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).

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.

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3. Click on "File Requests".

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4. Click on "New File Request"

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File Requests

A File Request is a way to request fil will get an email with a unique link th	es from someone. When you've submitted their of at can be used to send the requested files to you	letails, they	New File Request	Filter	
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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 link th used to send the requested files to you.	hat can be			
То	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>				
	Send a copy to myself Request Expires				
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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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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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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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