

**Release 13.1:**  
**Electronic Exhibits**  
*A Quick Reference Guide*  
Last Updated 11/1/2020

**Need help?**  
**E-Support**

efiling.support@jud.ct.gov

### File an Exhibit

Navigate to the case on which you wish to submit an exhibit.

Select **E-File an Exhibit** and click **Go**.

Select Case Activity:

E-File an Appearance
E-File a Pleading or Motion
<b>E-File an Exhibit</b>
E-File a Reclaim

Go

The *Exhibit Party Category* will be automatically selected (shown below) unless you are an attorney representing multiple parties. If you are an attorney who represents multiple parties, select the party type you are uploading exhibits on behalf of.

HHB-CV20-6056735-S	DUMPTY, HUMPTY v. COUNTRYSIDE WALL BUILDERS, LLC	File Date: 10/19/2020	Return Date: 10/27/2020
Prefix/Suffix: [none]	Case Type: C00		

[Hide Instructions](#) [EFile Exhibits](#)

**Instructions:** You must comply with the appropriate standing order regarding the exchange of exhibits, prior to uploading exhibits for a court event. All uploaded exhibits shall reference the corresponding name of the exhibit on the List of Exhibits (JD-CL-028). (ID:24030)  
[Edit Instructions](#)

Select a Party and Enter an Exhibit Name

\*Select Exhibit Party Category to Upload on behalf of

\*Exhibit Name from Exhibit List

**Upload the Exhibit**

\* Attach the exhibit document that you are uploading by selecting "Browse" and finding the document on your computer and attaching it. It must be a PDF document.

NOTE: Maximum size for uploaded documents is 50 MB.

Name the exhibit and attach the correct .pdf before clicking *Continue*.

After clicking Continue, the screen will verify that the .pdf has been uploaded successfully.

**Upload the Exhibit**

\* Attach the exhibit document that you are uploading by selecting "Browse" and finding the document on your computer and attaching it. It must be a PDF document.

The file has been uploaded:  
[A Test Motion 1.pdf](#) [Delete](#)

Verify that the attached .pdf is correct before clicking *Submit*. This will be your last opportunity to ensure you are attaching the correct .pdf

**Verify the Exhibit information before submitting**

Selected Party: Plaintiff

Exhibit Name: Letter to Countryside dated 11/9/2019

[View Exhibit](#)

After clicking Submit, the user is returned to *Case Detail* page. A confirmation message indicating that the exhibit has been successfully submitted and what number it has been assigned is displayed at the top of the screen.

Case Detail	Notices	History	Exhibits	Scheduled Court Dates	Help Manual
<p>You have successfully submitted your exhibit.</p> <p>It has been assigned Case Exhibit # 4</p> <p>Select Case Activity: <input type="text" value="E-File a Pleading or Motion"/> <input type="button" value="Go"/></p>					

From the *Case Detail*, click on the **Exhibits** tab to view all the exhibits the current user has filed.

Case Detail	Notices	History	Exhibits	Scheduled Court Dates	Help Manual																																			
<p>HHB-CV20-6056735-S      DUMPTY, HUMPTY v. COUNTRYSIDE WALL BUILDERS, LLC</p> <p>Prefix/Suffix: [none]      Case Type: C00      File Date: 10/19/2020      Return Date: 10/27/2020</p> <p><a href="#">Hide Instructions</a>      <b>My EFiled Exhibits</b></p> <p><b>Instructions:</b> Here is a list of the Exhibits that have been uploaded for this case by the current user (ID:24040)</p> <p><a href="#">Edit Instructions</a></p> <p style="text-align: center;">Results Found: 4</p> <table border="1"> <thead> <tr> <th>#</th> <th>Added On</th> <th>Party</th> <th>Exhibit Description</th> <th>Hearing Start Date</th> <th>Exhibit Status</th> <th>Exhibit List Designation</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10/19/2020</td> <td>Plaintiff</td> <td><b>Contract dated 10/19/2019</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>10/19/2020</td> <td>Plaintiff</td> <td><b>Payment</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>10/19/2020</td> <td>Plaintiff</td> <td><b>Addendum to Contract</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>11/09/2020</td> <td>Plaintiff</td> <td><b>Letter to Countryside dated 11/9/2019</b></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						#	Added On	Party	Exhibit Description	Hearing Start Date	Exhibit Status	Exhibit List Designation	1	10/19/2020	Plaintiff	<b>Contract dated 10/19/2019</b>				2	10/19/2020	Plaintiff	<b>Payment</b>				3	10/19/2020	Plaintiff	<b>Addendum to Contract</b>				4	11/09/2020	Plaintiff	<b>Letter to Countryside dated 11/9/2019</b>			
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Field Descriptions provided below:

Column Name	Description
#	Case Exhibit ID Number assigned by E-Filing based solely on upload date and time. Expected to be used by counsel to indicate to clerk which exhibit they are introducing at hearing/trial
Added On	Date exhibit was uploaded
Party	Party this exhibit was filed on behalf of
Exhibit Description	The description given by the filer at the time the exhibit is e-filed. At hearing/trial, the Court has the ability to rename the exhibit. The Court description will display in bold font.
Hearing Start Date	Date the hearing/trial began
Exhibit Status	Blank or Unassigned (not yet offered into evidence) ID (Identification) Full
Exhibit List Designation	Exhibit number or letter as assigned by the Courtroom Clerk

**Note:** The shaded items in the table will be controlled by the Courtroom Clerk, after the hearing/trial commences.