



# eDiscovery - Quick Reference Guide

## Law Enforcement

# Table of Contents

SECTION	PAGE
<a href="#">Introduction</a>	3
<a href="#">Terminology</a>	4
<a href="#">Accessing &amp; Logging into eDiscovery</a>	5
<a href="#">Icon Guide</a>	6
<a href="#">Search Functions</a>	8
<a href="#">Getting Started</a>	9
<a href="#">Create and Submit a Packet</a>	10



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 – Packet Status

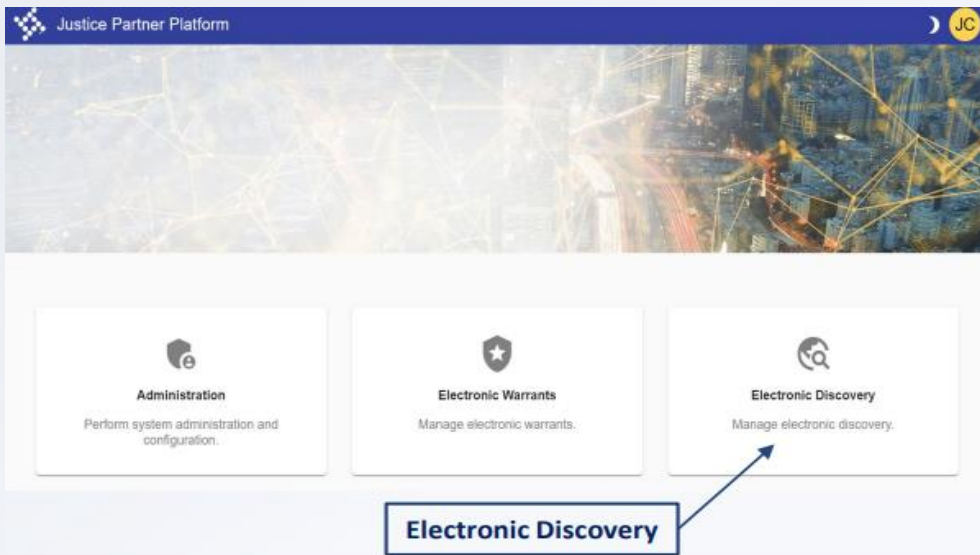
## NOTES

Draft	Law Enforcement Started Packet	A Law Enforcement user has started a packet, but has not submitted it to the Prosecutor yet
Submitted	Law Enforcement Submitted Packet	A Law Enforcement user has created and submitted a packet, and it is now available to the Prosecutor

# Accessing & Logging into eDiscovery

## NOTES

<b>Step 1</b>	From Google Chrome or Microsoft Edge, Navigate to web address <a href="https://justice.tylerhost.net/">https://justice.tylerhost.net/</a>
<b>Step 2</b>	Enter @nclea.gov username > Click Next > Enter Password > Click Sign In
<b>Step 3</b>	Select <b>Electronic Discovery</b> from Justice Partner Platform

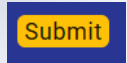


# Icon Guide

## NOTES



**Talking Ts** icon navigates back to the dashboard/homepage



**Submit** icon navigates back to the dashboard/homepage



**Search** icon allows searching of case discovery



**Badge** icon displays agencies associated to the user



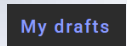
**Half moon** icon will toggle dark mode



**Sun** icon will toggle light mode



**Profile** icon will allow user to sign out



**My drafts** tab will display Packets/Incidents started but never submitted to the DA's office

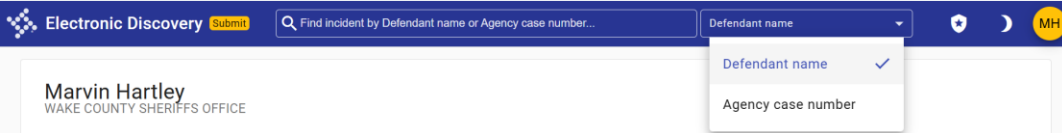
# Icon Guide Cont'd

## NOTES

Requests	Requests tab will display requests sent by the DA's office
+ Add agency case	Add agency case button starts the add new case process

# Search Functions

Search by Defendant name or Agency case number



Electronic Discovery **Submit**

Find incident by Defendant name or Agency case number...

Defendant name

Defendant name ✓

Agency case number

Marvin Hartley  
WAKE COUNTY SHERIFFS OFFICE

## NOTES

- Simply key in a defendant name or Agency case number and press the keyboard Enter key
- Any user associated to the agency will be able to search for submitted packets/incidents



# Getting Started

## NOTES

- Law Enforcement will begin the discovery upload process from the Add agency case button

Add agency case

Marvin Hartley  
WAKE COUNTY SHERIFFS OFFICE

My drafts   Requests

+ Add agency case

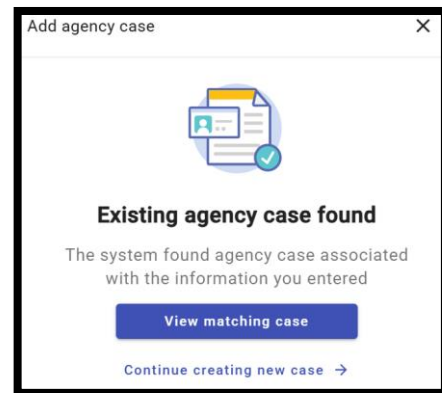
Defendant(s)	Agency Case Number	Lead agency	Created by	Date created
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# Create and Submit a Packet/Agency Case


<b>Step 1</b>	From the user's dashboard, click the <b>Add agency case</b> button
<b>Step 2</b>	<p>Enter in an Agency case number <b>OR</b> Court case number into the first required box, then select which Prosecutor's office the user is filing with.</p> <p><b>*Recommend if adding Court case number to add the 3-digit county code to the end*</b></p>
<b>Step 3</b>	Click the <b>Continue</b> button
<b>Step 4</b>	From the Agency case details screen, the user enters details in the <b>Agency Contact</b> section
<b>Step 5</b>	The user can click the <b>Add a note</b> button add a note
<b>Step 6</b>	<p>The user can click the <b>Add defendant</b> button</p> <ul style="list-style-type: none"> <li>• Enter in defendant party details</li> <li>• After a defendant is added, the user can click <b>Add court case</b> button to enter court case number details</li> <li>• Repeat Step 6 if Co-Defendants need to be added</li> </ul>
<b>Step 7</b>	The user can click the <b>Add agency</b> button to request other law enforcement agencies to contribute files they may have for the case

## NOTES

- Required fields are marked with an asterisk \*
- After you enter an Agency case number that's already in the system, you will be prompted to view the matching case (i.e., and add files to the original) OR continue creating a brand-new case



# Create and Submit a Packet/Agency Case Cont'd

Step 8	Click the plus sign ( <b>Add</b> ) icon to upload files or folders   <b>Note</b> - The maximum file size is currently limited to <b>150GB per file</b> , and there is <b>no limit to the number of files</b> that can be uploaded.
Step 9	After attaching files click the <b>Upload</b> button
Step 10	After all files complete uploading, then click the <b>Close</b> button from the Success page
Step 11	From the File submission screen click the <b>Submit agency case</b> button

## NOTES

# eCourts

EXPANDING ACCESS TO JUSTICE

