

eCourts

EXPANDING ACCESS TO JUSTICE



eDiscovery - Quick Reference Guide Prosecutor

Table of Contents

SECTION	PAGE
Introduction	3
Terminology	4
Accessing & Logging into eDiscovery	7
Icon Guide	8
Search Functions	10
Accept and Prepare a Law Enforcement Packet for Release	11
Linking Supplemental Discovery	13
Manually Create a Binder	14
Binder Assignments	15
Redact a Document	16



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

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.**
- **Linking a packet to a binder is equivalent functionality to managing case folders in DAS.**

Terminology – File/Folder Status

NOTES

Marked for Release	Prosecutor Marked File Ready	A Prosecutor user has marked the file as eligible to be released to the Defense Attorney
Released	Prosecutor Released File	A Prosecutor user has released the file to the Defense group
Viewed	Defense Viewed Files	A Defense group user has viewed the contents of the file
Downloaded	Defense Downloaded File	A Defense group has downloaded the file
Recalled	Prosecutor Recalled File	A Prosecutor user has recalled the file to make it unavailable to Defense group

Terminology – Release Group Status

Release Pending

A group with users has been created and has files marked for release to it but those files have not been released yet.

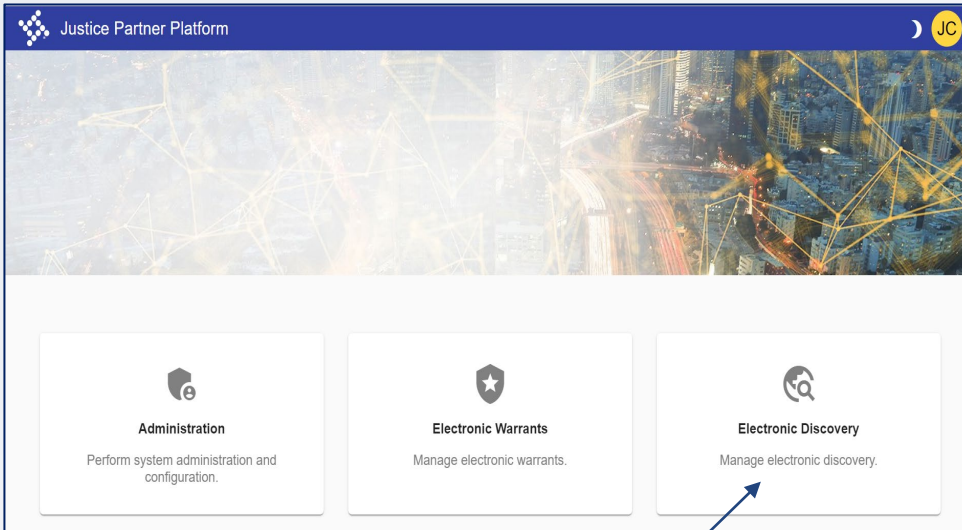
Members Needed

A group has been created but has no users assigned to it

NOTES

Accessing & Logging into eDiscovery

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









Electronic Discovery

NOTES

- Depending on office and access level, Justice Partner Platform may offer different options than what is displayed to the left.
- Prosecutor Staff will have a “manage” 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 your role you may or may not come across these icons in the system

Search Functions

Search by Defendant Name

Packet/Binder search

Defendant Name

Search by single name or first last format

Case/Control #

Agency/Attorney/Court Case#

Search

Search by Agency Case #; Attorney Control #; or Court Case #

NOTES

- Search function may be named differently depending on your access

Accept and Prepare a Law Enforcement Packet for Release

Step 1	From the dashboard, ensure New Packets button in the My Work section is checked
Step 2	Locate the packet and click the Play button to the far right
Step 3	From the Packet & Case information page review packet metadata. You may click the View files button to view upload files from LEO.
Step 4	Click the Link to Binder button in upper right corner to initiate the process of managing files
Step 5	Click the Add new binder button located in upper right corner
Step 6	Ensure the Binder's Discovery Tab displays by default
Step 7	Prosecutor will then be able to drag and drop files below the Table of Contents (TOC). To mark files for release, they <u>must</u> appear below the TOC
Step 8	If any files need to be Bates Stamped, then click the file level ellipsis icon and select Apply bates number . Click Yes at the Bates numbering confirmation dialog. After the bates numbering successful message appears you can validate the bates stamp by clicking the document level eyeball icon. You will notice a digitized number located on each page in the bottom center positioning.

NOTES

- To move all files in batch, click the ellipses icon (vertical 3 dots) located in the upper right corner next to packet name then select **Move To** and select **Table of Contents**

Accept and Prepare a Law Enforcement Packet for Release Cont'd

Step 9	Click the back button located under the Talking T's icon to access the Binder Summary page
Step 10	Click the Defense Attorney Assign button located in the left panel
Step 11	At the dialog enter in a name or choose the defense attorney from the Add Member dropdown menu
Step 12	From the Binder level or at each document level, you can click the ellipsis icon and select Mark for Release to and choose the Defense Attorney checkbox
Step 13	To officially release the files, Prosecutor must click the Release Management tab
Step 14	From the Binders Release Management screen click the Ready for release tab then click Release button
Step 15	If you need to Recall any files, you must click the Binders Release Management tab then click the Defense Groups Released tab

NOTES

Linking Supplemental Discovery

Step 1	Find Case under New Packets section on Dashboard
Step 2	Click Icon Open Packet to open
Step 3	Open Packet Information section to check Note to Prosecutor for Supplemental note or if known it's supplemental go to next step
Step 4	Click Link to Binder
Step 5	Click View to verify packet information that IS POSSIBLE MATCH
Step 6	When packet is verified, click Link Packet
Step 7	Click agency name to view each upload of discovery

NOTES

- **Once the packet is linked the system should direct you to the Binder Summary**
- **Once supplemental discovery has been linked successfully you should see two instances of discovery**

Manually Create a Binder

Step 1	Click Create Binder under the Quick links
Step 2	In the Create Binder window, enter required information in the Details section
Step 3	Fill in Defendant Last Name and First Name (Middle Name if applicable)
Step 4	Add any Notes for Prosecutor under the Additional Information section if applicable
Step 5	Click Create and add discovery button

NOTES

- **Required fields are marked with an asterisk***

Binder Assignments

- | | |
|---------------|--|
| Step 1 | Access Binder details tab |
| Step 2 | Select the Prosecution accordion |
| Step 3 | Click Assign |
| Step 4 | Select assignee from Add Member drop-down list |
| Step 5 | Click Save |



The screenshot shows a 'Binder details' interface with the following sections:

- Binder details (Expand All)
- Defendant information (dropdown arrow)
- Binder information (dropdown arrow)
- Offense information | 0 (dropdown arrow)
- Linked binders | 0 (dropdown arrow)
- Prosecution | 0 (dropdown arrow) with an **Assign** button and an upward arrow.
- Defense | 1 (dropdown arrow)

An arrow points from a box labeled 'Prosecution accordion' to the 'Prosecution | 0' section.

Prosecution accordion

NOTES

- An assignee could be a Prosecutor or a Legal Assistant

Redact a Document

Step 1	Select Binder and Click Eyeball icon to view desired PDF
Step 2	Click on the Redact button
Step 3	Click on the Select icon located beside the hand icon on the menu bar. Use your mouse to highlight desired text
Step 4	Once the desired text is highlighted in purple, a Mark for redaction icon should appear. Select this icon. Text should then highlight with a red border.
Step 5	Click the Apply button

NOTES

- The system will provide a notification that the redaction was successful. You should have a redacted and original version of the document.

eCourts

EXPANDING ACCESS TO JUSTICE

