



All exhibits must be uploaded and named in accordance with Exhibit A, attached hereto. **Exhibits that do not conform to this protocol will be rejected.**

The parties/counsel are responsible for timely uploading their exhibits and downloading the opposing side's exhibits. After that has occurred, but at least **three (3) business day** prior to the hearing, the parties shall email the Court's staff attorney to inform the Court if the exhibits that were exchanged are agreeable and will be stipulated to. If so, all Exhibits will be admitted at the start of the hearing and they may be referenced without laying foundations and formal introduction of each exhibit. However, if there are going to be objections to certain exhibits, those should be identified to the Court's staff attorney at least **three (3) business day** prior to the hearing. All objections should state the grounds for the objection and the corresponding rule number from the Georgia Rules of Evidence. The Court will handle any objections that the parties failed to resolve during the hearing.

SO ORDERED this 23<sup>rd</sup> day of June 2022.

  
\_\_\_\_\_  
HONORABLE ANGELA Z. BROWN  
SUPERIOR COURT OF COBB COUNTY

## **EXHIBIT A**

### **Judge Angela Z. Brown Cobb County Superior Court Evidence Protocol**

Please read and follow the evidence protocol below in advance of any evidentiary hearing.

#### **ShareFile Link from Courtroom Clerk to Attorney/Party**

The Clerk of Superior Court maintains custody and control of evidence admitted in cases pending in Cobb County Superior Court. Courtroom Clerks will continue with this responsibility using the Citrix ShareFile secure document storage program.

By 9:00 a.m. three business day prior to the hearing date, attorneys/parties should contact the Courtroom Clerk, Gregory Carson (gregory.carson@cobbcounty.org) if they have evidence to present at the hearing. The Courtroom Clerk will email the attorney/party a link to access ShareFile. Create a ShareFile account using that email address.

#### **Required Evidence Format**

All evidence should be submitted as a .pdf file and already be **marked with an exhibit sticker or the digital equivalent**. If you are unable to submit your evidence as a .pdf file, you should contact the Courtroom Clerk ASAP for further instructions.

#### **File Name Protocol for All Evidence**

In video hearings, and as part of the evidence storage process, multiple people will view the evidence from different computers. It is very important that uploaded files are named in a consistent manner. All evidence should be submitted as a .pdf file and named as follows:

- *In criminal cases*, the file name for all evidence submitted by the state should be "S-1, S-2, S-3, etc." or "1-S, 2-S, 3-S, etc." The file name for all evidence submitted by a defendant should be "D-1, D-2, D-3, etc." or "1-D, 2-D, 3-D, etc." If there are multiple defendants, the file name should begin with defendant's last name. For example, in State v. John Doe and Brian Smith, the defendants would name their files as "Doe-1, Doe-2, Doe-3" or "Smith-1, Smith-2, Smith-3."

- *In civil cases*, the file name for all evidence submitted by the plaintiff/petitioner should be “P-1, P-2, P-3, etc.” The file name for all evidence submitted by a defendant/respondent should be “D-1, D-2, D-3, etc.” If there are multiple parties, the file name should begin with the party’s last name or company name. For example, in ABC Inc. & Acme Co. v. John Doe & Brian Smith, the plaintiff would name their files “ABC-1, ABC-2, ABC-3” or “Acme-1, Acme-2, Acme-3.” The defendants would name their files as “Doe-1, Doe-2, Doe-3” or “Smith-1, Smith-2, Smith-3.”
- For *both criminal and civil cases*, it is permissible to add a descriptive title to the file name, so long as the above-referenced file naming protocol is complied with at the beginning of the file name. For example, “P-1 - Husband’s Wells Fargo Statements” is permissible and helpful.
- For *both criminal and civil cases*, in order to use dynamic exhibit stamping in Adobe, putting the number before the submitting party is acceptable. For Example, “1-P, 1-S, 1-D, 1-ABC, etc.” are all permissible. The idea is to be able to quickly find the exhibits because they are sorting in order.

If you do not name your files correctly, the Courtroom Clerk will notify you to resubmit.

Upload the evidence file into the appropriate folder for review by the Deputy Courtroom Clerk.

### **Upload Evidence**

Once an account is created, click on “Shared Folders” in the left column. Click on the folder for the case, and then click on the subfolder for the party submitting evidence. Within each case folder, there is a subfolder designated for each party.

Click on the blue “+” symbol to select a file to upload. Either drag a file to the box or select “Browse files” to select navigate to where file is saved on your computer. The selected file should appear in the box.

Click on the blue “Upload” button in the lower left corner of the screen. Once uploaded, the file will show in the folder with the creator and upload time.

### **Download Evidence**

Each side will be able to view and download evidence uploaded by other parties. Because ShareFile is a web-based storage platform, at times the program may run slow. To prevent any delay during a hearing, attorneys should download all evidence in advance.

To download, click on the box to the left of the selected file(s) and then click on the Download button at the top.

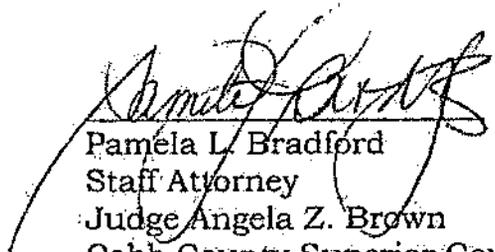
## **Questions**

If you have questions or are unable to upload evidence, contact the Courtroom Clerk or Judge Brown's staff at 770-528-1860 (Vanessa Hamler, Administrative Assistant, [vanessa.hamler@cobbcounty.org](mailto:vanessa.hamler@cobbcounty.org) or Pamela Bradford, Staff Attorney, [pamela.bradford@cobbcounty.org](mailto:pamela.bradford@cobbcounty.org) ).

**CERTIFICATE OF SERVICE**

This is to certify that I have this day served all counsel and parties in this action with a copy of the foregoing **Rule Nisi** by electronic mail or Peachcourt electronic service.

This <sup>23rd</sup> day of June 2022.

  
Pamela L. Bradford  
Staff Attorney  
Judge Angela Z. Brown  
Cobb County Superior Court