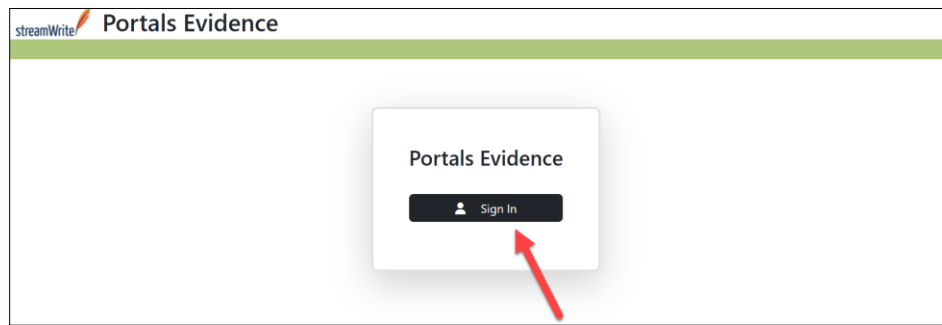


INSTRUCTIONS ON CREATING AND UPLOADING EVIDENCE

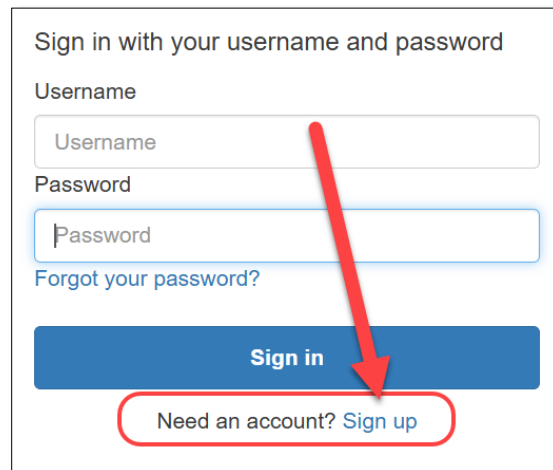
HOW TO CREATE AN ACCOUNT

Once you have a Small Claims case number you can follow the steps below to create an account on the Digital Evidence Portal.


STEP 1: Once you are on the Digital Evidence Portal click on **Sign In**

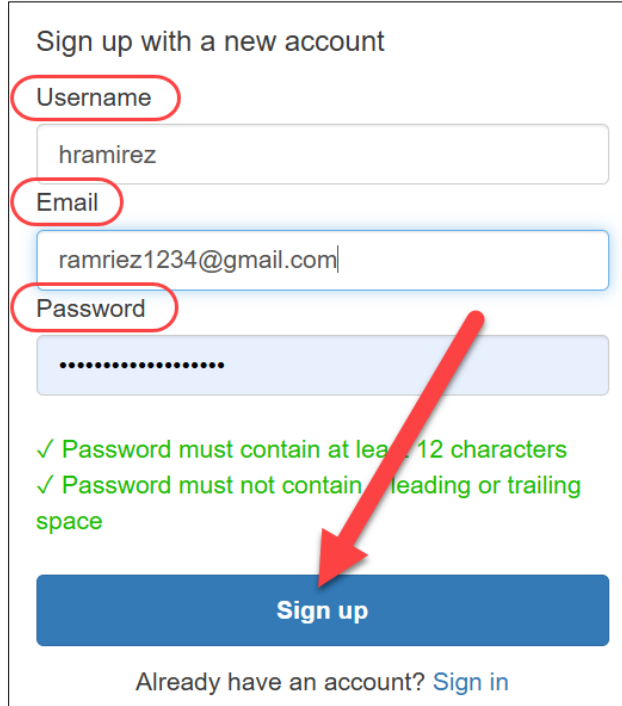


STEP 2: Click on **Sign Up**

A screenshot of the 'Sign in with your username and password' form. It includes a 'Username' field, a 'Password' field, a 'Forgot your password?' link, a blue 'Sign in' button, and a red-bordered box containing the text 'Need an account? Sign up'. A red arrow points to the 'Sign up' link.

STEP 3: Enter a **Username**, **Email**, and **Password** and click on **Sign up**

 *The email address you use to sign up must match the email address that you provided when you filed your documents with the Court.*



Sign up with a new account

Username
hramirez

Email
ramriez1234@gmail.com

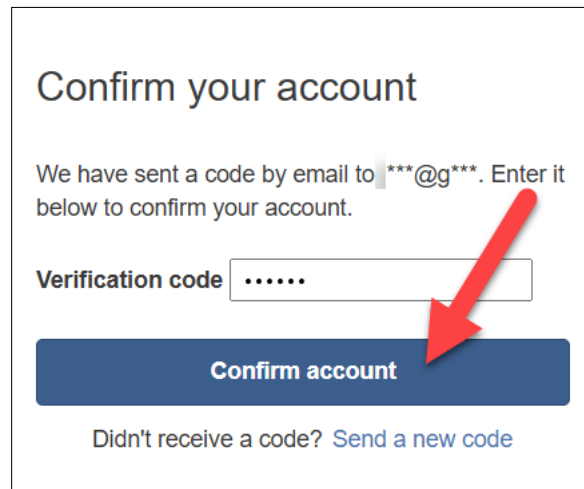
Password
.....

✓ Password must contain at least 12 characters
✓ Password must not contain leading or trailing space

Sign up

Already have an account? [Sign in](#)

STEP 4: As soon as step 3 is completed, a code will be sent to the email address you provided. You will need to enter that code into the **verification code** field and then click on **Confirm account**



Confirm your account

We have sent a code by email to ***@g***. Enter it below to confirm your account.

Verification code
.....

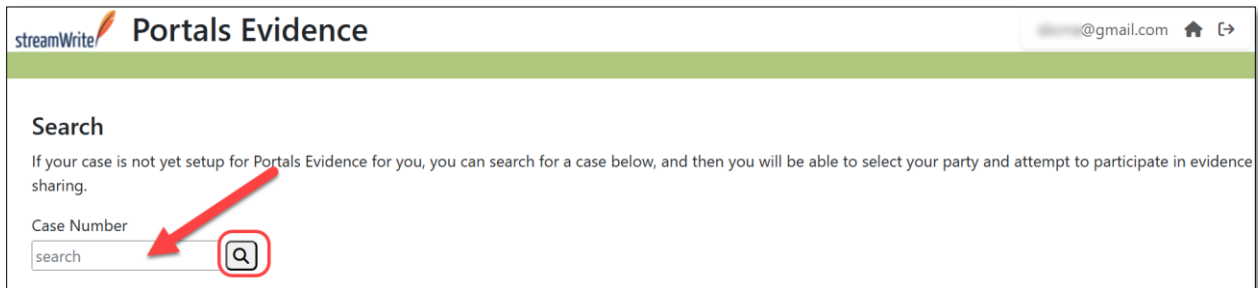
Confirm account

Didn't receive a code? [Send a new code](#)

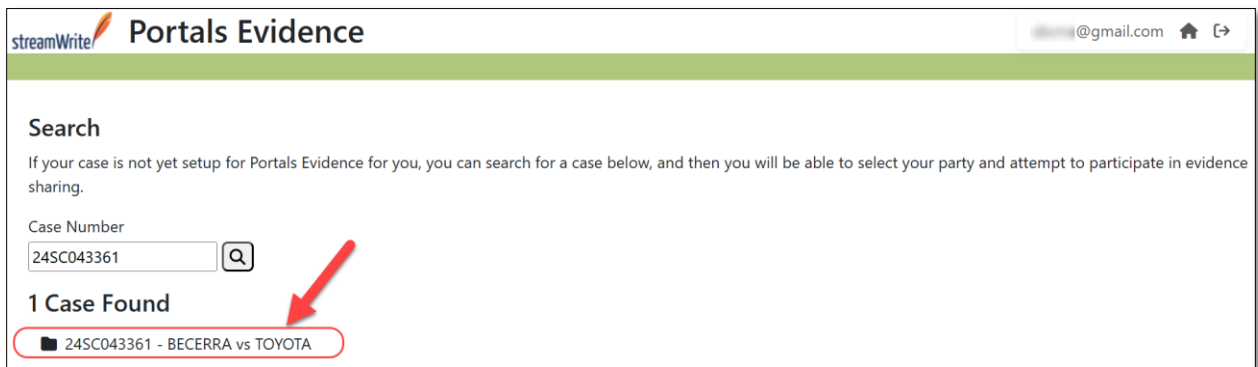
HOW TO UPLOAD EVIDENCE

Once you have created an account on the Digital Evidence Portal and have logged in you can follow the steps below to find your case and begin uploading evidence.

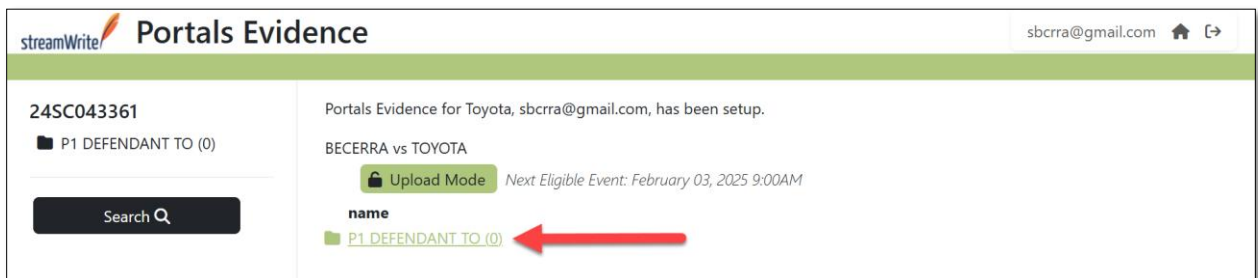
STEP 1: Enter your case number into the search field and click on the search button.




STEP 2: Click on the case

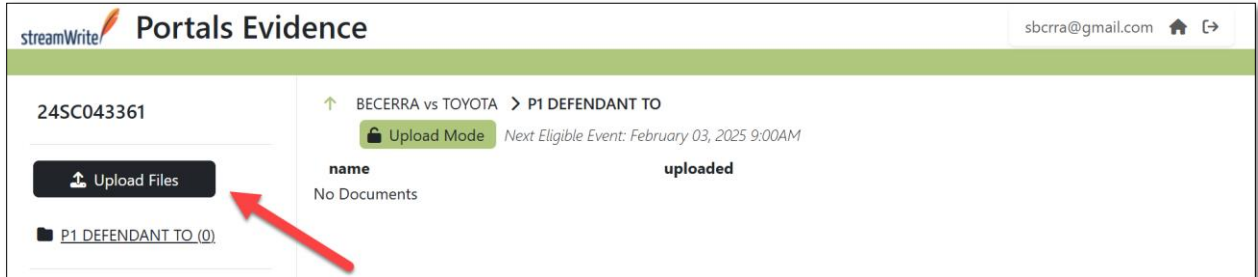


STEP 3: Click on the folder

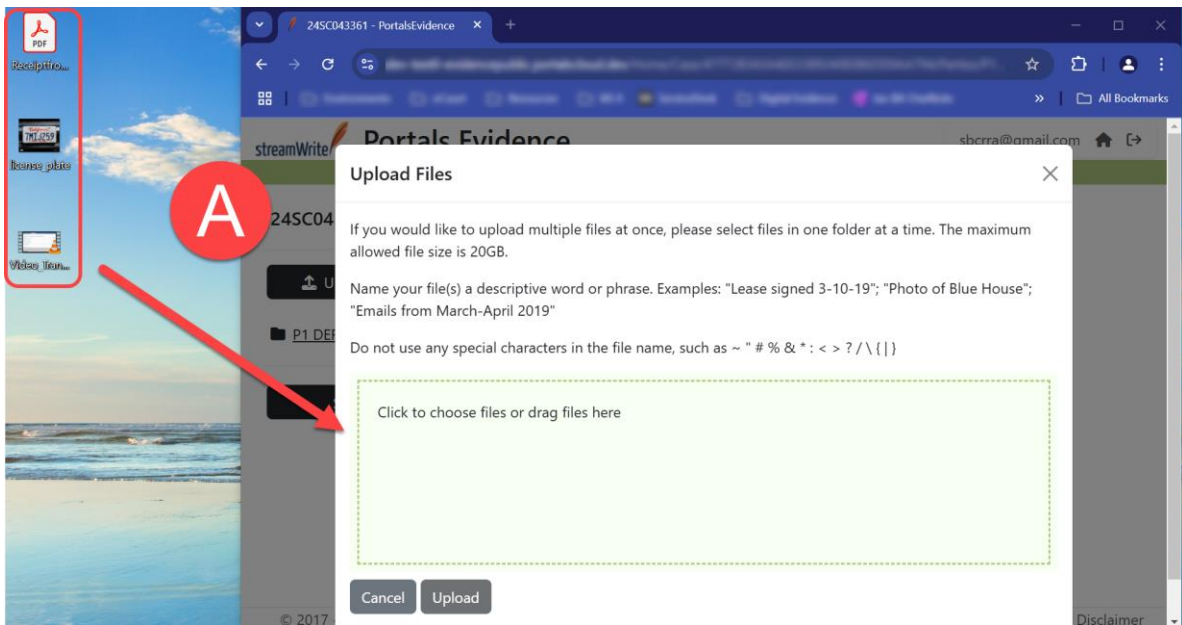


STEP 4: Click on **Upload Files**

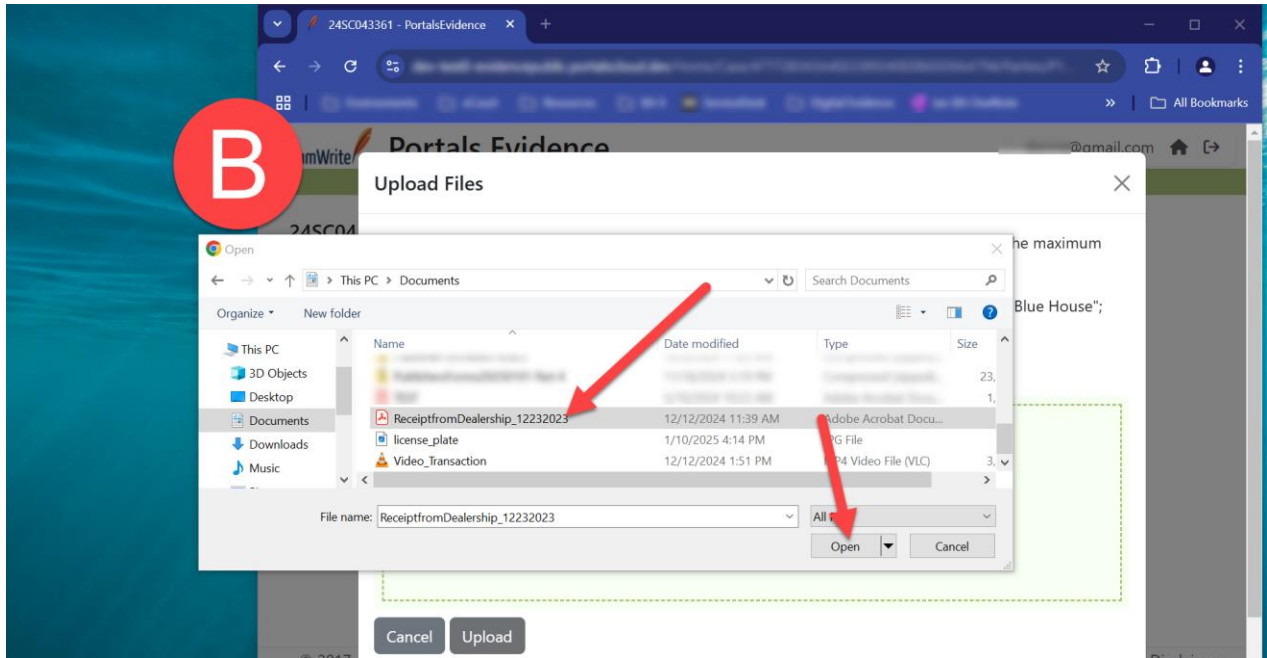
 Please note, the ability to upload evidence will no longer be available starting at 3:00pm (Pacific Time) the day *before* your scheduled hearing.



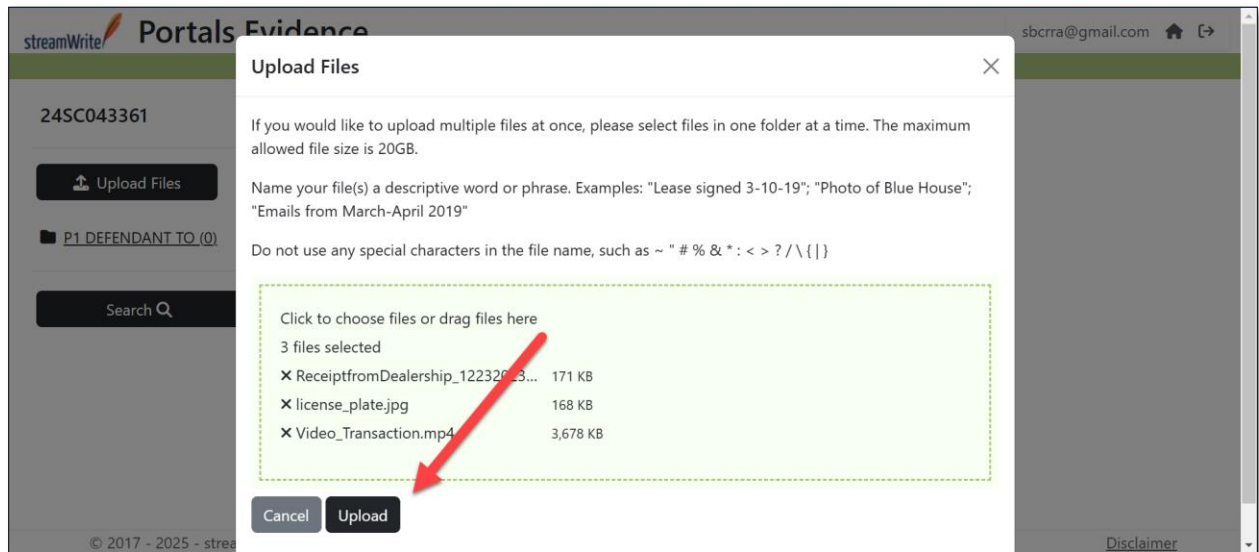
STEP 5 (A): drag and drop evidence directly *inside* the dotted green box OR



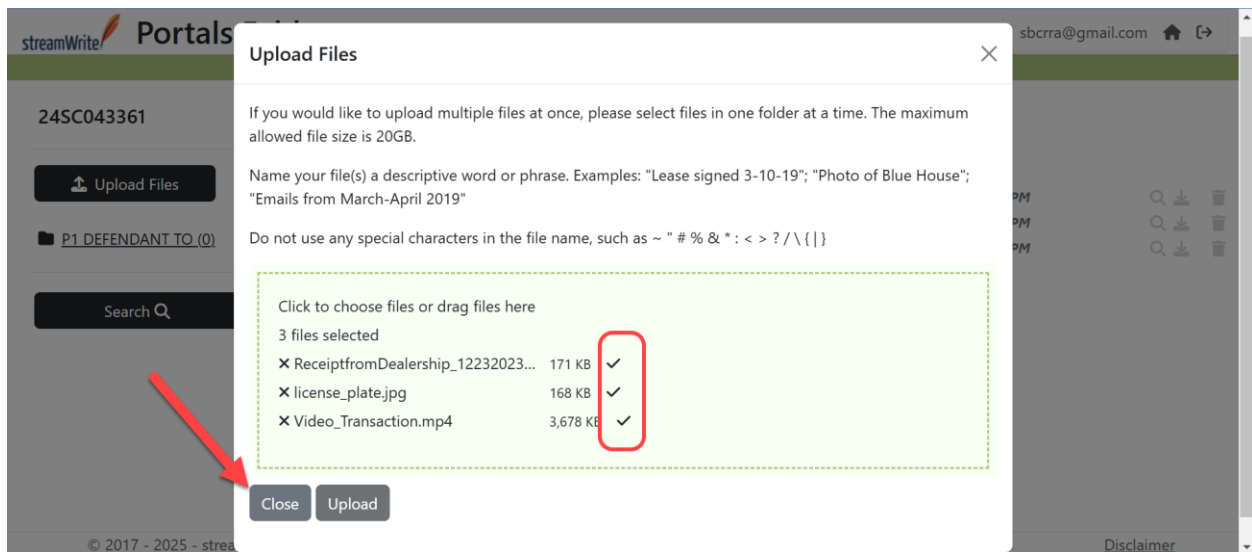
STEP 5 (B): click anywhere *inside* the dotted green box to invoke your file manager application (i.e. for PC use File Explorer, for Mac use Finder etc.) and files can be selected from the file manager application to be added to the dotted green box.



STEP 6: Click on **Upload**

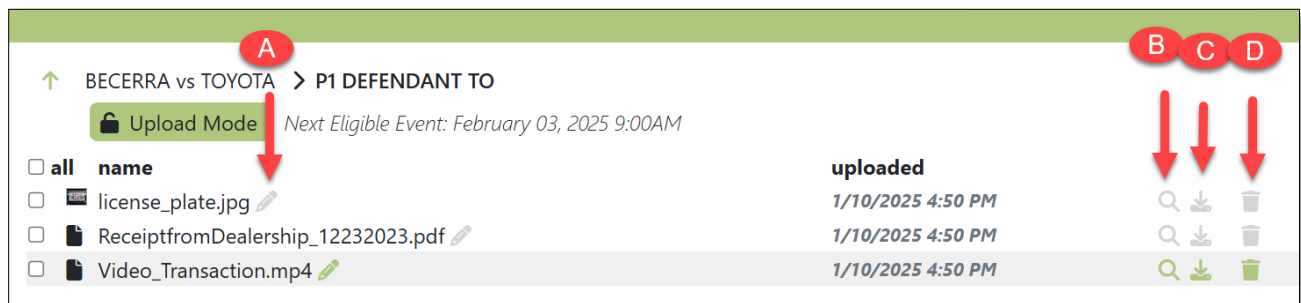


STEP 7: Once your evidence has finished uploading it will show checkmarks indicating completion (see below). You can then click on **Close**.



STEP 8: After you upload your evidence, you can **click** on the following areas to:

- (A) edit the name of the file
- (B) view the file
- (C) download the file
- (D) delete the uploaded file



UPLOAD MODE VS. VIEWING MODE

(A) When a case is in UPLOAD MODE you will be able to upload your evidence.

(B) When the case is in VIEWING MODE you will not be able to upload any evidence.

- In VIEWING MODE, you will be able to view:
 - The evidence of the other party (Plaintiff/Defendant) if any was uploaded
 - The ADMITTED folder (controlled by the Court).



The mode changes from **UPLOAD MODE** to **VIEWING MODE** at 3:00pm (Pacific Time) the day before your scheduled hearing.

24SC043361

BECERRA vs TOYOTA

P1 DEFENDANT TO (4)

Upload Mode

Next Eligible Event: February 03, 2025 9:00AM

name

P1 DEFENDANT TO (4)

Search

24SC043361

BECERRA vs TOYOTA

Admitted (0)

P1 DEFENDANT TO (4)

P2 PLAINTIFF MB (0)

Viewing Mode

Next Eligible Event: February 03, 2025 9:00AM

name

Admitted (0)

P1 DEFENDANT TO (4)

P2 PLAINTIFF MB (0)

Search