

Digital Evidence – Quick Reference Access Portal and Search for a Case

The Digital Evidence portal can only be accessed by registered users, and **a user will have access to a case only after being invited into the case**. Cases will readily appear on a user's Case List until the Clerk removes the user's access to the case or until the Clerk marks the case as closed.

1. [Login](#) to the Digital Evidence portal > The **View Case List** screen will open by default > **Scroll down** to locate the **appropriate case** within the Case List (default setting = show 20 cases per page)

The screenshot shows the 'View Case List' interface. At the top, there's a navigation bar with 'Home', 'Invite', 'View Case List', 'Hearings', and 'Support'. A search bar is located to the right of the navigation bar. Below the navigation bar, the 'Case List' section is visible. It includes a 'Case Filter' box (labeled 'A') with fields for 'Hearing Date From', 'Hearing Date To', 'Case name / reference', and 'Show number of cases in case list'. There are also checkboxes for 'All Words', 'Show training cases', 'Show closed cases', and 'Order by Listing Number'. Below the filter are 'Clear Filter' and 'Apply Filter' buttons. Below the filter are 'pages: 1 2 3' and 'page: 1'. At the bottom is a table with columns: Name, Reference, Listing Number, Next Hearing Date, Last Updated, and Created By. Two rows of case data are visible. The first row has a 'Review Evidence' button and an 'Update Case' button (labeled '1'). The second row has a 'Review Evidence' button and an 'Update Case' button (labeled '2').

- a. To search for a case, use the **Case Filter**
 - i. To search by a court date, enter a date (**M/D/YYYY**) in the **Hearing Date From** and **Hearing Date To** fields > Select **Apply Filter**
 - ii. To search by a case number, enter the full case number in the **Case name / reference field** > Select **Apply Filter**
 - A. The case number **must be entered/formatted exactly as it was entered by the Clerk**, which may be determined by referencing the invitation email notification
 - B. When a case filter was applied but too many results were returned (e.g., attempting to search by a case title), select the checkbox for **All Words** > Select **Apply Filter**
 - iii. To search for closed cases, select the checkbox for **Show closed cases** > If needed, populate other search criteria > Select **Apply Filter**
2. Select **Update Case** or **Review Evidence**
 - a. To upload, update, or download exhibits, or to invite people into the case, select **Update Case**
 - b. To view uploaded exhibits, or to add notes to uploaded exhibits, select **Review Evidence**