

## 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 (*default setting = show 20 cases per page*)

The screenshot shows the 'View Case List' interface. At the top, there are navigation tabs: Home, Invite, **View Case List**, Hearings, and Support. A search bar is present with the text 'Case name / reference'. Below the navigation is the 'Case List' section. A 'Case Filter' box is highlighted with a blue border and labeled 'A'. It contains fields for 'Hearing Date From' and 'Hearing Date To', a 'Case name / reference' field, and a 'Show number of cases in case list' dropdown set to '20'. 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 with 'pages: 1 2 3' and 'page: 1'. The 'Case List' table is highlighted with a red border and labeled '1'. It has columns: Name, Reference, Listing Number, Next Hearing Date, Last Updated, and Created By. Two rows of cases are visible:

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 > 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

This close-up shows the 'Case Filter' section. The 'Hearing Date From' field is labeled 'A' and contains '9/7/2022'. The 'Hearing Date To' field is labeled 'B' and also contains '9/7/2022'. To the right of these fields are buttons for 'Today', 'This Week', 'This Year', 'Next Day', 'This Month', and 'Next Year', with the 'Apply Filter' button highlighted in red and labeled 'C'. Below these fields are a 'Case name / reference' field, a 'Show number of cases in case list' dropdown set to '20', and checkboxes for 'All Words', 'Show training cases', 'Show closed cases', and 'Order by Listing Number'. At the bottom right are 'Clear Filter' and 'Apply Filter' buttons.

- 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: [Calendar icon] [Input field] [Today] [This Week] [This Year]

Hearing Date To: [Calendar icon] [Input field] [Next Day] [This Month] [Next Year]

Case name / reference: **S0300CV202200906**  All Words  Show training cases  Show closed cases  Order by Listing Number

Show number of cases in case list: 20

[Clear Filter] [Apply Filter]

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

[Review Evidence] [Update Case]

- 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
- To assist with reducing the number of cases returned in the results, select the checkbox for **All Words** > Select **Apply filter**

**Case Filter:**

Hearing Date From: [Calendar icon] [Input field] [Today] [This Week] [This Year]

Hearing Date To: [Calendar icon] [Input field] [Next Day] [This Month] [Next Year]

Case name / reference: **plaintiff vs. defendant**  **All Words**  Show training cases  Show closed cases  Order by Listing Number

Show number of cases in case list: 20

[Clear Filter] [Apply Filter]

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

**Case Filter:**

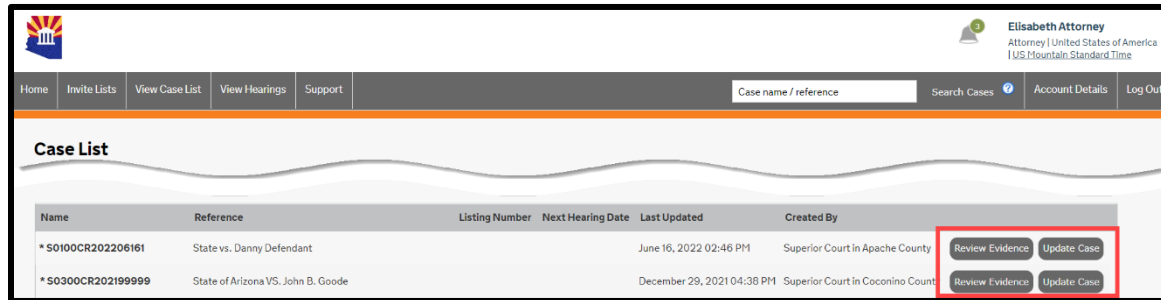
Hearing Date From: [Calendar icon] [Input field] [Today] [This Week] [This Year]

Hearing Date To: [Calendar icon] [Input field] [Next Day] [This Month] [Next Year]

Case name / reference: [Input field]  All Words  Show training cases  **Show closed cases**  Order by Listing Number

Show number of cases in case list: 20

[Clear Filter] [Apply Filter]

2. 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	<a href="#">Review Evidence</a> <a href="#">Update Case</a>
* S0300CR202199999	State of Arizona VS. John B. Goode			December 29, 2021 04:38 PM	Superior Court in Coconino Count	<a href="#">Review Evidence</a> <a href="#">Update Case</a>

- To upload, update, or download exhibits, or to invite people into the case, select **Update Case**
- To view uploaded exhibits, or to add notes to uploaded exhibits, select **Review Evidence**