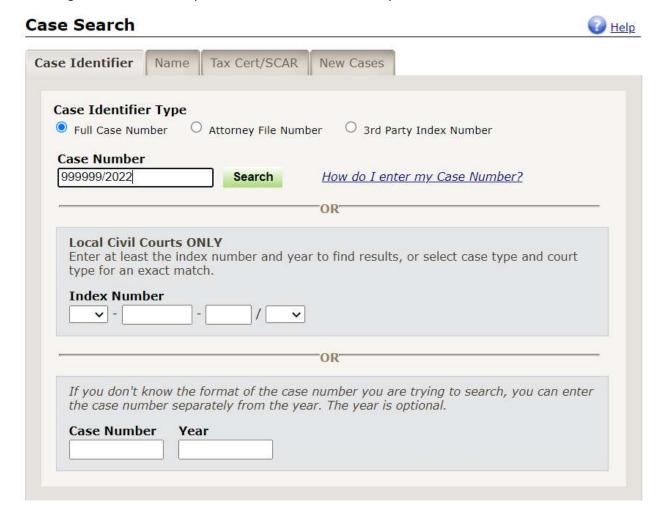
# **Virtual Evidence Courtroom Instructions**

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 solely in Supreme Civil Court and only to parties participating in NYSCEF. 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.

<< Return to Search Results 999999/2022 - New York County Supreme Court Help Short Caption: Case Type: Matrimonial - Contested Case Status: Pre-RJI eFiling Status: Partial Participation Recorded Assigned Judge: Test Judge **Document List** Case Detail Print Document List Selection File Document to this Case **Narrow By Options** Document Type: Please select... Filed By: Please select. ~ Motion Info: Filed Date: thru \*\*\* Document Number: Display Document List with Motion Folders Narrow Document List Clear Sort By: Doc# ✓ Sort Filed By STIPULATION AND CONSENT TO EFILING Processed 1 Court User Filed: 01/03/2022 Confirmation Notice Received: 01/03/2022

Click "Add Hearing" to enter hearing information. Both links will bring you to the same screen.



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.

# 999999/2022 - New York County Supreme Court Short Caption: Thomas Edison v. Virginia Edison Case Type: Matrimonial - Contested Assigned Judge: Judge, Test Add Hearing Hearing Date (mm/dd/yyyy) \* Hearing Type \* Comment Cancel Create Existing Hearings

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

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

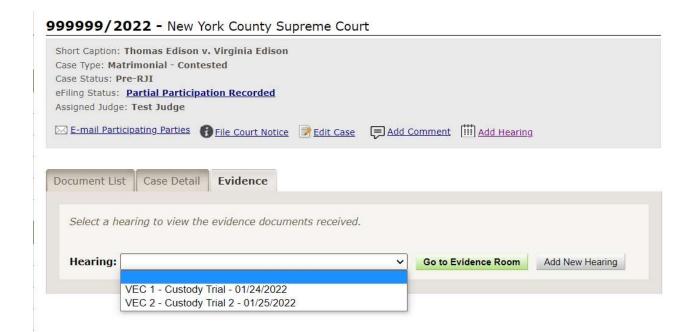
Each hearing/trial is automatically assigned a unique virtual evidence courtroom number. If the hearing or trial continues to another day, then the same virtual evidence courtroom number will be used.

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.

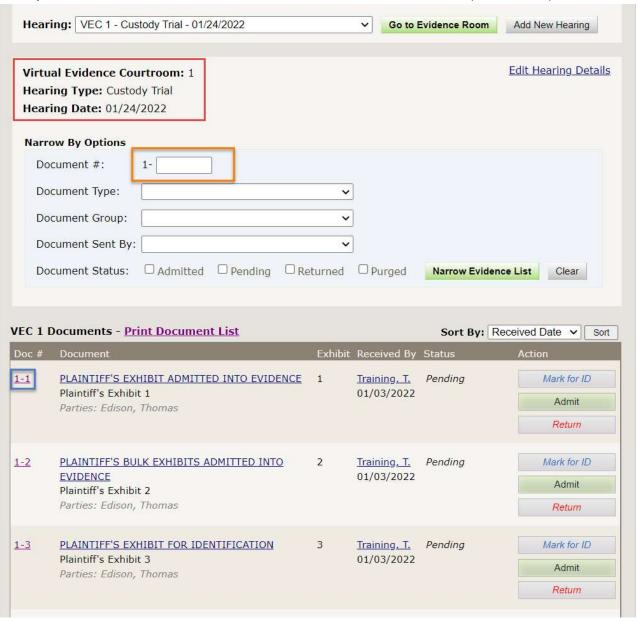
To Select the Virtual Evidence Courtroom click on the green *Go to Evidence Room* button to view the documents that have been submitted for review.



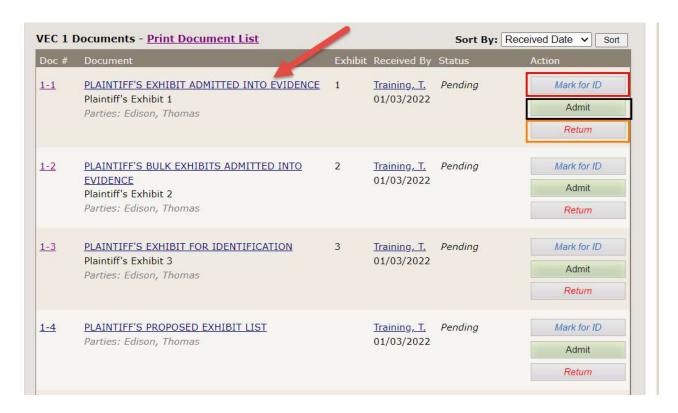
This screen below displays the Virtual Evidence Courtroom number, hearing type, and hearing date. This shows that a VEC 1 (Virtual Evidence Courtroom 1) was created for the submission of proposed evidence/documents electronically for the Custody Trial with a scheduled date of 1/24/2022. (See red box)

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)



In the screenshot below you will find information from the sender with a link to the PDF image of the document. (red arrow) If the Judge decides to mark the document for identification, click the "Mark for ID" button. (red box) If the Judge decides to admit the document, click the green "Admit" button. (black box) If you wish to return the document for correction to the submitter click the "return" button. (orange box)



Marking the document for identification will simply change the status of the document from pending to "marked for identification" to indicate the document has been identified. Admitting a document will change the status of the document to "admitted" and change the document type name. In the example below, an attorney submitted three plaintiff's exhibits for identification. Doc. #3-2 was admitted. Once it was admitted the document type changed to "Plaintiff's Exhibit Admitted Into Evidence." Returning a document will remove the hyperlink to the document and change the status of the document to "returned." See the screenshot below.



If a document is marked for identification or admitted in error you will also have the functionality to revert the document back to pending.



If you click on "return" you will be brought to the screen below where you will need to 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.

# **Review Evidence Document**

earing Type: Custody Trial			
rtual Evidence Courtroom: 1 oc #: 1-2			
		ocument Type: PLAINTIFF'S BULK EXHIBI	TS ADMITTED INTO EVIDENCE
ocument Description: Plaintiff's Exhibit 2			
nibit Number/Letter: 2 ceived From: Training Training ceived Date: 01/03/2022 10:37:38 AM			
		ocument Status: *** Pending ***	
		unless a different document type is selected.	ment type selected below will be what is displayed as admitted,
unless a different document type is selected.  Document Type	<b>v</b>		
unless a different document type is selected.  Document Type			
Unless a different document type is selected.  Document Type  Document Description	Exhibit Number/Letter		
unless a different document type is selected.  Document Type  Document Description  Plaintiff's Exhibit 2  Comment (Required if purging or returning a document purging a	Exhibit Number/Letter		
Document Type  Document Description  Plaintiff's Exhibit 2	Exhibit Number/Letter		
unless a different document type is selected.  Document Type  Document Description  Plaintiff's Exhibit 2  Comment (Required if purging or returning a document purging a	Exhibit Number/Letter		

If you wish to purge a document so that it's removed from the virtual evidence courtroom you will click on the hyperlink of the document number. Below is a screenshot of the hyperlink. (see red arrow)

The judge's permission is required to purge a document and you will need to include a comment.

Important: When a document is purged the pdf is unrecoverable, even by a Judge or court user, but a record of its existence will remain.



After clicking the hyperlink above you will be brought to the screen below where you will provide a comment and click on "purge with judge permission."

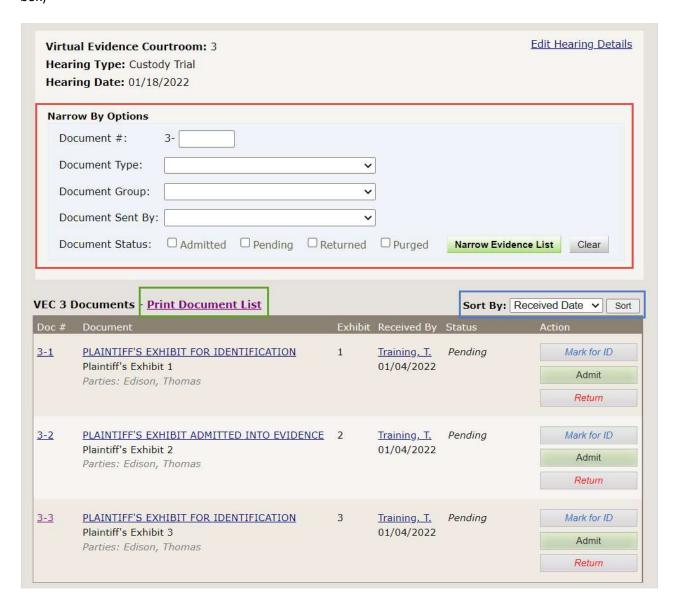
# **Review Evidence Document** Hearing Date: 01/24/2022 Hearing Type: Custody Trial Virtual Evidence Courtroom: 1 Doc #: 1-2 Document Type: PLAINTIFF'S BULK EXHIBITS ADMITTED INTO EVIDENCE Document Description: Plaintiff's Exhibit 2 Exhibit Number/Letter: 2 Received From: Training Training Received Date: 01/03/2022 10:37:38 AM Document Status: \*\*\* Pending \*\*\* NOTE: If admitting this document, the document type selected below will be what is displayed as admitted, unless a different document type is selected. Document Type **Document Description** Exhibit Number/Letter Plaintiff's Exhibit 2 Comment (Required if purging or returning a document) Purge with Judge Permission Return Document

You also have the ability to narrow the list of documents by document #, document type, document group, document sent by, and document status. (see red box)

If you click on print document list (green box) without narrowing by any of the options it will display a complete list of documents submitted into the VEC.

If you do narrow by one of the options and then click print document list it will print the list of documents based on the narrow by option(s) selected.

There is also the ability to sort the list by received date, received from, document type, and status. (blue box)



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