

Administrative Office of the Courts

Supreme Court of New Mexico

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Judicial Information Division (JID)

Linking Exhibits from Another Case

Standard Operating Procedure

Version 1.0

Updated: 08/2016

Linking Exhibits from Another Case

COURT / DEPARTMENT / DIVISION

All courts

USER

Court staff

PURPOSE

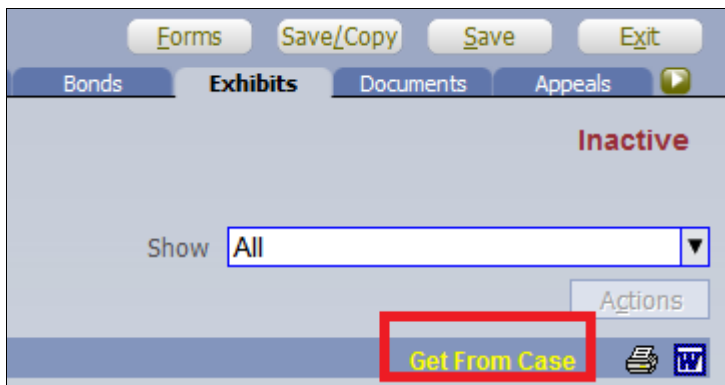
To link an exhibit from another case

NAVIGATION

Exhibit tab/Get from Case

STEPS

1. To link an exhibit to more than one case, click yellow link 'Get from case' in the upper right section of **Exhibit** tab



2. Search for and **select a case**
3. Click on **exhibit** to be **linked** to current case



4. Most fields will be prepopulated; enter **Source**
5. Click **Save**

Exhibit / 2

Detail Custody

On Behalf of: **Plaintiff** Other

Exhibit #: **2**

Exhibit ID: [Empty]

Source: **Roh_Young-Jun** Case Party Non-Case Party Agency

Return to: **Roh_Young-Jun**

Type: [Empty]

Description: **Deposit letter with attachments**

Projected Return: [Empty]

Projected Destruction: [Empty]

Comment: [Empty]

Exhibit Status: [Empty]

Exhibit Flag: [Empty]

Exhibit Cross Reference Numbers: [Empty]

Additional Barcodes: [Empty]

Recording Information

Date: [Empty] Reel: [Empty]

Comment: [Empty]

Buttons: Add Next Save Exit

6. **Exhibit** now displays on case; icon indicates exhibit is shared with another case. Hovering over the icon displays the case in which it is shared

Exhibit ID / Exhibit #	On Behalf Of / Status	Custody Detail	Type / Description
2	Other		Deposit letter with attachments
2015 MAY 27 2	Other Admitted		Document; pay stubs of Respondent