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.

 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)

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Ho	ome Invite Vie	w Case List Hearings	Support		Case nam	ne / reference Se	arch Cases	O Account Details	Log Out
	Case List								
	Case Filter:			A					
	Hearing Date From:		Today This Week	This Year					
	Hearing Date To:		Next Day This Month	Next Year					
	Case name /		All Words						
	Show number of	20 🗸	Show training cases Show closed cases						
	cases in case list:		Order by Listing Number	Anneles Eilen					
			clear riter						
	pages:	2 3							
	page: 1							_	_
	Name	Reference	Listing Number	Next Hearing Date	Last Updated	Created By			1
	* S0100CR20220616	1 State vs. Danny Defenda	nt		June 16, 2022 02:46 PM	Superior Court in Apache County	Review Evic	dence Update Case	
	* S0300CR20219999	99 State of Arizona VS. John	B. Goode		December 29, 2021 04:38 PM	Superior Court in Coconino County	Review Evic	den 2 date 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 > 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