



eDiscovery - Quick Reference Guide

Defense Counsel

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eDiscovery, a Tyler Technologies product, is a discovery management system where discovery can be shared and maintained between Law Enforcement, Prosecutors and Defense Attorneys. eDiscovery utilizes Box.com which improves the performance of file management. The maximum file size is currently limited to 150GB per file, and there is no limit to the number of files that can be uploaded.

Purpose of This Guide:

- Clarify terminology
- Assist with navigating through the system
- Step-by-step guidance with business processes essential to your role

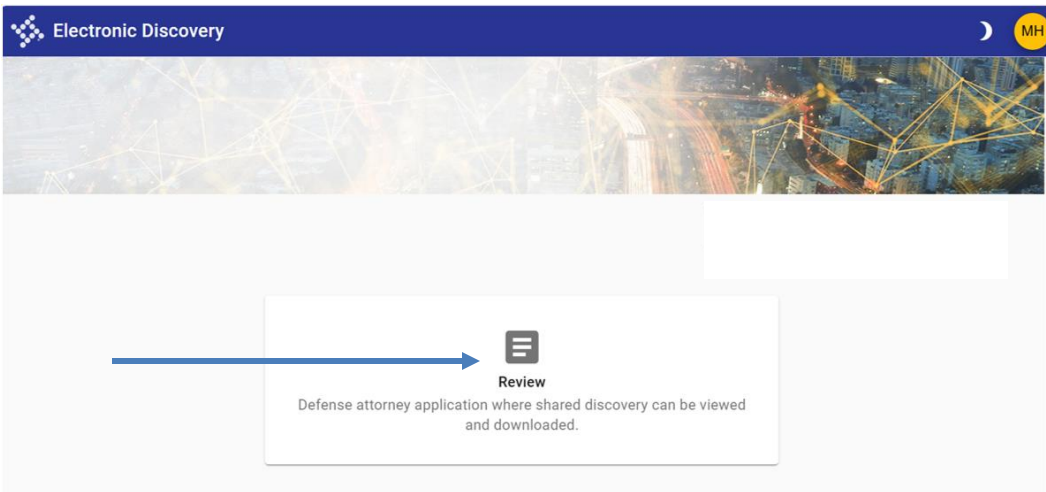
Terminology

NOTES

| | | |
|--------------------|--|--|
| Discovery releases | Displays each release batch, number of files, date released, date downloaded, and status | |
| Requests | Displays requests sent to the Prosecutor from within the binder | |
| Sent files | Displays files sent to the Prosecutor from within the binder | |
| Review | Review refers to the defense counsel application | |

Accessing & Logging into eDiscovery

- Step 1** From Google Chrome or Microsoft Edge, Navigate to web address <https://justice.tylerhost.net/>
- Step 2** Enter email for username > Click Next > Enter Password > Click Sign In
- Step 3** Select Electronic Discovery's **Review** button

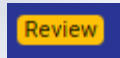


Icon Guide

NOTES



Talking Ts icon navigates back to the dashboard/homepage



Review icon navigates back to the dashboard/homepage



Search icon allows searching of case discovery



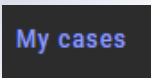
Half moon icon will toggle dark mode



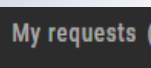
Sun icon will toggle light mode



Profile icon will allow user to sign out








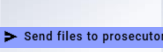

My cases tab will display case discovery released to the user



My requests tab will display requests between the user and the DA's office

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Icon Guide Cont'd

| | |
|--|--|
|  | Blue downward arrow begins the download process |
|  | Blue right arrow icon allows the viewing of files shared in a release |
|  | Grey right arrow icon closes the right-side Case Summary panel |
|  | Grey left arrow icon opens the right-side Case Summary panel |
|  | New request allows the user to send a message request to the Prosecutor |
|  | Allows user to upload discovery to the Prosecutor (See Notes) |
|  | Printer icon allows the user to print |

NOTES

- Use the Request and Sent files functionality **ONLY** if your DA's office allows it.

Search Functions

Search by Defendant name or Court case number



Find cases by defendant name or court case number...

Defendant name



Defendant name

Court case number

NOTES

- Simply key in a defendant name or court case number and press the keyboard Enter key


Review and Download Discovery

| | |
|--------|---|
| Step 1 | Users can still use the automated "New Electronic Discovery" email or saved bookmarks to login and view released discovery https://justice.tylerhost.net |
| Step 2 | Enter the email address associated with user login for eDiscovery and select Next |
| Step 3 | Enter password and select Sign In |
| Step 4 | Click Review button located at the bottom |
| Step 5 | The user dashboard will load and any case discovery released will display under the My cases tab |
| Step 6 | Single click a case, and the Discovery releases screen will display |
| Step 7 | To quickly review the files from a release, click the blue right arrow  |
| Step 8 | The Release Items screen displays and files can be single clicked for viewing |
| Step 9 | To download a release in batch, click the blue downward arrow  |

NOTES

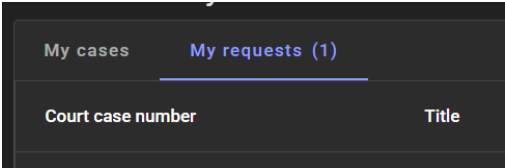
- Previewing files will open in a new browser tab

Sending Requests to the DA’s Office


| | |
|--------|---|
| Step 1 | From the user's dashboard, single click a case and the Discovery releases screen will display |
| Step 2 | Click the Requests tab from the left side panel |
| Step 3 | Click the New request button  |
| Step 4 | Enter a title and description for the request |
| Step 5 | Click the Send request button to send request to the DA’s office |
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NOTES

- Use the Request and Sent files functionality **ONLY** if your DA’s office allows it.
- Requests can be a simple message to the DA’s office
- DA responses to your requests will land on your dashboards My requests tab followed by the number of requests returned:



Sending discovery files to the DA's office

| | |
|--------|---|
| Step 1 | From the user's dashboard, single click a case and the Discovery releases screen will display |
| Step 2 | Click the Sent files tab from the left side panel |
| Step 3 | Click the Send files to prosecutor button |
| Step 4 | Click the plus sign (Add) icon to upload files  |
| Step 5 | After attaching files click the Upload button |
| Step 6 | After all files complete uploading, then click the Close button from the Success page |
| Step 7 | From the File submission screen click the Send files button |
| | |
| | |

NOTES

- Use the Request and Sent files functionality **ONLY** if your DA's office allows it.
- The maximum file size is currently limited to 150GB per file, and there is no limit to the number files that can be uploaded.

eCourts

EXPANDING ACCESS TO JUSTICE

