



Colorado Criminal eDiscovery

Welcome to the Colorado Criminal eDiscovery system. Discovery will be provided via this secure website link from the Office of the District Attorney for download. In these instructions you will find the information for the following operations:

Defense Attorney Registration

- Create Registration Account 2-4
- Reset Password 5
- Notification of Discovery 5
- Create Representative Accounts 6-7
- Remove Representative Account 8

eDiscovery Payment and Download Instructions

- View Available Discovery 9-10
- Purchase Discovery (If cost associated) 11-13
- Download Discovery 14-15

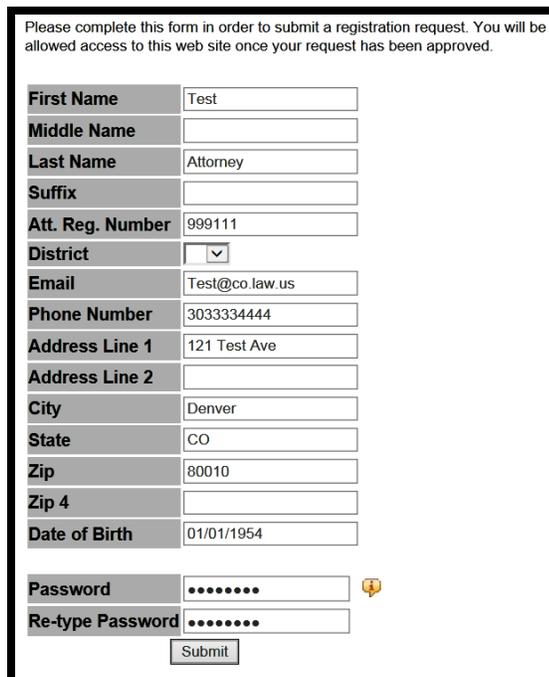
1. Navigate to website: <https://ediscovery.state.co.us>

2. Click on Register:



The screenshot shows the Colorado Criminal eDiscovery website interface. At the top left is the Colorado District Attorneys Council logo. To its right is the text "Colorado Criminal eDiscovery". Below this is a navigation menu with links for "Discovery", "History", "Cart", "Representatives", and "Log Out". The main content area contains a login form with fields for "User Name" and "Password", each with an asterisk indicating it is required. Below these fields are buttons for "Login", "Reset Password", and "Register".

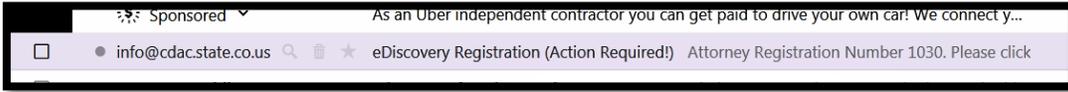
3. Fill out the required registration form, with all field information and click **Submit** at the bottom of the page. *Note **District** is indicating which Judicial District Attorney's office you are submitting your request for approval to.



The screenshot shows a registration form with the following fields and values:

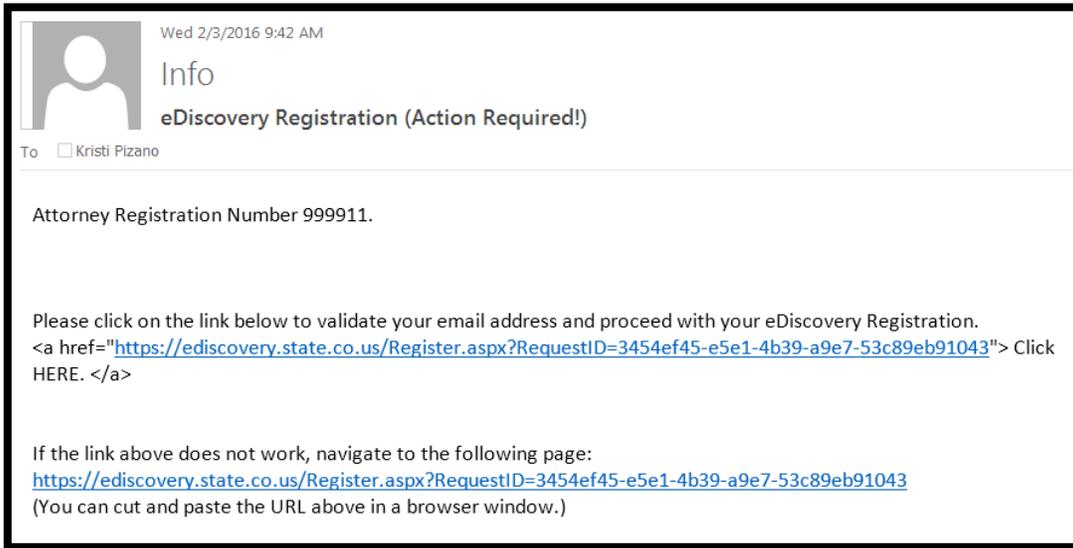
Please complete this form in order to submit a registration request. You will be allowed access to this web site once your request has been approved.	
First Name	Test
Middle Name	
Last Name	Attorney
Suffix	
Att. Reg. Number	999111
District	▼
Email	Test@co.law.us
Phone Number	3033334444
Address Line 1	121 Test Ave
Address Line 2	
City	Denver
State	CO
Zip	80010
Zip 4	
Date of Birth	01/01/1954
Password
Re-type Password
<input type="button" value="Submit"/>	

4. An email will be sent to your email address in order to validate the email address.



5. Click on the link within the email to validate your email account. This validation sends the request to the specified District Attorney's Office for approval of your request.

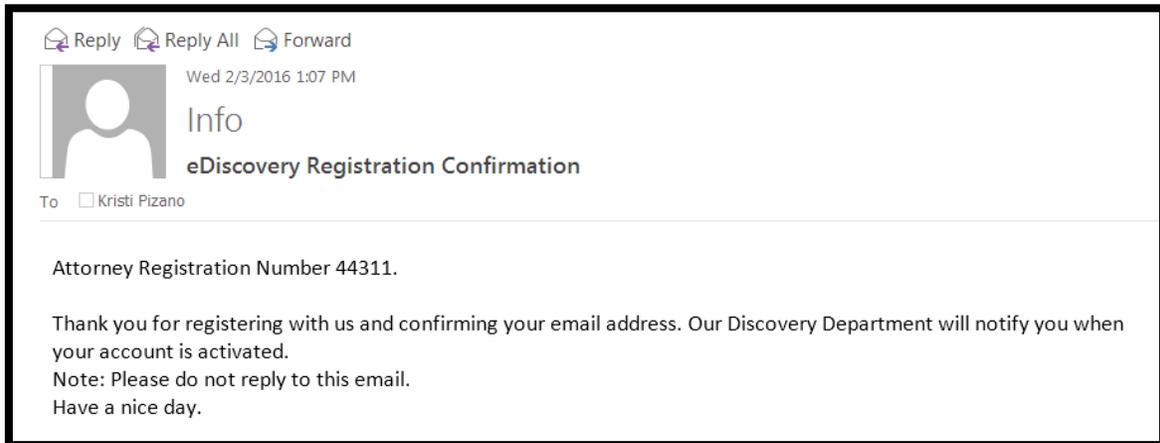
Example of the sent email:



6. Clicking on the link above returns you to the eDiscovery website indicating your email has been validated and registration request has been sent to the District Attorney's Office. This is also followed up with a system email confirmation.

A screenshot of a web page with a navigation bar containing 'Discovery', 'History', 'Cart', 'Representatives', and 'Log Out'. Below the navigation bar, there is a message: 'Thank you for validating your email address. Your registration will be processed soon.' Below the message is a form with three input fields: 'First Name' with the value 'Noel', 'Middle Name' which is empty, and 'Last Name' with the value 'Pizano'.

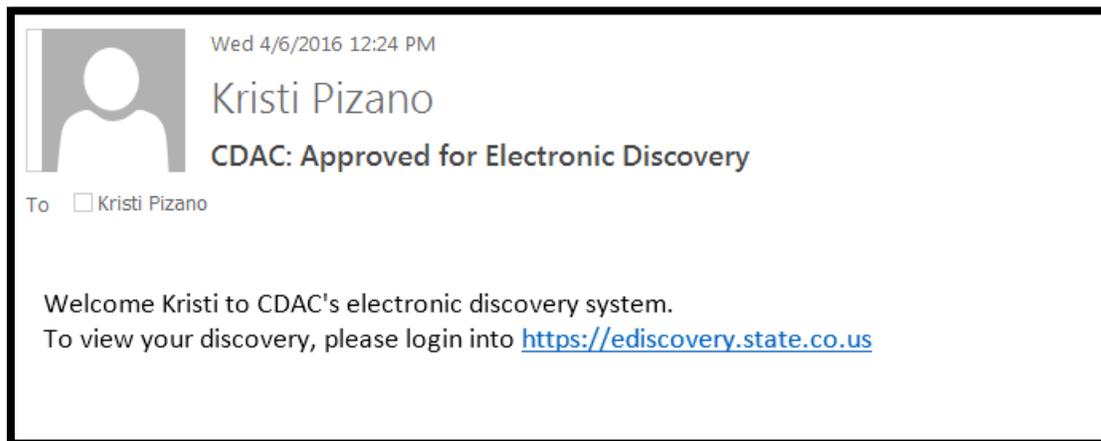
7. Validation email is also sent to your email address indicating Email and Registration Confirmation.



8. The Office of the District Attorney will now review your submitted registration request. If you have questions or feel there is a delay in processing please contact the District Attorney's office in which you have registered.

If your registration request is denied for any reason, you will receive an email back with notes indicating why the account request was denied by the District Attorney's Office.

9. When your registration account is approved by the Office of the District Attorney you will receive an email indicating you have been approved and can now login using your email (login) and your password. Congratulations, you are now registered and authorized for Criminal eDiscovery.



10. Re-set password

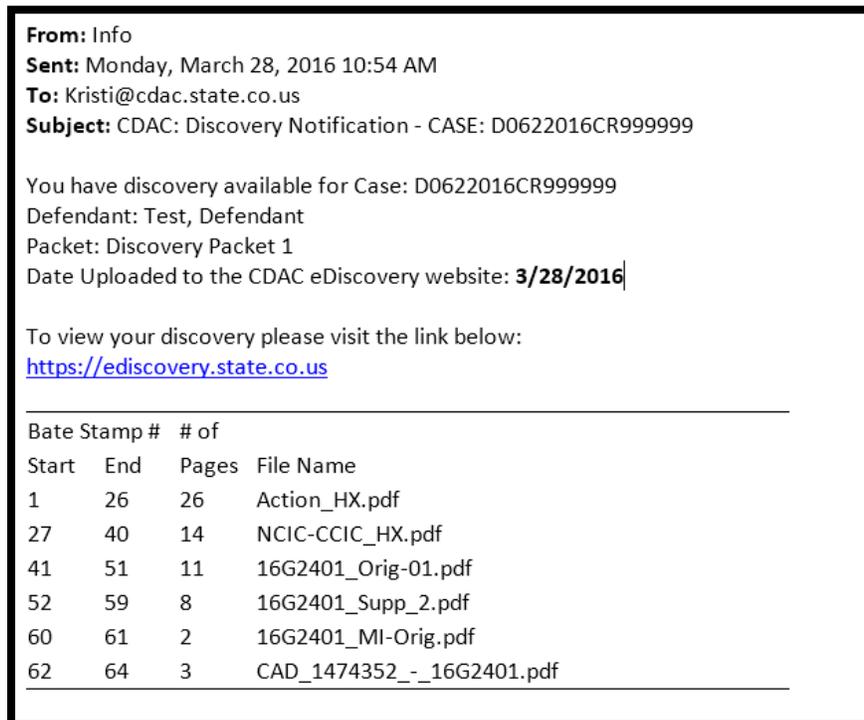
If you have forgotten your selected password, navigate to the eDiscovery website and from the home page click on Reset Password. This will send you an email with instructions on how to re-set your password.



The screenshot shows the Colorado Criminal eDiscovery website interface. At the top left is the logo for the Colorado District Attorneys Council. To the right of the logo is the text "Colorado Criminal eDiscovery". Below this, there are navigation links: "Discovery", "History", "Cart", "Representatives", and "Log Out". A horizontal line separates the navigation from the login form. The login form includes a "User Name" field with the text "kristipizan@yahoo.com" and a "Password" field. Below the password field are four buttons: "Login", "Reset Password", and "Register".

11. Notification of new Discovery

Discovery Packets that the Office of the District Attorney uploads to the eDiscovery website will provide you with instant email notification of the available discovery, prompting you to log in and access your Discoverable documents.



The screenshot shows an email notification. The header includes "From: Info", "Sent: Monday, March 28, 2016 10:54 AM", "To: Kristi@cdac.state.co.us", and "Subject: CDAC: Discovery Notification - CASE: D0622016CR999999". The body of the email states: "You have discovery available for Case: D0622016CR999999", "Defendant: Test, Defendant", "Packet: Discovery Packet 1", and "Date Uploaded to the CDAC eDiscovery website: 3/28/2016". Below this, it says "To view your discovery please visit the link below:" followed by the URL <https://ediscovery.state.co.us>. A horizontal line separates this from a table of discovery items.

Bate Stamp #	# of		
Start	End	Pages	File Name
1	26	26	Action_HX.pdf
27	40	14	NCIC-CCIC_HX.pdf
41	51	11	16G2401_Orig-01.pdf
52	59	8	16G2401_Supp_2.pdf
60	61	2	16G2401_MI-Orig.pdf
62	64	3	CAD_1474352_-_16G2401.pdf

Create Representative Accounts

Once approved and logged into the website you can choose to set up Administrative Accounts for your legal team to also access discovery and receive notifications on your behalf.

1. Click on Representatives
2. Click on Add and enter Representative Details and click SAVE.

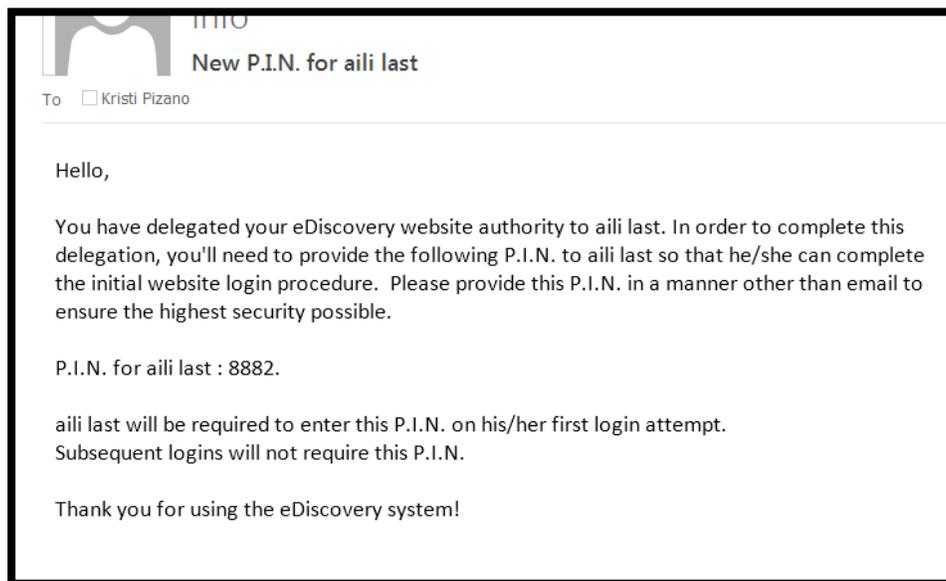


The screenshot shows the Colorado Criminal eDiscovery website interface. At the top left is the Colorado District Attorneys Council logo. The page title is "Colorado Criminal eDiscovery". Navigation links include "Discovery", "History", "Cart", "Representatives", and "Log Out". The main content area is titled "Representative Detail" and contains a form with the following fields:

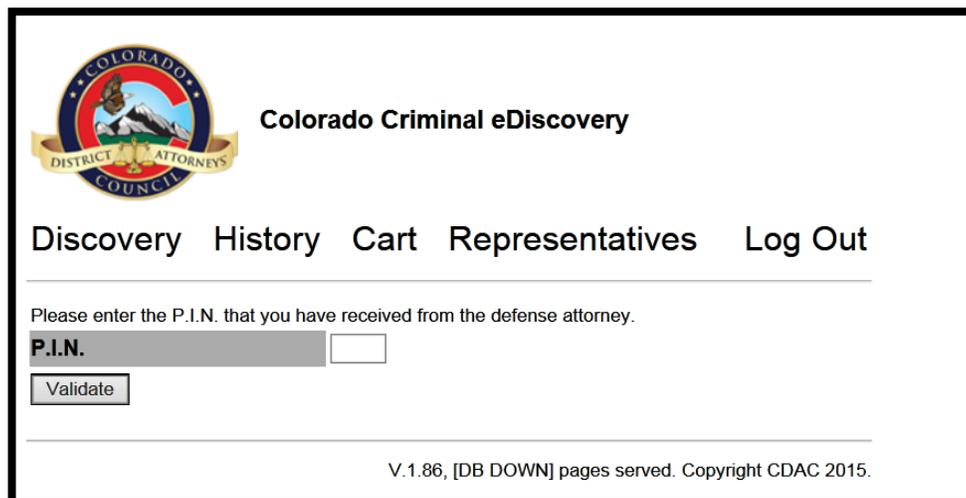
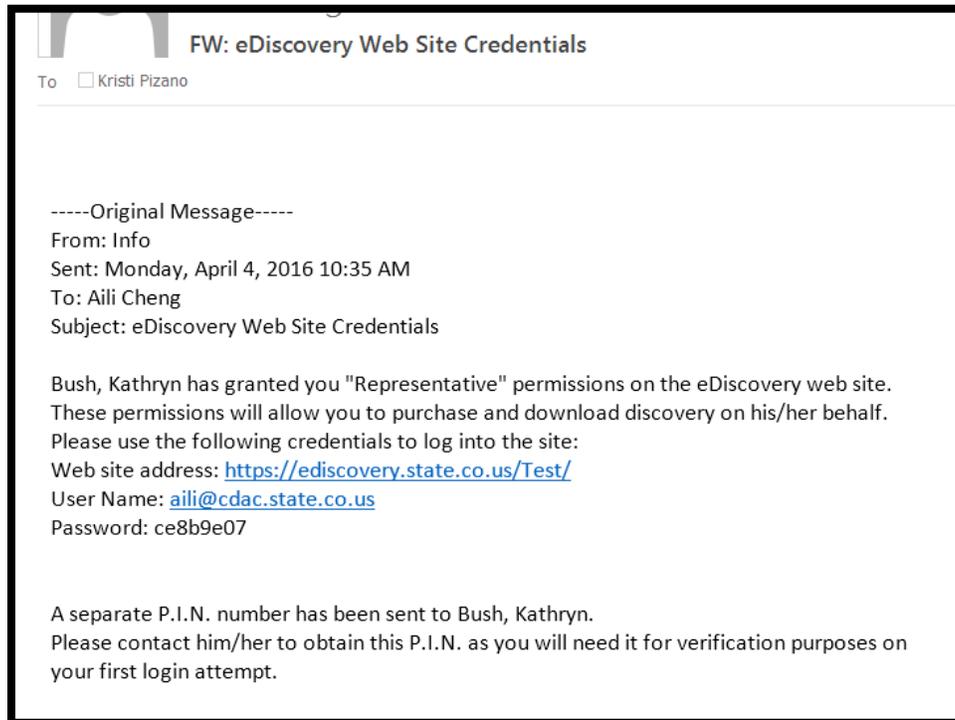
First Name	Kristi
Last Name	Pizano
User Name / Email	KristiPizano@gmail.com

Below the form are three buttons: "Back", "Remove Representative", and "Save". A confirmation message at the bottom states: "Kristi can now act as your representative in the eDiscovery system."

3. Email notification will be sent to you confirming the representative account. This email will include a **PIN** number that you will need to provide to the representative for their initial log on to the website. This provides an additional layer of security for authorization.



4. Representative will receive an email to log into the website with a temporary password, when they log in they will receive the secondary screen requiring the PIN # entry. Representative will enter this PIN (one time only). The representative will now be able to login and obtain discovery on your behalf. The receipts will capture the user logging in for reporting when the discovery was obtained and when/who downloaded the materials for you.



5. Remove previously added representatives by clicking on the Representatives Tab. This will display all of the people that you have set-up. To disable access you can click on Remove All Representatives, or you can click on the Details button per user and then select to remove only that individual.

Discovery History Cart Representatives Log Out

Last Name ▾ Begins With ▾ Refine

Representatives			
	FirstName	LastName	Username
•DETAIL	kristi	Hansen	kristipizano@gmail.com
•DETAIL	Lisa	Test	LisaR@cdac.state.co.us

2 record(s) in 0.9 Millisecs.

Remove All Representatives Add

Discovery History Cart Representatives

Representative Detail

First Name

Last Name

User Name / Email

Back **Remove Representative** Save

E-Discovery Web Site Payment and Download Instructions

1. Attorney needs to first Register for an account at <https://ediscovery.state.co.us>
2. Attorney will be notified of existing and newly created discovery in cases through email notification to their registered e-mail account that the Office of the District Attorney has prepared and released.

Example E-mail sent indicating Case, Date Available and link to access.

 Reply  Reply All  Forward

 Mon 2/8/2016 11:57 AM

Info
CDAC: Discovery Notification - CASE: D0622015CR001645

To: TestAttorney@yahoo.com

You have discovery available for Case: D0622015CR001645
Defendant Test Defendant
Packet: Discovery Packet 1
Date Uploaded to the CDAC eDiscovery website: **2/8/2016**

To view your discovery please visit the link below:
<https://ediscovery.state.co.us>

Bate Stamp #	# of		
Start	End	Pages	File Name
1	1	1	Action_HX.pdf
2	3	2	NCIC-CCIC_HX.pdf
4	24	21	15W31601_Orig-04.pdf
25	33	9	15W31601_Supp_5.pdf
34	40	7	15W31601_MI-Orig.pdf

- Log into eDiscovery website with user credentials.

- Website defaults to the New Discovery tab which contains items for the attorney that need to be purchased before download.
 - Using the “Refine Available Discovery Results” will narrow list of Discovery Packets. Available options are: Defendant’s name, Case Number, Packets Added Today only, Division of the Case and for Representatives a search by the Defense Attorney name if they are a representative for more than one attorney.
 - All columns may also be sorted by clicking on the column header.

E-mail Address kristi@cdac.state.co.us

New **Purchased**

Defendant Name Case Number Added Today

Defendant Last Name Begins With

Available Discovery										
Add Selected To Cart										
	<input type="checkbox"/>	Defense Attorney	Case Number	Division	Defendant Last Name	Defendant First Name	Packet Number	Created	Case Membership Fee	Fee
•DETAIL	<input type="checkbox"/>		D0622015CR001891	11			2	12/11/2015	\$0.00	\$0.00
•DETAIL	<input type="checkbox"/>		D0622015CR001870	11			4	12/10/2015	\$0.00	\$0.00
•DETAIL	<input type="checkbox"/>		D0622015CR001731	11			3	12/10/2015	\$0.00	\$0.00

5. Click on DETAIL to view specifics of the files included in the packet.

The screenshot shows the 'Available Discovery' section of a web application. At the top, there are tabs for 'New' and 'Purchased'. Below this is a search area with 'Refine Available Discovery Results' and filters for 'Defendant Last Name' and 'Begins With'. A table lists available discovery packets with columns for 'Defense Attorney', 'Case Number', 'Division', 'Defendant Last Name', 'Defendant First Name', 'Packet Number', 'Created', 'Case Membership Fee', and 'Fee'. Two rows are visible, both for 'Pizano' with case number 'D0622014CR788881' and division '16'. A red arrow points from the 'DETAIL' link in the second row to a detailed view of 'Discovery Packet 2'. This detailed view shows the following information:

- Case Number:** D0622015CR00
- Defendant:** Brooke
- Division:** 11
- Packet Created:** 12/11/2015 1:37:58 PM
- ZIP File Size:** Unknown
- Fee:** Free
- Payment Record:** No payment on file.

Below the detailed view is a 'Packet Files' section with a table:

File Name	Ext	Bate From	Bate To	Num. Pages
15G77348 Supp 4	pdf	45	49	5

At the bottom of the detailed view, there are buttons for 'Add to Cart', 'Download', and 'Receipt'.

6. Click on Add to Cart to select this packet for purchase. Multiple packets can be selected with checkbox and added to cart for purchase in one transaction.

The screenshot shows the 'Available Discovery' section of a web application. At the top, there are tabs for 'New' and 'Purchased'. Below this is a search area with 'Refine Available Discovery Results' and filters for 'Defendant Last Name' and 'Begins With'. A table lists available discovery packets with columns for 'Defense Attorney', 'Case Number', 'Division', 'Defendant Last Name', 'Defendant First Name', 'Packet Number', 'Created', 'Case Membership Fee', and 'Fee'. The table contains 10 rows of data. A red arrow points from the 'Add Selected To Cart' button at the bottom of the table to the 'Add to Cart' button in the detailed view of 'Discovery Packet 2'.

	Defense Attorney	Case Number	Division	Defendant Last Name	Defendant First Name	Packet Number	Created	Case Membership Fee	Fee
•DETAIL	<input checked="" type="checkbox"/>	Test	D0622014CR788881	16	Test	Case	5	02/08/2016	\$35.00 \$35.00
•DETAIL	<input checked="" type="checkbox"/>	Test	D0622014CR788881	16	Test	Case	4	02/08/2016	\$35.00 \$10.99
•DETAIL	<input checked="" type="checkbox"/>	Test	D0622014CR788881	16	Test	Case	3	01/11/2016	\$35.00 \$0.00
•DETAIL	<input checked="" type="checkbox"/>	Test	D0622014CR788881	16	Test	Case	2	10/05/2015	\$35.00 \$0.00
•DETAIL	<input checked="" type="checkbox"/>	Test	D0622014CR788881	16	Test	Case	1	04/13/2015	\$35.00 \$10.99
•DETAIL	<input type="checkbox"/>	Pizano	D0622014CR788881	16	Test	Case	5	02/08/2016	\$35.00 \$35.00
•DETAIL	<input type="checkbox"/>	Pizano	D0622014CR788881	16	Test	Case	4	02/08/2016	\$35.00 \$10.99
•DETAIL	<input type="checkbox"/>	Pizano	D0622014CR788881	16	Test	Case	3	01/11/2016	\$35.00 \$0.00
•DETAIL	<input type="checkbox"/>	Pizano	D0622014CR788881	16	Test	Case	2	10/05/2015	\$35.00 \$0.00
•DETAIL	<input type="checkbox"/>	Pizano	D0622014CR788881	16	Test	Case	1	04/13/2015	\$35.00 \$10.99

7. Purchase Cart displays when “Add Selected to Cart” is clicked. Review selected packets and associated costs which includes fees for payment with Credit Card or e-Check. User can remove any items before proceeding by selecting the check box and clicking “Remove Disco from Cart”.

- a. Make payment selection and click Proceed if payment associated to packet.

		D0622014CR788881	Test	Case	Case Membership Fee		\$35.00
•DETAIL	<input type="checkbox"/>	D0622014CR788881	Test	Case	1	04/13/2015	\$10.99
•DETAIL	<input type="checkbox"/>	D0622014CR788881	Test	Case	2	10/05/2015	\$0.00
•DETAIL	<input type="checkbox"/>	D0622014CR788881	Test	Case	3	01/11/2016	\$0.00
•DETAIL	<input type="checkbox"/>	D0622014CR788881	Test	Case	4	02/08/2016	\$10.99
•DETAIL	<input type="checkbox"/>	D0622014CR788881	Test	Case	5	02/08/2016	\$35.00

Remove Disco From Cart

8 record(s) in 15.6 Millisec:

Clear Cart

Total Before Fees \$91.98
 Pay By Credit Card \$94.82 Proceed
 Pay By e-Check \$92.98

- b. Select “Get for Free” if selected packets are no charge.

Discovery History Cart Representatives Log Out

Discovery Cart

Remove Disco From Cart

	<input type="checkbox"/>	Case Number	Defendant Last Name	Defendant First Name	Packet Number	Created	Fee
•DETAIL	<input type="checkbox"/>	D0622015CR00			2	12/11/2015	\$0.00

Remove Disco From Cart

1 record(s) in 44.5 Millisec:

Clear Cart Get For Free

8. Dissemination page will appear. User must agree with the outlined terms and conditions to proceed.

FBI and CBI policy on criminal history secondary dissemination:

The discovery you receive may contain criminal history information obtained through the Colorado Bureau of Investigation. State and Federal laws govern the use of criminal history information. Pursuant to FBI and CBI policies, a signature is required from anyone legally entitled to receive such information. Additionally, FBI and CBI policies state that criminal history information received shall not be disseminated to any other party, and is to be used for the purposes of this case only. The document should be destroyed prior to disposal.

I agree with the terms and conditions. Proceed

Please read carefully:

Dear Defendant/defense counsel:

The above captioned case has been filed against you/your client by our office. Please be advised that pursuant to Crim. P. 16(l)(a), the People will make available for inspection, including providing duplicates upon request, any evidence pertaining to the case which is currently in the possession or control of the District Attorney’s office. See generally, People v. Lee, 18 P.3d 192 (Colo. 2001).

If after review of the discovery provided in the instant case you feel that you have not received access to all evidence to which you are entitled, or you have concerns regarding legibility or completeness of the discovery you have received, PLEASE NOTIFY THE PROSECUTING ATTORNEY ON YOUR CASE IMMEDIATELY.

This letter should also serve as notice to you that all reasonable efforts will be made to allow you reasonable and prompt review of the People’s discovery and any tangible objects held in connection with this case. Within the discovery in most cases are reports or “logs” relating to evidence held by the investigating law enforcement agency or agencies. Please review the evidence report(s) provided in your case to be certain you are aware of what is being held and to request additional access to that evidence if you so desire.

Through early and consistent communication with the District Attorney’s Office regarding any discovery concerns you may have, we hope to be able to resolve matters in a manner that ensures compliance with Crim. P. 16 and applicable case law.

9. User connects with the Colorado Interactive Payment site to enter payment information. Upon payment user is re-directed to the Discovery website for downloading of discoverable materials. The Discovery packets now appear in the Purchased Tab.

a. Click on **Details**- User may now Download and/or view the Receipt.

**Note the Colorado Interactive Payment site receipt will be emailed to your email account for reference as well.

Colorado Criminal eDiscovery

Discovery History Cart Representatives Log Out

Logged On User

Name Test Attorney
E-mail Address kristi@cdac.state.co.us

New **Purchased**

Never Downloaded Previously Downloaded Today Only

Defendant Last Name [v] Begins With [v] Refine

	Download	Defense Attorney	Case Number	Division	Defendant Last	Defendant First	Packet	Created	Date	Purchased By
-DETAIL	[down arrow]	Bush	D0622015CR001908	11						
-DETAIL	[down arrow]	Bush	D0622015CR002146	11						
-DETAIL	[down arrow]	Bush	D0622015CR002188	11						

Discovery History Cart Representatives

Discovery Packet 1

Case Number D0622015CR001
Defendant Bush
Division 11

Packet Created 12/17/2015 2:25:10 PM
ZIP File Size Unknown
Fee Free

Payment Record No payment on file.

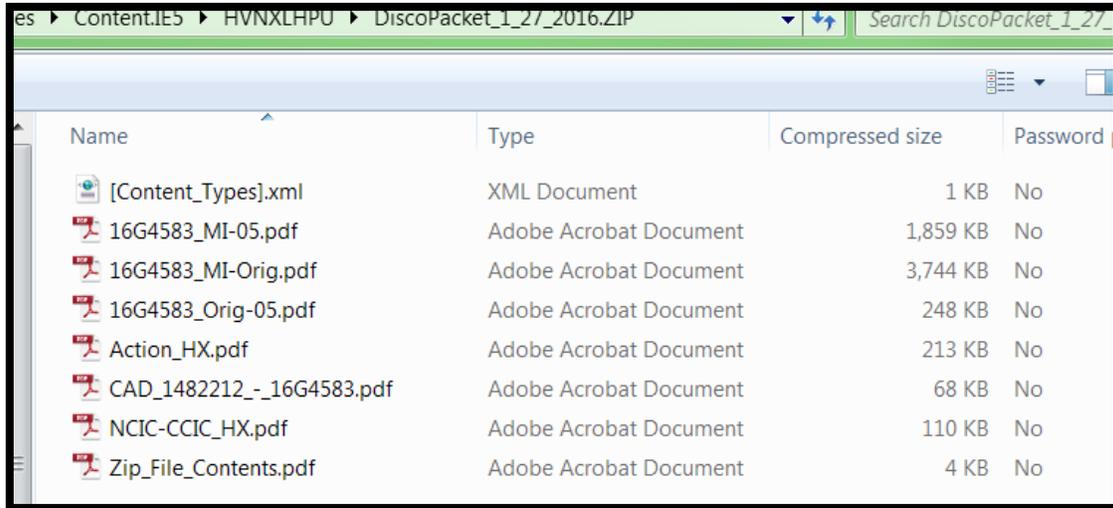
Add to Cart Download Receipt

Packet Files				
File Name	Ext	Byte From	Byte To	Num. Pages
Action HX	pdf	1	4	4
CAD 1380557 - DP 15-5226	pdf	16	18	3
DP15-5226 Rprt	pdf	13	15	3
NCIC-CCIC HX	pdf	5	12	8

4 record(s) in 0 Milliseconds.

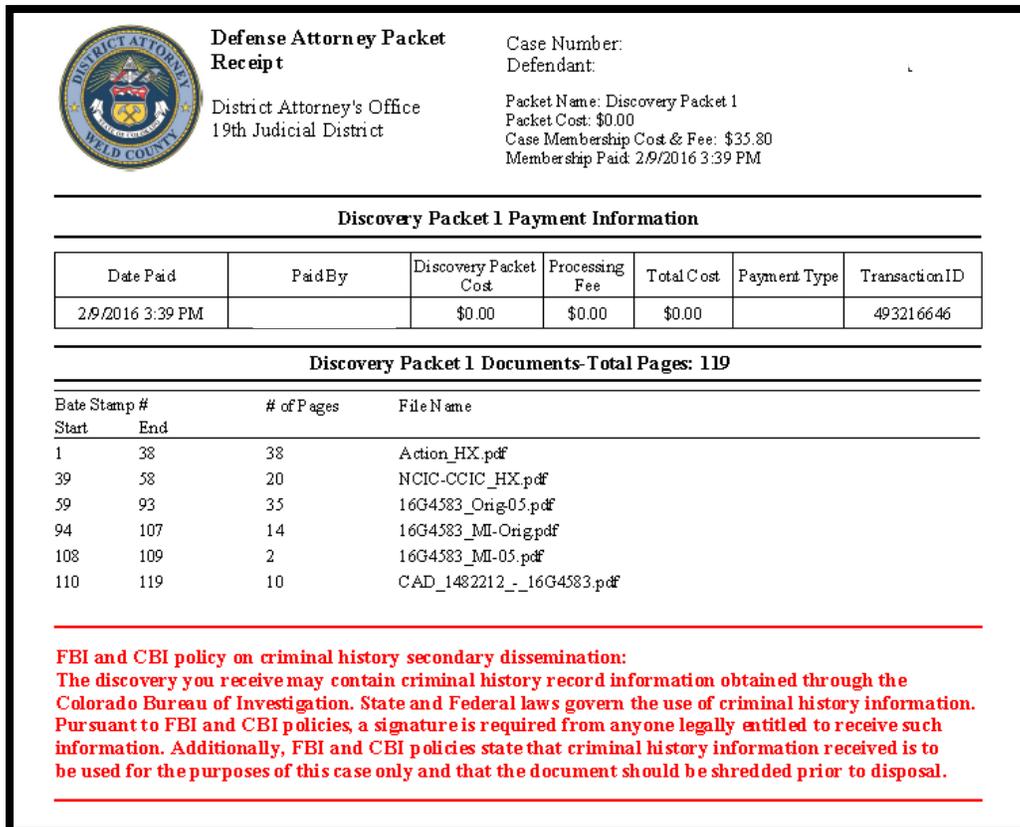
Download:

User receives the Zip File Contents Page listing of the files contained in the eDiscovery packet, and the files compiled.



Name	Type	Compressed size	Password
[Content_Types].xml	XML Document	1 KB	No
16G4583_MI-05.pdf	Adobe Acrobat Document	1,859 KB	No
16G4583_MI-Orig.pdf	Adobe Acrobat Document	3,744 KB	No
16G4583_Orig-05.pdf	Adobe Acrobat Document	248 KB	No
Action_HX.pdf	Adobe Acrobat Document	213 KB	No
CAD_1482212_-_16G4583.pdf	Adobe Acrobat Document	68 KB	No
NCIC-CCIC_HX.pdf	Adobe Acrobat Document	110 KB	No
Zip_File_Contents.pdf	Adobe Acrobat Document	4 KB	No

Example of Defense Attorney Receipt:



 **Defense Attorney Packet Receipt**

District Attorney's Office
19th Judicial District

Case Number:
Defendant:

Packet Name: Discovery Packet 1
Packet Cost: \$0.00
Case Membership Cost & Fee: \$35.80
Membership Paid: 2/9/2016 3:39 PM

Discovery Packet 1 Payment Information

Date Paid	Paid By	Discovery Packet Cost	Processing Fee	Total Cost	Payment Type	Transaction ID
2/9/2016 3:39 PM		\$0.00	\$0.00	\$0.00		493216646

Discovery Packet 1 Documents-Total Pages: 119

Date Stamp #	# of Pages	File Name
Start	End	
1	38	Action_HX.pdf
39	58	NCIC-CCIC_HX.pdf
59	93	16G4583_Orig-05.pdf
94	107	16G4583_MI-Orig.pdf
108	109	16G4583_MI-05.pdf
110	119	CAD_1482212_-_16G4583.pdf

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The discovery you receive may contain criminal history record information obtained through the Colorado Bureau of Investigation. State and Federal laws govern the use of criminal history information. Pursuant to FBI and CBI policies, a signature is required from anyone legally entitled to receive such information. Additionally, FBI and CBI policies state that criminal history information received is to be used for the purposes of this case only and that the document should be shredded prior to disposal.

10. Once Discovery Packets have been purchased, they will remain available for download for 30 days after the “Created” date.

The “Purchased Discovery” grid display can be refined using the “Refine Available Discovery Results” section.

Discovery History Cart Log Out

Logged On User

Name Test Account
E-mail Address kristi@cdac.state.co.us

New **Purchased**

Refine Available Discovery Results

Never Downloaded Previously Downloaded Today Only

Defendant Last Name Begins With

Purchased Discovery									
	Defense Attorney	Case Number	Division	Defendant Last Name	Defendant First Name	Packet Number	Created	Date Purchased	Purchased By
•DETAIL	Bush	D0622015CR	12			10	11/19/2015	02/09/2016	kristi@cdac.state.co.us
•DETAIL	Bush	D0622015CR	11			3	11/16/2015	02/09/2016	kristi@cdac.state.co.us
•DETAIL	Bush	D0622015CR	12			21	11/12/2015	02/09/2016	kristi@cdac.state.co.us
•DETAIL	Bush	D0622015CR	12			20	11/11/2015	02/09/2016	kristi@cdac.state.co.us
•DETAIL	Bush	D0622015CR	12			8	11/04/2015	02/09/2016	kristi@cdac.state.co.us
•DETAIL	Bush	D0622015CR	12			2	11/03/2015	02/09/2016	kristi@cdac.state.co.us
•DETAIL	Bush	D0622015CR	11			1	10/30/2015	02/09/2016	kristi@cdac.state.co.us

History- This has not been fully implemented yet, but currently provides a case listing of payment information.

Log Out- User Log out of the system



Colorado Criminal eDiscovery

Discovery Order **History** Cart Log Out

Case Membership Payment History			
Case Number	PaidBy	Amount	DatePaid
D0622015CR00		\$35.00	02/09/2016
D0622015CR00		\$35.00	02/09/2016
D0622015CR00		\$35.00	02/09/2016