

# Entering Exhibits and Sharing Documents in Court (Trials Only)

Please be advised that this process is used for trials only. The email address provided below is to be used only for those parties involved in a trial.

With the move to the ZOOM platform planning ahead is key. If you are able to, we ask that you send your document **in advance of the court day** to [gorebaypoacourtroom@gorebay.ca](mailto:gorebaypoacourtroom@gorebay.ca).

All documents should be submitted no later than five (5) business days prior to the established trial date.

In preparing the email, please adhere to the following:

- i. the preferred digital format for documents is Microsoft word in pdf format; photographs is jpeg; and videos is mp4;
- ii. the maximum size of materials that can be submitted by email is 10 megabytes;
- iii. in case of problems or questions call 705-282-2837

iv. please structure the email, as follows:

- using a subject line with—the defendant’s last name, the word “Trial” and the trial date

Ex. “John Smith Trial November 5 2021”

- in the body of the email—identify the author of the email; contact information; the file number (if known); list the materials filed etc.
- separately attach each document, photograph or video submitted
- clearly name each attachment (ex. *Photo #1—Intersection of Main Street and First Avenue*). This will allow the Court Clerk to easily identify which documents needs to be displayed.

**NOTE: Each defendant must provide an email address and telephone number to facilitate the exchange of information before and during trial**

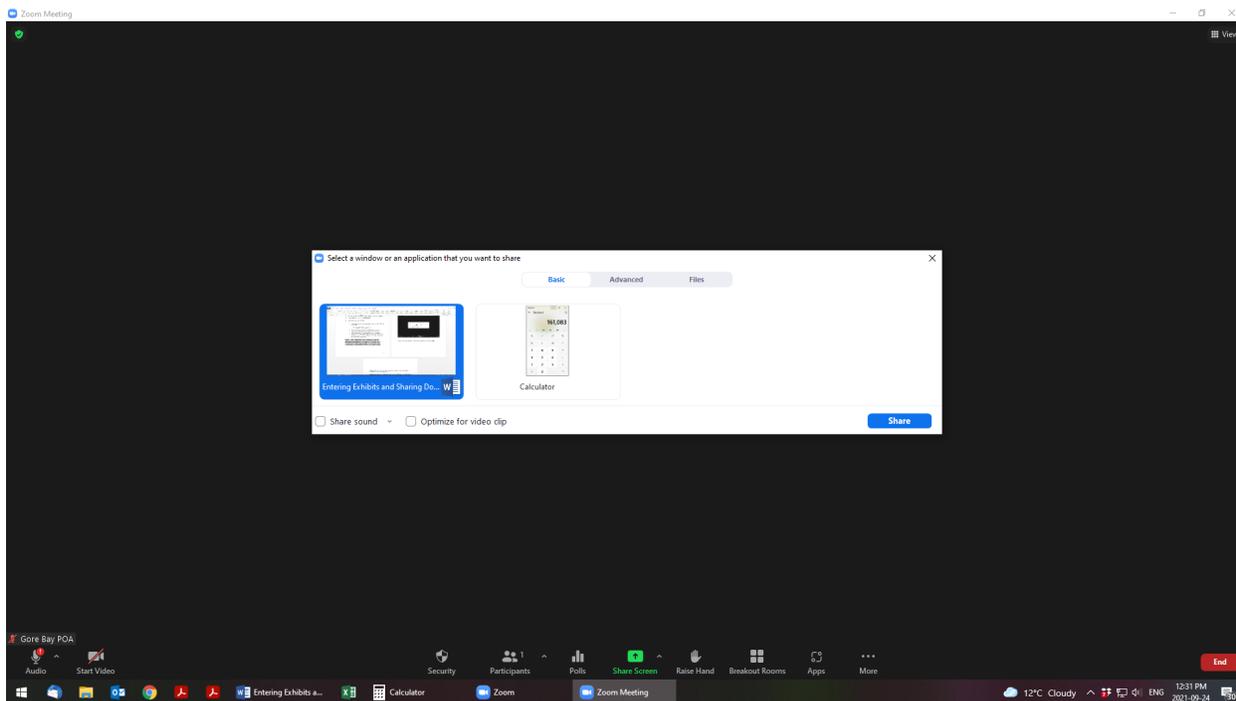
When it comes time for the document to be displayed during the court proceeding, please let the Court Zoom Clerk know which document(s) to display.

Should you be unable to send your document(s) via email prior to the court date please **contact the POA Office at 705-282-2837** and speak to the Court Clerk/Monitor in order to make alternate arrangements.

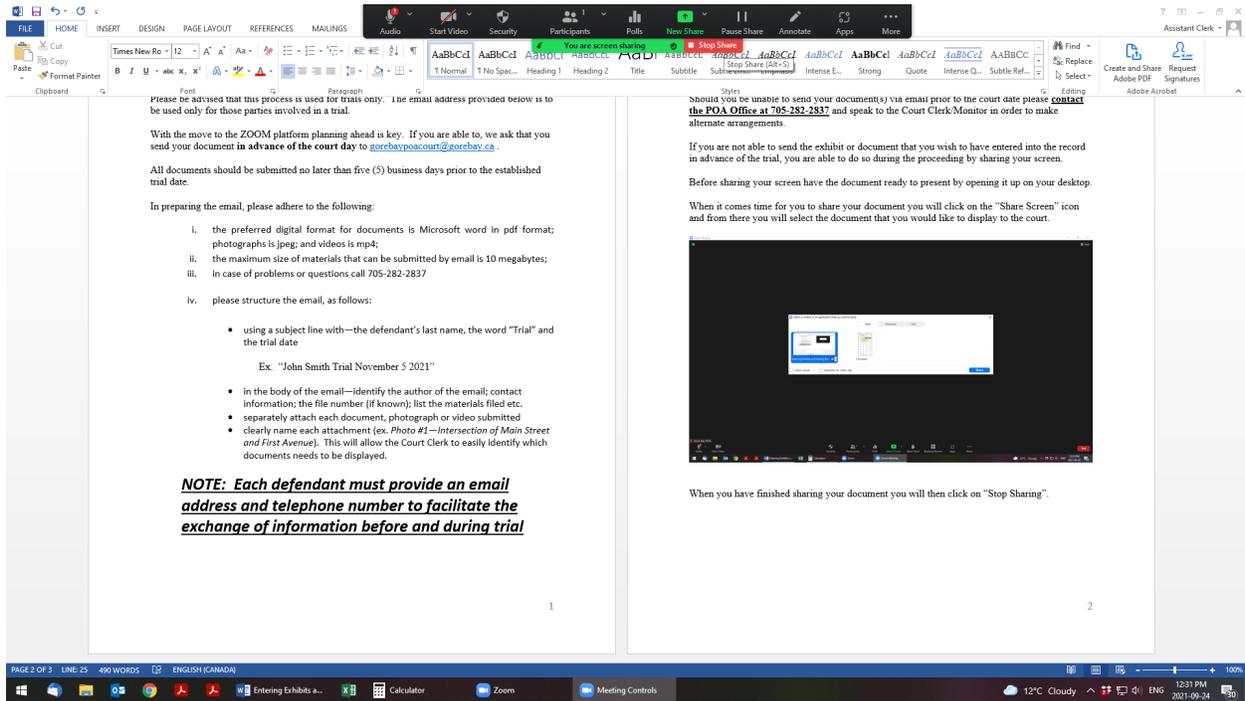
If you are not able to send the exhibit or document that you wish to have entered into the record in advance of the trial, you are able to do so during the proceeding by sharing your screen.

Before sharing your screen have the document ready to present by opening it up on your desktop.

When it comes time for you to share your document you will click on the “Share Screen” icon and from there you will select the document that you would like to display to the court.



When you have finished sharing your document you will then click on “Stop Sharing”.



If the document that you have presented is accepted as an exhibit you must then email the document to [gorebaypoacourtroom@gorebay.ca](mailto:gorebaypoacourtroom@gorebay.ca) .

Documents are not considered to be exhibits until they are received by the court. All documents sent in advance of a trial will not be shared in any format prior to the commencement of the trial and will only be displayed at the request of the individual who provided them to the court office.