eCourts

EXPANDING ACCESS TO JUSTICE

eDiscovery - Quick Reference Guide
Defense Counsel

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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

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

Terminology – File/Folder Status

Marked for Release	Pros Marked File Ready	A Prosecution user has marked the file as eligible to be released to the Defense Attorney
Released	Pros Released File	A Prosecution 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	Pros Recalled File	A Prosecution user has recalled the file to make it unavailable to Defense group

NOTES

- **Defense Counsel will see an Active Status under My Work section on the dashboard as that is where your Active Cases will be listed**

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

Accessing & Logging into eDiscovery

Step 1	From Google Chrome or Microsoft Edge, Navigate to web address https://justice-login.tylerhost.net/
Step 2	Enter email for 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 than what is displayed to the left.**

- **Defense Counsel will have a "review" role in eDiscovery**

Electronic Discovery

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

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

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Review and Download Discovery

Step 1	Customer will receive New Electronic Discovery email and open the **click here** link
Step 2	Enter the email address associated with your login for eDiscovery and select **Next**
Step 3	Enter password and select **Sign In**
Step 4	Click on the **ellipsis's menu** in the Table of Contents header
Step 5	Click on the **ellipses** for each piece of discovery to download them individually
Step 6	After choosing preferred download option the discovery pieces will appear at the bottom of your browser and in your **downloads folder**
Step 7	To review discovery navigate to your **downloads folder** to open and view files

NOTES

- **A download is not required, to view the file only click on the file name and discovery will appear in the previewer pane**