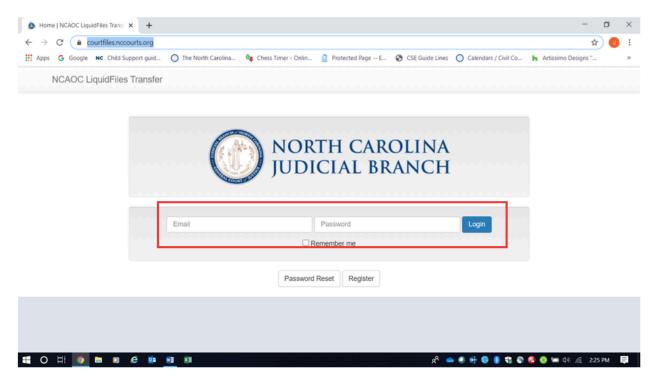
# Liquid Files – Instructions for Courtroom Clerk, Attorneys and Self Represented Litigants.

Liquid Files is an approved method by the AOC to exchange large files from outside of the court system.

## **Instructions for Clerk:**

1. Contact Help Desk to get permissions and set up for use to request and send files. (This is a one-time process). The AOC does not create Liquid Files accounts for Non-AOC / Judicial employees. If Non-AOC / Judicial employees need access to Liquid Files; they will be sent a link through email by the Courtroom Clerk of the case which will allow them to upload and download data.

2. Go to <u>https://courtfiles.nccourts.org/</u> and log in with your work email and password you use to log in to your computer.



3. Click on "File Requests".

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#### 4. Click on "New File Request"

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### File Requests

	t files from someone. When you've that can be used to send the requ		New File Request	Filter	
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fUIgUQH6y0fgKfGTFAbroc		-	22 Jun, 2020 00:00	08 Jun, 2020 12:07	View Delete
GHYBDv3QpRz0QdfNbjzgNu		08 Jun, 2020 11:44	22 Jun, 2020 00:00	08 Jun, 2020 11:36	View Delete

Show Expired

5. Fill out the pop-up email screen to send the request. Note you may only send to one email address at a time, so you will send separate requests to Plaintiff (attorney) and Defendant (attorney). Click the box that says "Send a copy to myself" if you want to receive a copy of the request in your own inbox. The request will not appear in your sent email. Click "Request File".

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	Request File								
	A File Request is a way to request files from someone. When you've submitted their details, they will get an email with a unique used to send the requested files to you.	link that can be							
To       plaintiffattorney@gmail.com         Subject       19CVD12345 Doe v. Doe Alimony Trial June 23, 2020 Plaintiff's Proposed Exhibits         Message       Please upload all of Plaintiff's proposed exhibits using the attached link and return to me using the upload link instructions.									
						Margaret <u>Hough</u> Deputy Clerk to Judge <u>Jena Culler</u>			
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	Send a copy to myself Request Expire	es							
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	Request File Cancel								

## **Instructions for ATTORNEYS/SELF REPRESENTED LITIGANTS:**

1. Open email from clerk. Note there will be a deadline to upload files in the request and that the link *may* be a one-time use link, so make sure you have all your exhibits ready to upload. Please include an Exhibit List as a document. To allow for your exhibits to be organized and in order for the clerk, the following *document naming method* is recommended as an example:

#### For Plaintiff's Exhibits:

P00 Plaintiff's Exhibit List

- P01 Plaintiff's Financial Affidavit
- P02 Plaintiff's 2019 Tax Return

Etc.

#### For Defendant's Exhibits:

D00 Defendant's Exhibit List

D01 Emails from Plaintiff to Defendant

D02 Plaintiff's Bank Statements

Etc.

This will allow for the Exhibit List to be listed first and the Exhibits to be listed in order regardless of the name of the exhibit.

When exhibits are organized, click "Add Files" and upload all of your proposed exhibits.

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#### CLERK'S INSTRUCTIONS – You will receive an email that looks like this:

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P03 Plaintiff's 2018 Tax Return.pdf 42.4 KB 9c900999bf1009b1532b62a5d8bc53cac8e9882bcf95e4a88481fd3a9a8e331d	
P04 Defendant's Financial Affidavit.pdf 36,5 KB d19c851bce3769043e70598b4882fbe1c9855b986a32153fa6da635fb3418a5b	
P05 Defendant's 2019 Tax Return.pdf 40.6 KB 1a6116d2b11f764316002e02a929f25ace3ff77643b6b97111bfab7de78e9b7a	
P06 Defendant's 2018 Tax Return.pdf         40,5 KB         be7b6f8a0240f05995a7b4a0a991f127d27029ae02538a9513f2a0fceb515e77	
Please click on the following link to download the attachments: https://courtfiles.nccourts.org/message/xRP5ab4a1p1YtVqAgHbhcJ This email or download link can not be forwarded to anyone else.	
The attachments are available until: Tuesday, 16 June.	
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Click "Download Files", then the screen below will appear. Enter your email address, you will then be prompted to enter your password (same one you use to log in to your computer).

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Click on Download All ("Zipped Archive" button), then click "Save".

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Then click "Open" and copy and paste the exhibits into K:// drive folder you set up for exhibits for this trial. You can paste exhibits from both parties into the one file and inform the judge at the start of the trial where the proposed exhibits can be accessed at the appropriate time.

The clerk can also send out all the proposed exhibits received back out to both parties/attorneys and the judge simultaneously. From this screen, enter email addresses for everyone you are sending the exbibits to and click "Add files". Find the files you want to add, highlight them and press enter.

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