

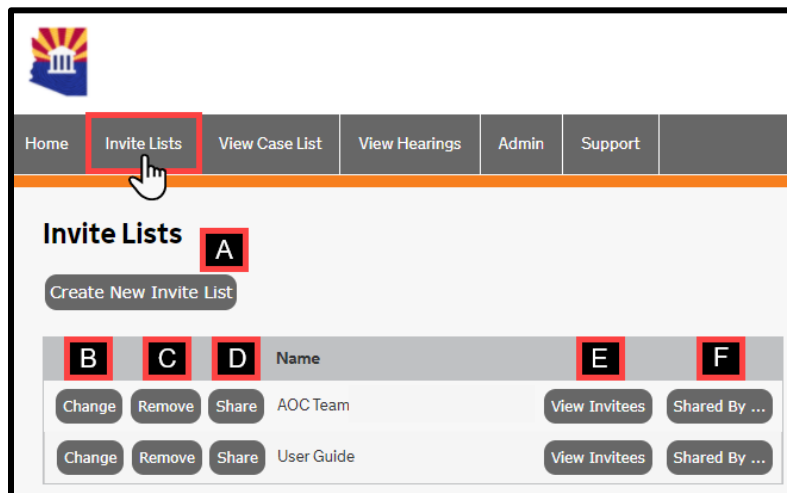
Digital Evidence Invite Lists (Public Users)

Invite lists can be created for groups of office staff that will consistently be invited into cases.

Only people that should receive the same access permissions should be added to the same invite list because when the list is invited into a case, **everyone on the list will receive the same access permissions**. For example, if Attorneys and Law Office Staff are included in the same invite list, when the list is invited into a case, the Attorneys and Law Office Staff would receive the same access permissions.

If a person is removed from an invite list, the person will not be automatically removed from the cases that the person had been invited into. To remove the person's access to cases (e.g., the person is no longer employed at the law firm), contact the clerk/court to have the person's user account deactivated.

1. Select the **Invite Lists tab** > any existing Invite Lists will display, along with the following options: (A) Create New Invite List, (B) Change, (C) Remove, (D) Share, (E) View Invitees, (F) Shared By



- A. **Create New Invite List:** allows user to **create** a **new** invite list
 - i. Enter a **Name** for the invite list > Select **Create**

- B. **Change:** allows user to **edit** the name of an **existing** invite list
- Update the **Name** of the invite list > Select **Save**

- C. **Remove:** allows user to delete the invite list (**use of this function is NOT recommended**)
- If the list is shared, using this function will delete the list for ALL users that had access to the list, including the creator**
- D. **Share:** allows user to share the invite list with **5 registered users at one time**
- If the list needs to be shared with more than 5 people, repeat the share process as many times as needed
 - User must know the usernames for the people they want to share the list with
 - Users can view/obtain their own username by accessing **Account Details** (next to the log out button in the upper right corner)*

- E. **View Invitees:** allows user to **view** and **modify** the invite list

Invite List For [List Name]

Add New Invitee All Invite Lists

Title	First Name	Last Name	Email
MS	ATTORNEY	TESTER	@gmail.com

Change Remove

- i. **Add New Invitee:** allows user to add a new person to the list

Note: There is no known limit to the number of invitees that can be added to one invite list

Add A New Invitee To [List Name]

New Invitee

Title (Mr, Mrs, ..)

First Name

Last Name

Email Address

Add

- ii. **Change:** allows user to modify an invitee's existing information

Change Invitee

Invitee

Title (Mr, Mrs, ..) MS

First Name ATTORNEY

Last Name TESTER

Email Address @gmail.com

Save

- iii. **Remove:** allows user to remove a person from an invite list

Note: To remove a person's access to cases (e.g., person is no longer employed at law firm), contact the clerk/court to have the person's user account deactivated

Invite List For User Guide

digitalevidence.azcourts.gov says
Do you really want to remove this invitee?

Pop-up Window

OK Cancel

Title	First Name	Last Name	Email
Ms.	Elisabeth	Rapacz	@courts.az.gov

Change Remove

- F. **Shared By:** allows user to view the users that the invite list has been **shared with**



2. To add an invite list to a case, access the case and select **People > Invite a List**
- A. For more information about inviting people into a case, view the **How to Invite People/Lists into a Case** document available at: <https://www.azcourts.gov/digitalevidence/Training/Attorney-and-Self-Represented-Litigants>