

**Superior Court of California
County of Orange Lamoreaux Justice Center
Hon. Sherri L. Honer, Dept. L64**

Phone: 657-622-5564

ELECTRONIC EVIDENCE PORTAL PROTOCOLS AND STANDING ORDER

Effective for Trials/Evidentiary Hearings Commencing September 27, 2022

Unless otherwise ordered by the Court, and at least **two (2) court days**¹ prior to the required **Meet and Confer Conference**², **all** exhibits the parties wish to present at trial or evidentiary hearings specially set for one hour or more, including anticipated impeachment and/or rebuttal exhibits, **MUST** be uploaded to the Electronic Evidence Portal.

To access the Electronic Evidence Portal, follow these instructions:

- Go to the Orange County Superior Court website www.occourts.org.
- Once at the Court’s website, click on “Online Service” at the top of the page, and a dropdown menu will appear.
- On the dropdown menu, click on “Electronic Evidence Portal.”
- Scroll down to “Instructions” and read and/or view the instructions for uploading evidence by clicking on the following:
 - “Instructions to Upload Evidence”
 - “Video Instructions to Create an Account”
 - “Video Instructions for Uploading Evidence”
 - “Video Instructions to Print an Exhibit List” and
 - “Video Instructions to Share Evidence with Other Parties.”

¹ In calculating “court days,” do NOT include weekends or court holidays.

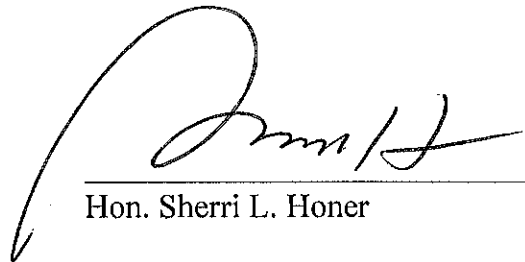
² Counsel and parties if self-represented are REQUIRED to conduct a Meet and Confer Conference prior to trial or evidentiary hearing, at which time the parties are to discuss any proposed objections to any witnesses and/or exhibits, attempt to resolve/stipulate to as many issues and material facts as possible, including attempting to stipulate to the admissibility of exhibits, and to prepare a required Joint Statement. (Refer to Department L64’s Order Re Requirements for Trial and Evidentiary Hearings for the date by which the Meet and Confer Conference must take place and additional trial preparation requirements.)

- After reading the instructions and/or watching the video(s), click on the blue box “Click Here to Access the Portal.”
- If accessing the portal for the first time, click on “Sign up” and follow the prompts to create an account, then click “Sign in.” If an account has already been established, enter username and password and click “Sign in.”
- The party will be automatically directed to “Court Hearings” window.
- From the “Court Hearings” window, click on the “Add Case/Citation” button.
- Then, using the dropdown menu, enter the case type (i.e., Family), case number and Hearing Date (i.e., the trial date, or if applicable, the specially set evidentiary hearing date), and click “Ok.”
 - A list of party names will appear. Select the check box next to the name of the Petitioner or Respondent in the case. For joint exhibits select Petitioner *and* Respondent. Do **NOT** select names of attorneys or law firms.
- Refer back to the written instructions and/or videos on how to proceed further.
- Once exhibits are uploaded, the application will allow the party to view, print or download an exhibit list created by the application.
- With the exception of impeachment and rebuttal exhibits, all exhibits must be placed in a “Virtual Viewing Room Sharing” two (2) court days before the Meet and Confer Conference so that the opposing party may review the exhibits. Refer back to the written instructions and/or videos on how to share exhibits.
 - **The end date for sharing exhibits should be set for a minimum of 90 days after the trial or evidentiary hearing is set** to allow the opposing party and the court access to the exhibits during trial or evidentiary hearing and to allow for any additional access time in the event the court orders written closing and future comeback date for ruling. (Note: If the trial or evidentiary hearing is continued, the party will need to extend the viewing end date based on the new trial or evidentiary hearing date.)
- Only upload documents intended to be used as evidence at the trial or evidentiary hearing. Exhibits include, but are not limited to, documents of any type, photographs, videos, etc.

- Do not upload to the Electronic Evidence Portal documents like stipulations, witness lists, exhibit lists, trial briefs, or other pleadings. These documents must be filed with the Court.
- After uploading the exhibits, follow the Video Instructions to Print an Exhibit List.
 - The printed Exhibit List must be *exchanged* with the opposing party two (2) court days before the Meet and Confer Conference.
 - The printed Exhibit List must be *filed* with the Court five (5) court days prior to the Pre-Trial Conference, if one is scheduled by the Court, or five (5) court days prior to the trial or evidentiary hearing date if no Pretrial Conference is scheduled.
 - A courtesy copy of the Exhibit List should be emailed to L64@occourts.org.

If you have questions, please call the department at 657-622-5564, but note, you must first read the written instructions and view the video instructions prior to calling the department with questions regarding how to upload and share exhibits.

Dated: September 7, 2022



Hon. Sherri L. Honer