

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

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

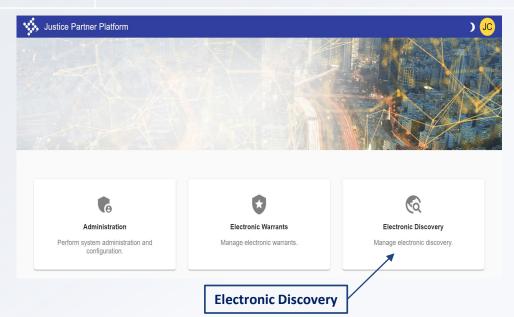
 Defense Counsel will see an Active Status under My Work section on the dashboard as that is where your Active Cases will be listed

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

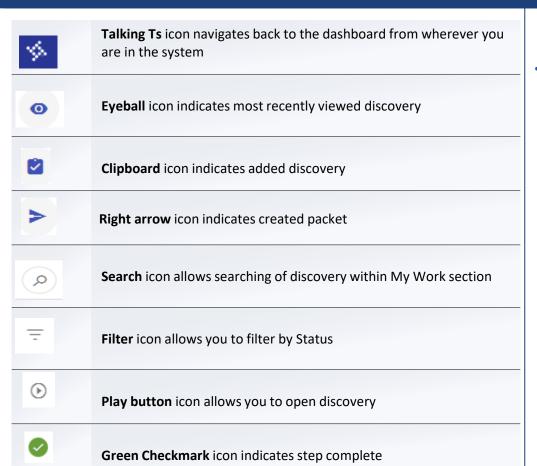
Accessing & Logging into eDiscovery

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



- 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

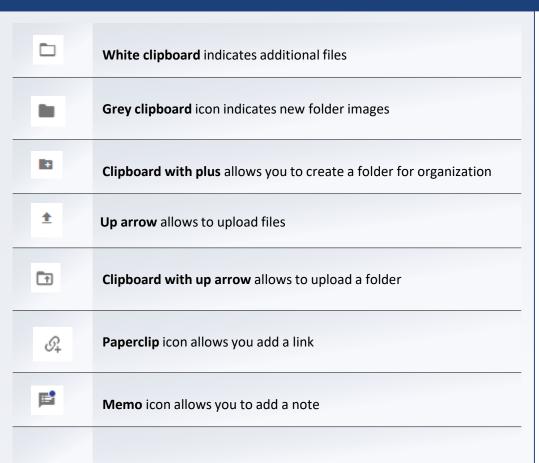
Icon Guide



NOTES

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

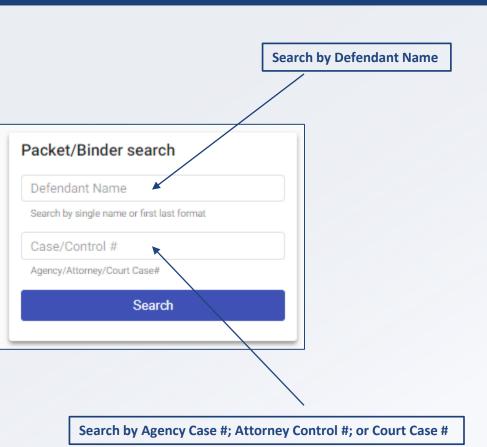
Icon Guide Cont'd



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

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



