eCourts

EXPANDING ACCESS TO JUSTICE

eDiscovery - Quick Reference Guide

Law Enforcement

Table of Contents

SECTION	PAGE
Introduction	3
Terminology	4
Accessing & Logging into eDiscovery	5
Icon Guide	6
Search Functions	8
Getting Started	9
Create and Submit a Packet	10

Introduction

eDiscovery, a Tyler Technologies product, is a discovery management system where discovery can be shared and maintained between Law Enforcement, Prosecutors and Defense Attorneys.

Purpose of This Guide:

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

NOTES

Terminology – Packet Status

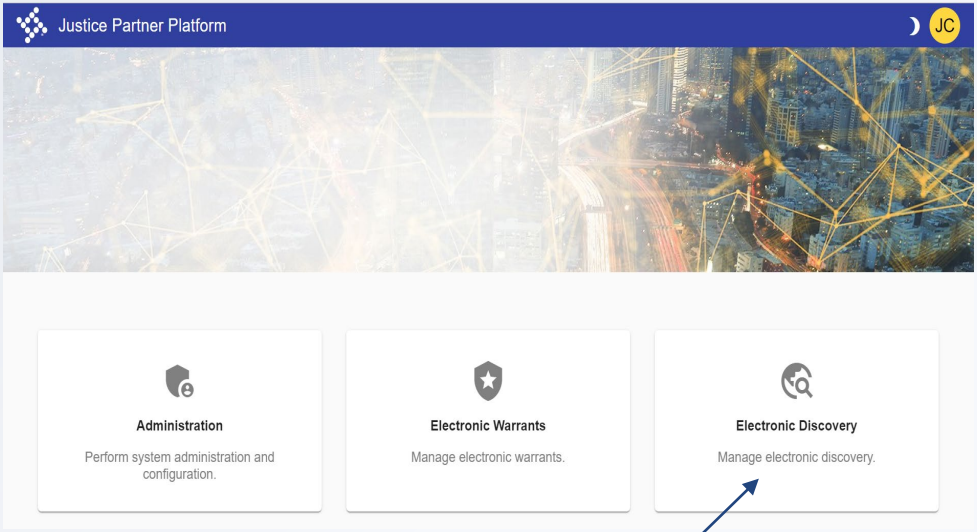
Draft	Law Enforcement Started Packet	A Law Enforcement user has started a packet, but has not submitted it to the Prosecutor yet
Submitted	Law Enforcement Submitted Packet	A Law Enforcement user has created and submitted a packet and it is now available to the Prosecutor
In Progress	Prosecutor Working Packet	A Prosecutor user has started reviewing the packet, but some files remain in the packet
Complete	Prosecutor Completed Packet	A Prosecutor user has moved all files in the packet into the binder Table of Contents

NOTES

- **Packets will be submitted from Law Enforcement. Prosecutors can then link the packet to a binder which allows management of files.**

Accessing & Logging into eDiscovery

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



NOTES

- **Depending on office and access level, Justice Partner Platform may offer different options then what is displayed to the left.**
- **Law Enforcement will have a "submit" role in eDiscovery**

Icon Guide

	Talking Ts icon navigates back to the dashboard from wherever you are in the system
	Eyeball icon indicates most recently viewed discovery
	Clipboard icon indicates added discovery
	Right arrow icon indicates created packet
	Search icon allows searching of discovery within My Work section
	Filter icon allows you to filter by Status
	Play button icon allows you to open discovery
	Green Checkmark icon indicates step complete

NOTES

- **You may also see an ellipsis icon throughout eDiscovery which will give you other options depending on where you are in the system**

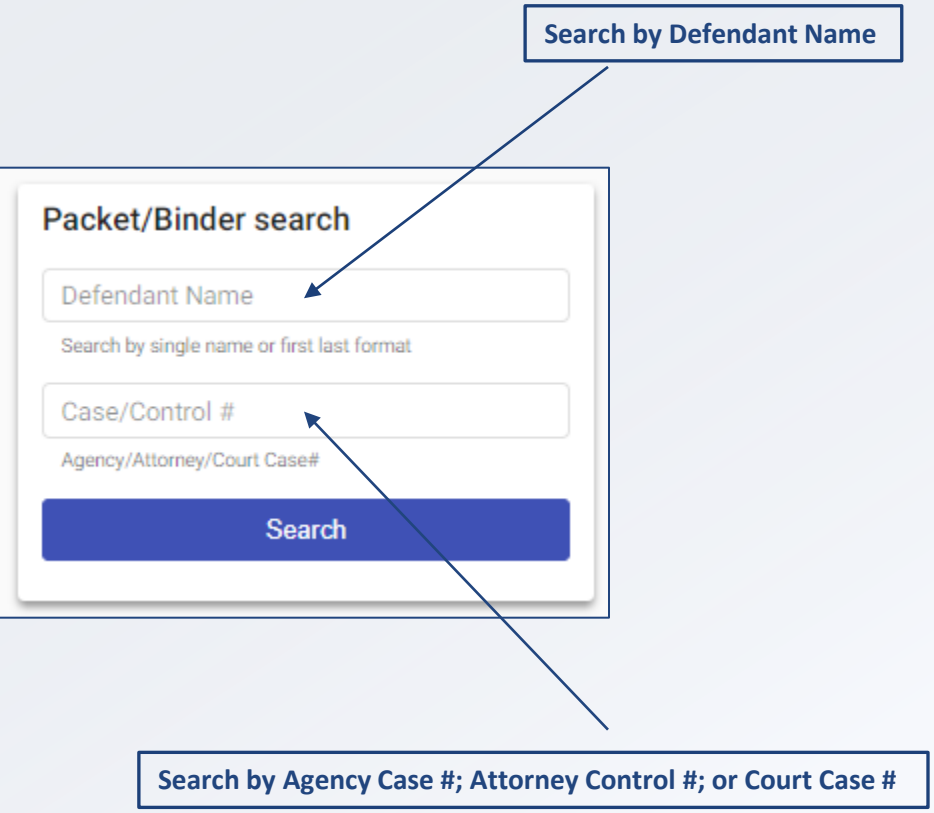
Icon Guide Cont'd

	White clipboard indicates additional files
	Grey clipboard icon indicates new folder images
	Clipboard with plus allows you to create a folder for organization
	Up arrow allows to upload files
	Clipboard with up arrow allows to upload a folder
	Paperclip icon allows you add a link
	Memo icon allows you to add a note

NOTES

- **Depending on access level you may or may not come across these icons in the system**

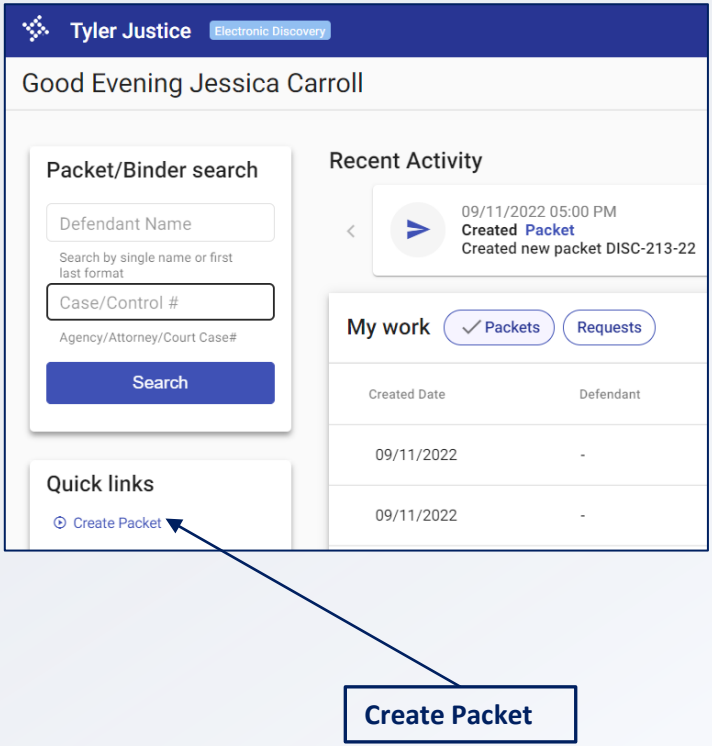
Search Functions



NOTES

- Search function may be named differently depending on your access

Getting Started



NOTES

- Law Enforcement will begin the discovery upload process from the Create Packet link

Create and Submit a LEO Packet

Step 1	From the dashboard, select **Create Packet** from the Quick Links menu
Step 2	In the New Packet window, enter required information in the **Details** dialog box.
Step 3	Select the **Next** button to continue
Step 4	After selecting Next, you may add **additional defendants** (if/when a Co-Defendant scenario exists)
Step 5	Click **Upload Files** to display the Upload Files page
Step 6	Click the **Select File** button to choose files
Step 7	Clicking the **Select Folder** button will allow folders/directories to be uploaded
Step 8	Clicking the **Add Link** button will allow an external URL to upload along with the packet
Step 9	Select the **Create & Submit a Packet** button to upload the discovery packet

NOTES

- **Required fields are marked with an asterisk ***
- **Once the packet is submitted a successful message will display**

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