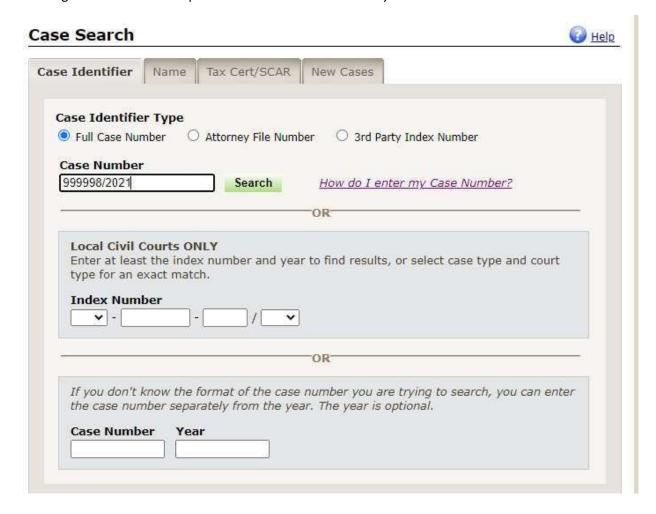
Virtual Evidence Courtroom Instructions

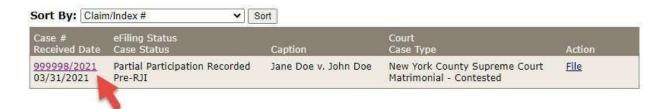
The Virtual Evidence Courtroom (VEC) has been created to allow for the submission of evidence electronically in NYSCEF cases. Currently, the VEC functionality is available in Supreme Court, Court of Claims, and some Civil Court cases. Evidence/documents submitted electronically via VEC, must be in PDF/A format and may not exceed 100 megabytes in size.

How to create a Virtual Evidence Courtroom:

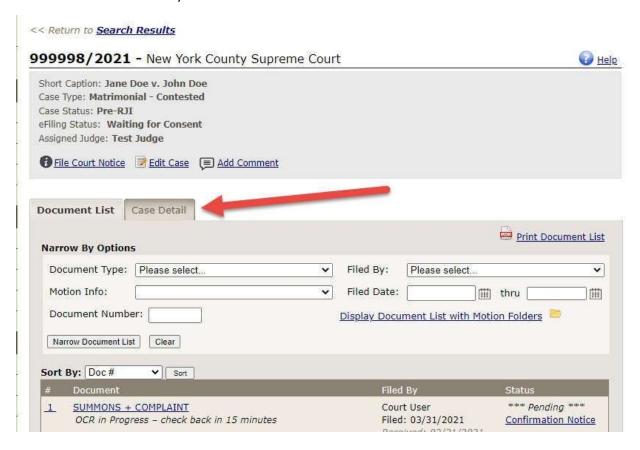
Log into NYSCEF. Click on case search to enter in the index number of the case in the case search field. The Judge or court user with permission can also search via *My Court's Cases* link.



Click on the index number to bring you to the document list.



Once on the document list you will click on the case detail tab.



Click "Add Hearing" to enter hearing information.



Select the date of the hearing or trial by clicking on the small calendar icon to the right of the field. Next, enter a description/nature of hearing or trial. For example, if you were scheduling a custody trial you will enter "Custody Trial" in the *Hearing Type* field. Once you have entered a hearing date and hearing type click on the green "Create" button.



After Clicking "Create" the system will create a new tab displayed as "Evidence" which will be visible to authorized court users and participating parties. This tab will not be visible to the public. Through this tab you will be able to access all documents in the Virtual Evidence Courtroom. (See details below).



In addition to creating the evidence tab, the system will automatically send an e-mail notification to all participating parties in the case informing them that a Virtual Evidence Courtroom has been created.

The email will include the Hearing Type and date as well as the VEC # which is automatically assigned. See a copy of the e-mail below.



New York County Supreme Court Hearing Created 03/31/2021 11:10 AM

On 03/31/2021 11:10 AM, a Virtual Evidence Courtroom (VEC) has been created for the case below.

To send a document to a Virtual Evidence Courtroom

- 1. Log into the NYSCEF System
- 2. Click the Send Evidence link that is under the File Documents section.

Case Information

Index #: 999998/2021

Caption: Jane Doe v. John Doe

eFiling Status: Partial Participation Recorded

Assigned Case Judge: Test Judge

Hearing Information

Virtual Evidence Courtroom: 1
Hearing Type: Custody Trial
Hearing Date: 04/28/2021

E-mail Notifications Sent

Name

Resource Center

Each hearing/trial is automatically assigned a unique virtual evidence courtroom number. If the hearing or trial continues to another day, then the same virtual evidence courtroom number will be used.

If an additional/different type of hearing or trial is held in the same case, it will be assigned a different virtual evidence courtroom number - once it is created. For example, an evidentiary hearing on a pendente lite would be in one virtual evidence courtroom while the actual trial a few months later would be in a different virtual evidence courtroom.

Once the attorney receives the e-mail stating that a VEC has been created, they can begin to submit proposed evidence/documents electronically.

To process proposed evidence/documents that have been submitted for review in any VEC - you will first need to log into your NYSCEF account and go to the document list for the case. Click on the Evidence tab at the top of the document list and select the Virtual Evidence Courtroom (VEC) that you wish to review the documents in.

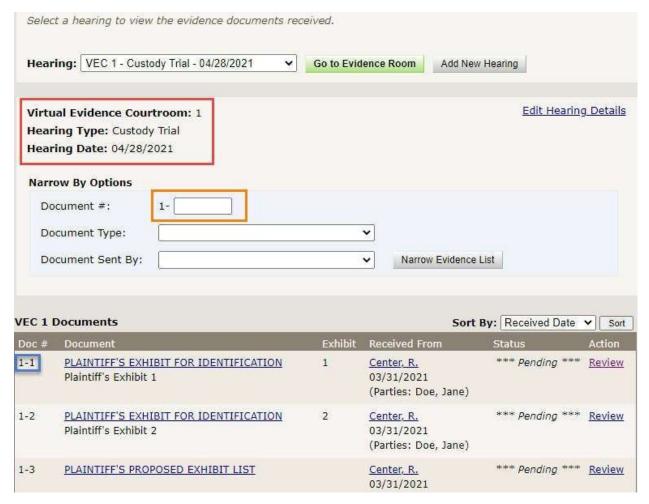
To Select the Virtual Evidence Courtroom click on the green *Go to Evidence Room* button to view the documents that have been submitted for review.



This screen below displays the Virtual Evidence Courtroom number, hearing type, and hearing date. This shows that a VEC 1 (Virtual Evidence Courtroom 1) was created for the submission of proposed evidence/documents electronically for the Custody Trial with a scheduled date of 4/28/2021. (See red box)

You will find useful functionality that will enable you to narrow and sort documents by various options. For example, to bring up document 1-3 enter 3 in the document # field and click narrow evidence list. (see orange box)

Documents are sequentially numbered in each Virtual Evidence Courtroom. The first number indicates the Virtual Evidence Courtroom and the second number indicates the document number - in this example 1-1 indicates Virtual Evidence Courtroom 1 and document number 1. (see blue box)



To begin to review and process the proposed evidence/documents that have been received click on the "Review" link under the heading "Action" on the right hand of the screen. Once you click on the Review link you will be brought to a "Review Evidence Document" screen.

Doc #	Document	Exhibit	Received From	Status	Action
1-1	PLAINTIFF'S EXHIBIT FOR IDENTIFICATION Plaintiff's Exhibit 1	1	Center, R. 03/31/2021 (Parties: Doe, Jane)	*** Pending ***	Review
1-2	PLAINTIFF'S EXHIBIT FOR IDENTIFICATION Plaintiff's Exhibit 2	2	Center, R. 03/31/2021 (Parties: Doe, Jane)	*** Pending ***	* <u>Review</u>
1-3	PLAINTIFF'S PROPOSED EXHIBIT LIST		Center, R. 03/31/2021 (Parties: Doe, Jane)	*** Pending ***	Review

In the screenshot below you will find information from the sender with a link to the PDF image of the document. If the Judge decides to admit the document into evidence, click the green "Admit Document" button at the bottom of the page. You will notice that there is an area labeled "Document Type" which is pre-populated – In this example, if you do not change the document type and you click "Admit Document" the document type will be changed from *Plaintiff's Exhibit for Identification* to *Plaintiff's Exhibit Admitted into Evidence*.

Review Evidence Document Received from Sender Hearing Date: 04/28/2021 Hearing Type: Custody Trial Virtual Evidence Courtroom: 1 Doc #: 1-1 Document Type: PLAINTIFF'S EXHIBIT FOR IDENTIFICATION Document Description: Plaintiff's Exhibit 1 Exhibit Number/Letter: 1 Received From: Resource Center Received Date: 03/31/2021 11:33:59 AM Document Status: *** Pending *** **Admit Evidence Document** NOTE: If Admitted, the document type will be changed to read as listed below. You can change this by selecting the drop-down under the Document Type heading. Document Type (The is the document type that will be admitted, unless a different document type is selected) PLAINTIFF'S EXHIBIT ADMITTED INTO EVIDENCE V Document Description Exhibit Number/Letter Plaintiff's Exhibit 1 Comment (Required if Purging or Returning a Document) Purge with Judge Permission Return Document Cancel Admit Document

If for any reason the pre-populated document type needs to be changed, you can click on the drop-down menu and select a different document type and then click *Admit Document*. You also have the ability to change the document description and the exhibit number/letter if necessary.

In addition to being able to admit documents, there is also functionality to return and purge documents.

If you are <u>returning a document for correction</u> you should include a detailed comment explaining the correction that is required to be made and then click on return document. An e-mail will be sent to the filer with the comment displayed. However, unlike the returned for correction functionality in NYSCEF, a re-file document link is not provided to the filer. The filer will need to submit the document as a new filing into the virtual evidence courtroom.

The judge's permission is required to <u>purge a document</u>. When a document is purged the pdf is unrecoverable, but a record of its existence will remain. You will need to include a comment when purging a document.

For further assistance please contact the NYSCEF Resource Center by email at <u>NYSCEF@nycourts.gov</u>