

Dear Registered Users:

### Filing Exhibits for Remote Hearings via File and Serve

Due to the COVID-19 pandemic, Maryland trial courts are increasing the use of remote hearings. The preferred Judiciary platform for remote hearings is Zoom for Government.

Filers may pre-file exhibits for **remote hearings** through File and Serve. A new filing code - **Pre-Filed Exhibit** - must be selected when uploading any pre-filed exhibit for a remote hearing. Documents uploaded with this filing code will default to a new security type, Pre-Filed Exhibit. Use of this filing code and security type will exclude these documents from the case record until offered as evidence and admitted or denied admission by the judge during the hearing.

**Notes:**

- Pre-filing of exhibits does not constitute admission of the documents.
- Each exhibit document should include the case number.

### Filer Steps

1. Create a lead document for each separate exhibit through File & Serve, using the **Pre-Filed Exhibit** filing code (screenshot item 1). If the correct code is not selected, the clerk may not recognize the document as a hearing/trial exhibit. This could cause the document to become part of the record when it should not. The document security will default to the new security type after the document is uploaded (screenshot item 2).
2. Clearly title the exhibit document before uploading. Recommended naming convention to include a pre-filed exhibit number, the submitting party and a description of the exhibit: **Pre-Filed#1\_Plaintiff Smith\_Aug2020BankStatement**. This description should make it easier to locate the appropriate exhibit during a hearing (screenshot item 3).
3. Use a filing description similar to the recommended exhibit naming convention to differentiate between multiple pre-filed exhibit submissions (screenshot item 4).

The screenshot shows the 'Filings' interface with the following elements and callouts:

- 1**: Filing Code dropdown menu set to 'Pre-Filed Exhibit'.
- 2**: Security dropdown menu set to 'Pre-Filed Exhibits'.
- 3**: Lead Document title: 'Pre-Filed #1 \_PlaintiffSmith\_Aug2020BankStatement.pdf 35.26 kB'.
- 4**: Filing Description text box containing: 'Pre-Filed Exhibit #1 - Plaintiff Smith - Aug 2020 Bank Statement'.

Please email the Maryland Judiciary MDEC Team if you have any questions. [mdcourts@service-now.com](mailto:mdcourts@service-now.com)