INSTRUCTIONS ON CREATING AND UPLOADING EVIDENCE

HOW TO CREATE AN ACCOUNT

Once you have a Small Claims case number you can follow the steps below to create an account on the Digital Evidence Portal.

STEP 1: Once you are on the Digital Evidence Portal click on Sign In



STEP 2: Click on Sign Up

Sign in with your username and password
Username
Username
Password
Password
Forgot your password?
Sign in
Need an account? Sign up

STEP 3: Enter a Username, Email, and Password and click on Sign up



The email address you use to sign up must match the email address that you provided when you filed your documents with the Court.

Sign up with a new account
Username
hramirez
Email
ramriez1234@gmail.com
Password
 ✓ Password must contain at leave 12 characters ✓ Password must not contain cleading or trailing space
Sign up
Already have an account? Sign in

STEP 4: As soon as step 3 is completed, a code will be sent to the email address you provided. You will need to enter that code into the verification code field and then click on Confirm account

Confirm your account
We have sent a code by email to ***@g***. Enter it below to confirm your account.
Verification code
Confirm account
Didn't receive a code? Send a new code

Revised 01/27/2025

HOW TO UPLOAD EVIDENCE

Once you have created an account on the Digital Evidence Portal and have logged in you can follow the steps below to find your case and begin uploading evidence.

STEP 1: Enter your case number into the search field <u>and</u> click on the search button.

streamWrite Portals Evidence	@gmail.com 😭 🕞
Search	
If your case is not yet setup for Portals Evidence for you, you can search for a case below, and then you will be able to se sharing.	elect your party and attempt to participate in evidence
Case Number	
search	

STEP 2: Click on the case

streamWrite Portals Evidence	@gmail.com	A	[→
Search If your case is not yet setup for Portals Evidence for you, you can search for a case below, and then you will be able to select your party and a	attempt to participate ir	n evic	dence
Case Number			
24sco43361 Q 1 Case Found			
■ 24SC043361 - BECERRA vs TOYOTA			

STEP 3: Click on the folder

streamWrite Portals Evi	dence	sbcrra@gmail.com 🟫 [→
24SC043361 ■ P1 DEFENDANT TO (0) Search Q	Portals Evidence for Toyota, sbcrra@gmail.com, has been setup. BECERRA vs TOYOTA Depload Mode Next Eligible Event: February 03, 2025 9:00AM name P1 DEFENDANT TO (0)	

STEP 4: Click on Upload Files



Please note, the ability to upload evidence will no longer be available starting at 3:00pm (Pacific Time) the day *before* your scheduled hearing.

streamWrite Portals Ev	ridence	sbcrra@gmail.com 🔶 €>
24SC043361	↑ BECERRA vs TOYOTA > P1 DEFENDANT TO ▲ Upload Mode Next Eligible Event: February 03, 2025 9:00	DAM
Upload Files P1 DEFENDANT TO (0)	name uploaded No Documents	

STEP 5 (A): drag and drop evidence directly inside the dotted green box OR

	1 24SC043361 - PortalsEvidence × +	3-	C	1	×
Receiptiro	→ C 🛱	٤		8	
88	I Dimensi Dire Dimen Die 🖉 mensi Diserten 🤻 richen 🕷	0		ookmar	ks
stre	amWrite Portals Evidence sberra@amai	l.com	+	[→	-
Itense phile	Upload Files	×			
Video Tom.	24SC04 If you would like to upload multiple files at once, please select files in one folder at a time. The maximum allowed file size is 20GB. 2 U Name your file(s) a descriptive word or phrase. Examples: "Lease signed 3-10-19"; "Photo of Blue House"; "Emails from March-April 2019". P1 DEF Do not use any special characters in the file name, such as ~ " # % & * : < > ? / \{ }				
	Click to choose files or drag files here				

Revised 01/27/2025

STEP 5 (B): click anywhere *inside* the dotted green box to invoke your file manager application (i.e. for PC use File Explorer, for Mac use Finder etc.) and files can be selected from the file manager application to be added to the dotted green box.

✓ ✓ 24SC04	3361 - PortalsEvidence × +				- 🗆 X
← → C					🖈 🖸 i 😫 🗄
# I					» 🗋 All Bookmarks
	Portals Evidence			Qar	mail.com 🏫 🕞
	Upload Files				×
Open 24SCO4				× he maximun	n
\leftarrow \rightarrow \checkmark \uparrow 🗟 > This P	C > Documents	ڻ ~ ٿ	Search Documents	Q	
Organize New folder			III • 🔲	Blue House'	*
This PC	Name	Date modified	Type S	ize ^	
Documents	ReceiptfromDealership_12232023	12/12/2024 11:39 AM	Adobe Acrobat Docu	1,	
Downloads	license_plate Video_Transaction	1/10/2025 4:14 PM 12/12/2024 1:51 PM	PG File P4 Video File (VLC)	3, v >	
File name	ReceiptfromDealership_12232023	~	All Open 🛛 Cano	~ el	
	Cancel Upload				Distribute

STEP 6: Click on Upload

streamWrite Portals	Fuidence		sbcrra@gmail.com	A	(→	
Juculture	Upload Files	×				l
24SC043361 Lupload Files P1 DEFENDANT TO (0)	If you would like to upload multiple files at once, please select files in one folder at a time. The maximum allowed file size is 20GB. Name your file(s) a descriptive word or phrase. Examples: "Lease signed 3-10-19"; "Photo of Blue House"; "Emails from March-April 2019" Do not use any special characters in the file name, such as ~ " # % & * : < > ? / \ { }					
Search Q	Click to choose files or drag files here 3 files selected * ReceiptfromDealership_122320.3 171 KB * license_plate.jpg 168 KB * Video_Transaction.mp4 3,678 KB					
© 2017 - 2025 - strea			Disclaim	er		-

STEP 7: Once your evidence has finished uploading it will show checkmarks indicating completion (see below). You can then click on **Close.**

24SC043361 If you would like to upload multiple files at once, please select files in one folder at a time. The maximum allowed file size is 20GB.	streamWrite Portals	Upload Files	\times	sbcrra@gma	iil.com	*	(→
Lupload Files Name your file(s) a descriptive word or phrase. Examples: "Lease signed 3-10-19"; "Photo of Blue House"; "Emails from March-April 2019" P1 DEFENDANT TO (0) Do not use any special characters in the file name, such as ~ " # % & *: <>?/\{ } Click to choose files or drag files here 3 files selected × ReceiptfromDealership_12232023 × license_plate.jpg 168 KB × Video_Transaction.mp4 3,678 KE Close Upload	245C043361	If you would like to upload multiple files at once, please select files in one folder at a time. The maximum allowed file size is 20GB.					
Do not use any special characters in the file name, such as ~ " # % & * : < > ? / \{ } Search Q Click to choose files or drag files here 3 files selected × ReceiptfromDealership_12232023 171 KB × license_plate.jpg × Video_Transaction.mp4 3,678 KE Close Upload	🗘 Upload Files	Name your file(s) a descriptive word or phrase. Examples: "Lease signed 3-10-19"; "Photo of Blue House"; "Emails from March-April 2019"		PM PM			
Click to choose files or drag files here 3 files selected * ReceiptfromDealership_12232023 171 KB * license_plate.jpg 168 KB * Video_Transaction.mp4 3,678 KE Close Upload	P1 DEFENDANT TO (0)	Do not use any special characters in the file name, such as ~ " # % & * : < > ? / \ { }		РМ			
× ReceiptfromDealership_12232023 171 KB ✓ × license_plate.jpg 168 KB ✓ × Video_Transaction.mp4 3,678 KE ✓ Close Upload	Search Q	Click to choose files or drag files here 3 files selected					
X Video_Transaction.mp4 3,678 KB		× ReceiptfromDealership_12232023 171 KB ✓ × license_plate.jpg 168 KB ✓					
Close Upload		× Video_Transaction.mp4 3,678 KB					
		Close Upload					

STEP 8: After you upload your evidence, you can **click** on the following areas to:

- (A) edit the name of the file
- (B) view the file
- (C) download the file
- (D) delete the uploaded file

		Poo
		DCD
BECERRA VS TOTOTA / PT DEFENDANT TO		
🔓 Upload Mode 🛛 Next Eligible Event: February 03, 2025 9:00AM		
🗆 all name 🛛 🔻	uploaded	+++
🗆 🔤 license_plate.jpg 🖉	1/10/2025 4:50 PM	Q 🖌 📋
ReceiptfromDealership_12232023.pdf //	1/10/2025 4:50 PM	Q 🖌 🔳
🗆 🖺 Video_Transaction.mp4 🧪	1/10/2025 4:50 PM	Q 🛓 🍵

UPLOAD MODE VS. VIEWING MODE

(A) When a case is in UPLOAD MODE you will be able to upload your evidence.

(B) When the case is in VIEWING MODE you will <u>not</u> be able to upload any evidence.

- In VIEWING MODE, you will be able to view:
 - The evidence of the other party (Plaintiff/Defendant) if any was uploaded
 - The ADMITTED folder (controlled by the Court).

The mode changes from UPLOAD MODE to VIEWING MODE at 3:00pm (Pacific Time) the day before your scheduled hearing.



