



Case Center

Upload Documents from a Request

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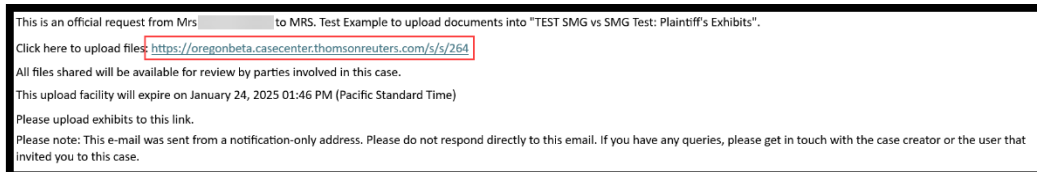
Overview

Exhibits can be uploaded as digital evidence to Case Center from an email or text message. The text or email will contain the sender's name, the case name, and a direct link to the case to upload files. The message will also contain the date and time the link will expire.

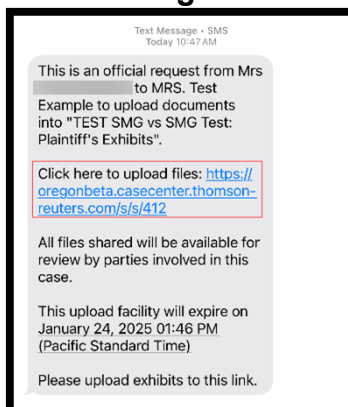
Upload Exhibits from a Request

1. From the device that contains evidence, click on the **link** in the text message or email received from the court.

- **Email Link:**



- **Text Message Link:**



NOTE: If necessary, take pictures of materials for upload using a cell phone.

2. From the Upload your documents screen, under Select files:
 - a. To browse for the files on the device, click **Add Files**.
 - b. Drag and drop files into the **Select files** window.



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- c. Once all evidence is displayed, click **Start Upload**.

IMPORTANT: Do not select the Restricted box.

Upload your documents

D Dixie Cat has been requested to upload documents relevant to the following case: Cow v. Cat ('Defendant's Exhibits Hearing/Trial 2').

This request has been made by Analyst Amy [REDACTED]

Choose from your existing files/photos to upload or take a new photo.

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
DEF EX 105 - Photo of Neighbor.JPG	100%	151 kb

100% 151 kb

IMPORTANT: Do not leave the page until the bottom status bar reads 100%.

Uploading Exhibits from Android Cell Phone

Rename Photos or Videos Before Uploading

To rename photos or videos on an Android device, use a file manager app, like Files by Google or use your phone's built-in file manager.

Using the Files by Google app:

1. Open the **Files by Google** app.
2. Navigate to the folder containing the photo or video to rename.
3. Long-press the file to **select** it.
4. Tap the **More** icon (Usually three dots.)
5. Select **rename**.
6. Enter the **new name**.
7. Tap **OK**.

Using the phones File Manager (often called "File Manager", "My Files" or "Files".)

1. Navigate to the folder containing the photo or video.
2. Long-press the file to **select** it.
3. Tap the **More** icon (usually three dots).
4. Select **rename**.
5. Enter the **new name**.
6. Tap **OK** or **Done**.

Save a String of Messages as One Document

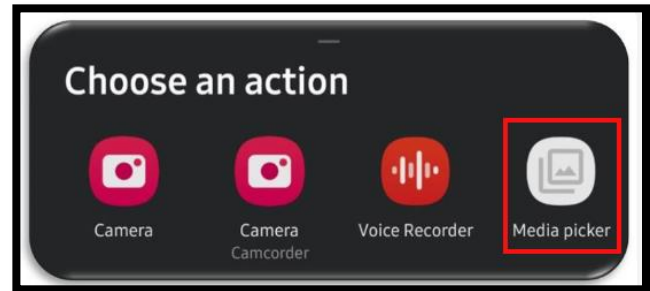


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Android phones can save a string of text messages as one document to send to the court. To do so, take a full-page screenshot and save it to the gallery on the phone prior to upload. To upload, Android users must select the media-picker option to select the files to upload.

1. Open the string of text messages.
2. Simultaneously press the power and volume down buttons to take a screenshot or swipe your hand across the screen from left to right.
3. On the Android phone, an additional prompt will pop up. Choose **Media Picker** to select files or photos stored on the device.



Uploading Exhibits from iPhone Cell Phone

Rename Photos or Videos Before Uploading

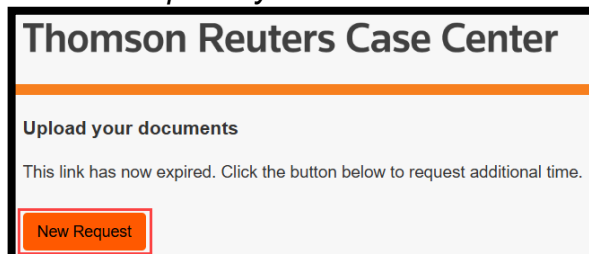
To rename photos or videos on an iPhone, use your phone's built-in file manager:

1. From the *Photo* app, locate the **photo or video** to rename.
2. Tap the **photo or video** to open it.
3. Tap the **share icon** (square with an arrow pointing up).
4. Scroll down and tap "**Save to Files**".
5. From the *Files* app, select a **folder** to save the photo or video to.
6. Tap the current filename (e.g., "IMG_1234.jpg") and **enter the new name**.
7. In the upper right corner, tap **save**.

Expired Link

If the link has expired, request that the link be re-activated.

1. Click the **link** from the email or text message.
2. From the *Upload your documents* screen, click **New Request**.



NOTE: Once *New Request* is clicked, a message will appear stating the request was sent successfully.



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Revision History

<i>Date</i>	<i>Revision Description</i>
01/16/2025	Initial Topic
04/08/2025	Update to Indicate Bottom Status Bar Must Show 100%
04/24/2025	Update to include image for prompt from Android phones
06/25/2025	Updates include: Android how to save a string of texts as one document and how to rename photos and videos before uploading. iPhone instructions how to rename photos and videos before uploading.