

## 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, 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' (highlighted), 'Hearings', and 'Support'. A search bar is present with the placeholder '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', 'Hearing Date To', 'Case name / reference', and 'Show number of cases in case list' (set to 20). 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. A pagination bar shows 'pages: 1 2 3' and 'page: 1'. Below the filter is a table with the following data:

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	Review Evidence Update Case
*S0300CR202199999	State of Arizona VS. John B. Goode			December 29, 2021 04:38 PM	Superior Court in Coconino County	Review Evidence Update Case

#### A. To search for a case, use the **Case Filter**

- To search by a court date**, enter a date (**M/D/YYYY**) in the **Hearing Date From** and **Hearing Date To** fields then Select **Apply Filter**
- To search by a case number**, enter the full case number in the **Case name / reference field** then Select **Apply Filter**
  - 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
  - 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** then Select **Apply Filter**
- To search for closed cases**, select the checkbox for **Show closed cases** then If needed, populate other search criteria and Select **Apply Filter**

#### 2. Select **Update Case** or **Review Evidence**

- 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**