and cannot contain words that can be considered biased.**

Exhibit 5 – PLTF ANDERSON – Email dated 4-11-18

Exhibit 199 – DEF SEATTLE HOSPITAL – Patient Memorandum dated 6-9-10

- **File names must also be neutral. For example:**



**Acceptable:** Exhibit 1 – Plaintiff Anderson – Accident Scene Photo



**NOT Acceptable:** Exhibit 1 – Plaintiff Anderson – Photo Showing Negligence

Role Codes Include:

Plaintiff - PLTF

Defendant - DEF

Petitioner - PET

Respondent – RESP

For these parties you do not need to include a last or business name:

Guardian Ad Litem – GAL

Court Appointed Special Advocate – CASA

### Example:

Exhibit 1 – CASA – Emails

- All documents should be submitted in .PDF format for file exhibits, .MP4 for video exhibits, .MP3 for audio exhibits, .DOC (Word) for proposed orders and exhibit lists, and .XLS (excel) for those exhibits requiring a spreadsheet format.

### Depositions and Standalone Document Titles:

The following instructions shall be followed when uploading Depositions. The Court Reporter Sealed Original **must be physically delivered to the Assigned Judge's Mailroom at least 5 Court Days before trial.** An electronic copy of the deposition transcript must be uploaded in the ShareFile folder using the naming protocols below:

- **Deposition of [name of witness], [date].**
  - o Example: Deposition of Michelle Anderson, January 4, 2020
- **Deposition of [name of witness], [date], Exhibit [#]**
  - o Example: Deposition of Michelle Anderson, January 4, 2020, Exhibit 1

For standalone documents in the folder such as proposed orders or joint statements of evidence, mark the document with the participant and role code of the party uploading the document as seen below:

PLTF ANDERSON - Propose Final Order  
PLTF ANDERSON - Joint Statement of Evidence

Once uploaded and received by the Court, all exhibits and depositions will be 'shared' and made available to all parties via ShareFile.

For detailed instructions, visit <https://www.kingcounty.gov/courts/clerk.aspx> or email the addresses above.