

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

- a. To search for a case, **use the Case Filter**
    - i. 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**