

SJSC Exhibit List Instructional Guide

The Excel "Exhibit List" Spreadsheet is a form that will be utilized when compiling an extensive list of exhibits to be submitted to the court. By downloading this Excel spreadsheet on to your Personal Computer and following the directions below, it will help make our processes more efficient and effective with the new CCMS-V3 system.

Downloading the Excel Spreadsheet:

1. Double click on the Excel Spreadsheet title " " icon that is found in the same location as this Instructional Guide.
2. Click on the Save As button to save the Excel Spreadsheet to your PC – you can direct the save into My Documents.

Compiling Exhibit List:

1. Open the Excel Spreadsheet located on your PC.
2. You will see an exhibit list populate on your screen that looks similar to the following:

Case Number		XX-YYYY-12345678						
Exhibit Number	Exhibit Description	Exhibit Type	Submitted By: Role	Submitted By (Individual / Business Name)				
				First Name	Middle Name	Last Name	Suffix	Business Name
A1	1992 Black Mazda	Bulky	Plaintiff	John		Anderson		
B1	10 page document	Valuable	Defendant	Elizabeth	Mobius	Sant	Ms.	
A5	photographs - 2	Other	Plaintiff					Berkshire Inc.

3. It is important the Exhibit List is filled out correctly in the required fields (Case Number, Exhibit Number, Exhibit Description, Exhibit Type, Submitted By: Role, and Last Name) in order for the successful uploading of information to CCMS-V3. These required fields are as follow:
 - a. **Case Number** – must exactly match the CCMS-V3 number (i.e. 39-2007-00510632-CU-PA-STK)

Case Number		XX-YYYY-12345678						
Exhibit Number	Exhibit Description	Exhibit Type	Submitted By: Role	Submitted By (Individual / Business Name)				
				First Name	Middle Name	Last Name	Suffix	Business Name
A1	1992 Black Mazda	Bulky	Plaintiff	John		Anderson		
B1	10 page document	Valuable	Defendant	Elizabeth	Mobius	Sant	Ms.	
A5	photographs - 2	Other	Plaintiff					Berkshire Inc.

- b. **Exhibit Number** – must be identified by a letter according the parties submitting the exhibits in the case followed by the number of the exhibit. The range of numbers for the exhibits will be pre-determined by the court (i.e. 01-300 for the Plaintiff; 301-600 for the Defendant)

Parties Submitting Exhibit	Letter specific for Exhibit Number	Example of the Exhibit Number
Plaintiff	P	P01 P02 P03
Defendant	D	D301 D302 D303
Cross Defendant	XD	XD601 XD602 XD603
Cross Complainant	XP	XP901 XP902 XP903

Joint	J	J1201 J1202 J1203
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- c. **Exhibit Description** – a simple description of the exhibit is necessary, but has no constraints in what can be inputted into the field. (i.e. Contract, Picture of house)
- d. **Exhibit Type** – it is crucial that an exhibit type from the list below is inputted into this field. Without the proper spelling, the spreadsheet can not be uploaded into the system.

Audio/video media	Biological Samples	Bulky	Charts/Diagrams	Clothing
Controlled Substance	Currency	Documentary	Drug Paraphernalia	Electronic Devise
Electronic Media	Firearms	Hazardous Waste	Knife	Medical Images
Miscellaneous Weapon	Other	Photograph	Tools	Valuables

**** Please Double Check the spelling of each exhibit type!*

- e. **Submitted By: Role** – the only choices in this column of the spreadsheet are Plaintiff, Defendant, and Joint. Although there may be other roles (i.e. Cross Defendant, Cross Complainant) it is important that these are not inputted into the system and that one of the three options provided are utilized. We will be able to discern the Submitted By: Role by looking at the exhibit numbers. The example below ultimately shows that this individual is the Plaintiff/Cross Defendant.

Case Number	39-2008-00510632-CU-PA-STK							
Exhibit Number	Exhibit Description	Exhibit Type	Submitted By: Role	Submitted By (Individual / Business Name)				
				First Name	Middle Name	Last Name	Suffix	Business Name
XD41	Knife	Knife	Plaintiff			Fredrick		
XD42	Rifle	Firearms	Plaintiff			Fredrick		
XD43	Cash	Currency	Plaintiff			Fredrick		
XD44	Jacket	Clothing	Plaintiff			Fredrick		

- f. **Last Name** – the proper name of the party submitting the exhibit. It is important that the names match the case title (i.e. Jones vs. Smith) .

Case Number	XX-YYYY-12345678							
Exhibit Number	Exhibit Description	Exhibit Type	Submitted By: Role	Submitted By (Individual / Business Name)				
				First Name	Middle Name	Last Name	Suffix	Business Name
P01	1992 Black Mazda	Bulky	Plaintiff			Jones		
P02	10 page document	Valuable	Plaintiff			Jones		
D11	photographs - 2	Other	Defendant			Smith		