

Digital Evidence

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. Although closed cases will not readily appear on the Case List, as long as the user maintains access to closed cases, the Case Filter may be used to access closed cases.

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, which displays 20 cases per page by default.

The screenshot shows the 'View Case List' interface. At the top, there is a navigation bar with 'Home', 'Invite', 'View Case List', 'Hearings', and 'Support'. A search bar is located to the right of the navigation bar. The main content area is titled 'Case List' and contains a 'Case Filter' section. This section includes fields for 'Hearing Date From' and 'Hearing Date To', each with a calendar icon and buttons for 'Today', 'This Week', 'This Year', 'Next Day', 'This Month', and 'Next Year'. There are also checkboxes for 'All Words', 'Show training cases', 'Show closed cases', and 'Order by Listing Number', along with 'Clear Filter' and 'Apply Filter' buttons. Below the filter is a pagination section showing 'pages: 1 2 3' and 'page: 1'. At the bottom, a table lists cases with columns for Name, Reference, Listing Number, Next Hearing Date, Last Updated, and Created By. Two cases are visible: 'S0100CR202206161' and 'S0300CR202199999'. A red box highlights the table area, and a black box with the letter 'A' highlights the filter section.

Name	Reference	Listing Number	Next Hearing Date	Last Updated	Created By
* S0100CR202206161	State vs. Danny Defendant			June 16, 2022 02:46 PM	Superior Court in Apache County
* S0300CR202199999	State of Arizona VS. John B. Goode			December 29, 2021 04:38 PM	Superior Court in Coconino County

- a. **Use the Case Filter** to quickly find a particular case, when the Case List contains many cases
 - i. **To search by a court date**, users have three options (see A, B, C below) for entering a date in the **Hearing Date From** and **Hearing Date To** fields then Select **Apply Filter**
 - A. Select the **calendar icons** to choose a date from the pop-up calendars
 - B. **Type** a date into each field (each date **MUST** be formatted as **M/D/YYYY**)
 - C. Select a **button** to automatically populate the fields with the selected date range

Case Filter:

Hearing Date From: **A** **B** **C**

Hearing Date To:

Case name / reference:

Show number of cases in case list:

All Words
 Show training cases
 Show closed cases
 Order by Listing Number

- ii. **To search by a case number, enter the full case number in the Case name / reference field. Select Apply Filter.**

Case Filter:

Hearing Date From:

Hearing Date To:

Case name / reference:

Show number of cases in case list:

All Words
 Show training cases
 Show closed cases
 Order by Listing Number

Name	Reference	Listing Number	Next Hearing Date	Last Updated	Created By
S0300CV202200906	Plaintiff vs. Defendant			September 06, 2022 05:41 PM	AZ AOC

- A. The Case Filter will NOT return results when a partial or incorrect case number is used. **Note:** 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. The Case Filter MAY return additional results when attempting to search by case title
- iii. To assist with reducing the number of cases returned in the results, select the checkbox for **All Words** then select **Apply filter**

Case Filter:

Hearing Date From:

Hearing Date To:

Case name / reference:

Show number of cases in case list:

All Words
 Show training cases
 Show closed cases
 Order by Listing Number

- iv. **To search for closed cases**, select the checkbox for **Show closed cases**. If needed, populate other search criteria. Select **Apply Filter**.

Case Filter:

Hearing Date From: Today This Week This Year

Hearing Date To: Next Day This Month Next Year

Case name / reference:

Show number of cases in case list:

All Words

Show training cases

Show closed cases

Order by Listing Number

1. Select **Update Case** or **Review Evidence**

Name	Reference	Listing Number	Next Hearing Date	Last Updated	Created By	
* S0100CR202206161	State vs. Danny Defendant			June 16, 2022 02:46 PM	Superior Court in Apache County	<input type="button" value="Review Evidence"/> <input type="button" value="Update Case"/>
* S0300CR202199999	State of Arizona VS. John B. Goode			December 29, 2021 04:36 PM	Superior Court in Coconino County	<input type="button" value="Review Evidence"/> <input type="button" value="Update Case"/>

- 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**