

ASHLAND COUNTY COURT OF COMMON PLEAS
PROBATE AND JUVENILE DIVISION

EXHIBIT POLICY FOR VIDEO CONFERENCE HEARINGS

The Court is currently using the Citrix Sharefile system for exhibits for video conference hearings and for digital exhibits in in-person hearings which cannot be saved to a CD or DVD. The Court does not accept exhibits saved to a memory card or USB memory device because of the computer virus risk. ShareFile is a program that allows documents to be electronically uploaded, downloaded, and viewed via the internet. It is similar to other file share programs such as Dropbox. The Court has discontinued and prohibits exhibits and photographs from being provided to the Court by email attachment.

Setting up and Account to Use Sharefile

In order to use Citrix FileShare, each user must set up a free account. You will only need to set up your account one time, even if you have access to multiple folders pertaining to different matters. Your account can be used on a computer or mobile devices. You can access instructions on using Sharefile at <https://www.sharefile.com/training>.

The first time a ShareFile folder is shared with a user, the user will receive an email prompting them to create a ShareFile account under the Ashland County Juvenile & Probate Court server.



Welcome! You have been added to the account for Ashland County Juvenile & Probate Court.

A note from Bailiff :

I've added you to my ShareFile account!

Activating your account will allow you to create your password.

[Activate Account](#)

Trouble with the above link? You can copy and paste the following URL into your web browser:
<https://ashlandcountyjuvenileprobatecourt.sharefile.com/?a=bcddef12345&uh=bp>

Upon receiving the email, click the “Activate Account” button and following the instructions given on subsequent screens. On any subsequent folder shares, the user will receive a notification email detailing the folder that has been shared by the Court, but they will not have to activate an account.

Once you have set up an account, Sharefile will direct you to a shared folders page which will display all of the folders that you have permission to access. You will not be able to use or access any folders that the Court has not granted you permission to see or use. If you do not have access to a folder and you feel you should, please contact the Court to discuss access. Once you have access, you will be able to securely upload a file to Citrix Sharefile. Additionally, if you have permission to do so, you will be able to download files also.

There are a variety of ways to access Citrix Sharefile.

1. You can log in to your account at [sharefile.com](https://www.sharefile.com) and use Sharefile in a browser window.
2. Citrix also has ShareFile apps for Mac, Windows, iOS, and Android to securely sync files across devices. See <https://www.sharefile.com/apps-integrations>

The Court recommends use of the apps. They are very easy to use and are particularly helpful for uploading documents and photographs from a phone, without the need to transfer the file to a computer first.

Special Instructions for Using the Court’s Sharefile System for Exhibits

Sharefile is REQUIRED to be used for all exhibits used in a Zoom video conference hearing. It is not required to be used for hearings conducted in person, although it may be used for that purpose for certain exhibits, particularly large digital files which would generally have to be saved to a DVD, CD or memory stick or card. The Court will not accept exhibits on a

memory card, so if you have a recording or video you should consider using the Sharefile system for that type of exhibit, for an in person hearing.

If you have a scheduled hearing and the Court has not sent you a folder link for exhibits by email, you may call and request a link. All of your proposed exhibits for a video conference hearing must be uploaded to Sharefile before the hearing. To use your exhibits during the hearing, you will access and use the “share my screen” function in Zoom to show the exhibits contained in the Sharefile folder. The exhibit you upload to Sharefile will be the version that is admitted so it is critical that you use the version uploaded, during the hearing. While the Court’s bailiffs may provide technical assistance during hearings, it is your responsibility to share your own exhibits during a video conference hearing.

Exhibit File Organization Rules:

After a folder has been shared with you, you will be able to login to ShareFile and access any folder you have been given access to. When uploading exhibits for a hearing, you will create a new subfolder within the case folder for your exhibits and identify the folder by the case number, the name of the party you represent, and the date of hearing:

Examples:

Case No. 20233005 ACDJFS Exhibits 4-27-2023 Hearing

OR

Case No. 20223036 Mother’s Exhibits 6-3-2023 Hearing

Each evidentiary hearing in the case should have a different folder for your exhibits. After you create a folder for your exhibits, you will place your exhibits within this newly created folder. The file names for these exhibits should match the label you used for the folder and then include the number(s)/letter(s) of the exhibits, along with a case number:

Examples:

Case No. 2022555 Mother’s Exhibit A 4-27-2023 Hearing

OR

Case No. 2034555 John Smith’s Exhibit 1 6-3-2023 Hearing

After uploading a file, you can right-click on it to rename, copy, preview, delete, download, copy, or move the exhibit. There is also an optional “Add Notes” sections that can be used for additional details that you feel are pertinent to identification of the exhibits.

Labeling the Exhibit Files:

In addition to naming your exhibit files as you upload them, the Court requires that exhibits still be marked with an Exhibit sticker, just as would be done in an in-person hearing in the Courtroom. You have two options for doing this:

- (1) You can label your physical exhibits with traditional exhibit stickers, scan the exhibits(s), and then add the files to ShareFile.
- (2) You can use Court-created digital exhibit stamps. The required files and instructions are located in ShareFile, and if you desire to access those, please contact the Court to obtain access.