How to invite and admit a witness

Invitations to witnesses are sent through the **People** tab on the **Case Home** page. Witnesses are admitted to the case from the **People** tab in the **Review Workspace**. Once admitted, they will see the **Witness View** of the evidence. A witness can be given a **PIN**, or you can choose to log the witness in without a **PIN.**

How to invite a witness

1. From the **Case Home** page, select the **People** tab.

2. Select **Invite New Participant** on the **People Index** page.

3. On the following page, select **Invite a Witness**.

4. The **Name** field is the only required field, but you can enter **Witness 1** to keep the name anonymous.

5. Enter an **Email** or **Phone** number if you would like the witness to be sent a PIN. Depending on what field you complete, a witness will be sent an email or text message with the **PIN**.

6. Select the following box to receive an email copy of the **PIN**.

7. Select **Invite**. The list of invited witnesses will be displayed on the **People Index** page.

How to admit a witness

When it is time for the hearing, direct the witness to the **URL** for the witness portal. The witness will enter their **PIN** on the first screen and wait in the lobby until admitted.

To admit the witness, begin in the **Review Workspace** for the case.

1. Select the **People** tab.

2. Select **Witnesses**. You will see the witnesses **Waiting in Lobby**.

3. Select **Admit** next to the witness you would like to admit into the case.

4. The witness will be moved to **Active** and see the evidence. Select **Remove** to stop their view and admit the next witness.

5. Select **Log Witness into CaseLines** to admit a witness listed under **Offline**. This allows a witness who was not given a **PIN** or has forgotten their **PIN** to view the **Review Workspace**. This feature is also used when the witness does not have a dedicated device.

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