How to use the witness portal and markup tools

When you are invited to a hearing, you will be presented with materials through a Witness Portal. This portal is online, and you will be provided a URL to enter into your browser for access. The Witness Portal is used in both remote and in-person hearings.
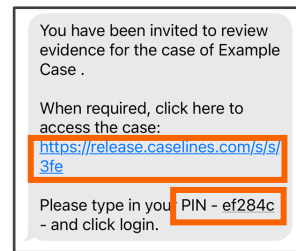
Invitation

Your invitation to the hearing will be sent by text or email, depending on your preferred contact method. When you receive your invite, you will be provided with the **Witness Portal URL**, and you may also be provided a **PIN** which you will use to log into the portal at the hearing. Be sure to have the URL and the PIN available at the hearing. If you do not receive a PIN, you will only need the URL, and you can expect to be admitted when you are called to testify.

email

noreply@caselines.com
to Sample witness

You have been invited to review evidence for the case of Example Case .

When required, click here to access the case:
https://release.caselines.com/s/s/3fe

Please type in your PIN - ef284c and click login.

text message

You have been invited to review evidence for the case of Example Case .

When required, click here to access the case:
https://release.caselines.com/s/s/3fe

Please type in your PIN - ef284c – and click login.
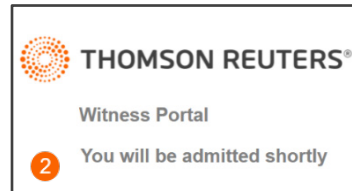
At the Hearing

You will enter the witness portal URL in your browser when attending the hearing. If you received a PIN**,** you would enter it on the first screen before entering the lobby. If you did not receive a PIN, you will go directly to the portal lobby and be admitted once you are called to testify.
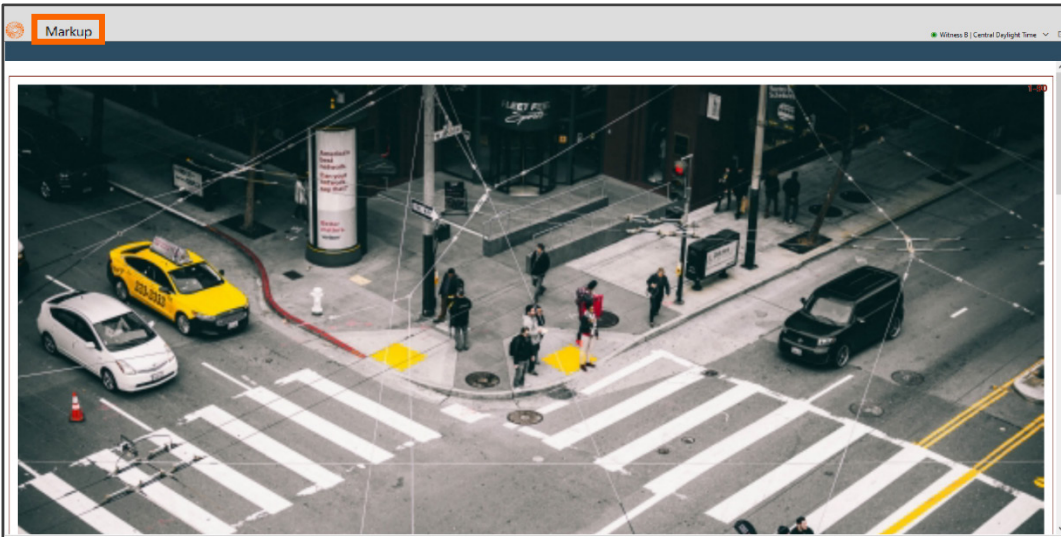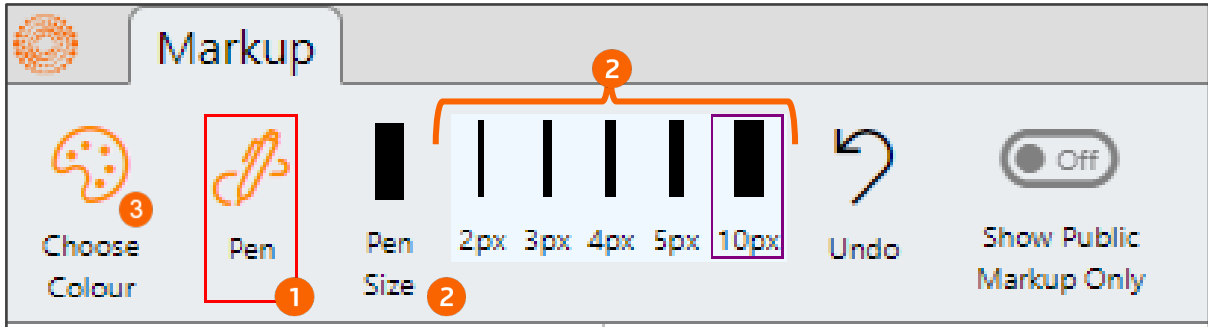
PIN Holders First Page

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Witness Portal

Please enter your PIN:

① Login

Lobby

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Witness Portal
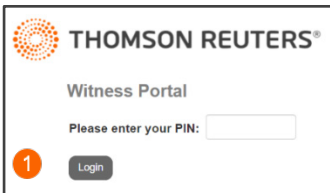
② You will be admitted shortly

Witness View

Using the Markup tools

The presenter may ask you to mark a document or image during your testimony. Select **Markup** in the top left corner of your screen to open the Markup ribbon.

1. To make your first markup, select the pen icon. Your pointer will change to a pen. In this example, the pen is orange, and the size is 10px.

2. If you wish to change the pen size, select **Pen Size,** and a list of available sizes will appear.

3. To change the colour of the pen, select **Choose Colour** and select a new colour from the palette.

4. Move the pen around the document or image to create your markup.
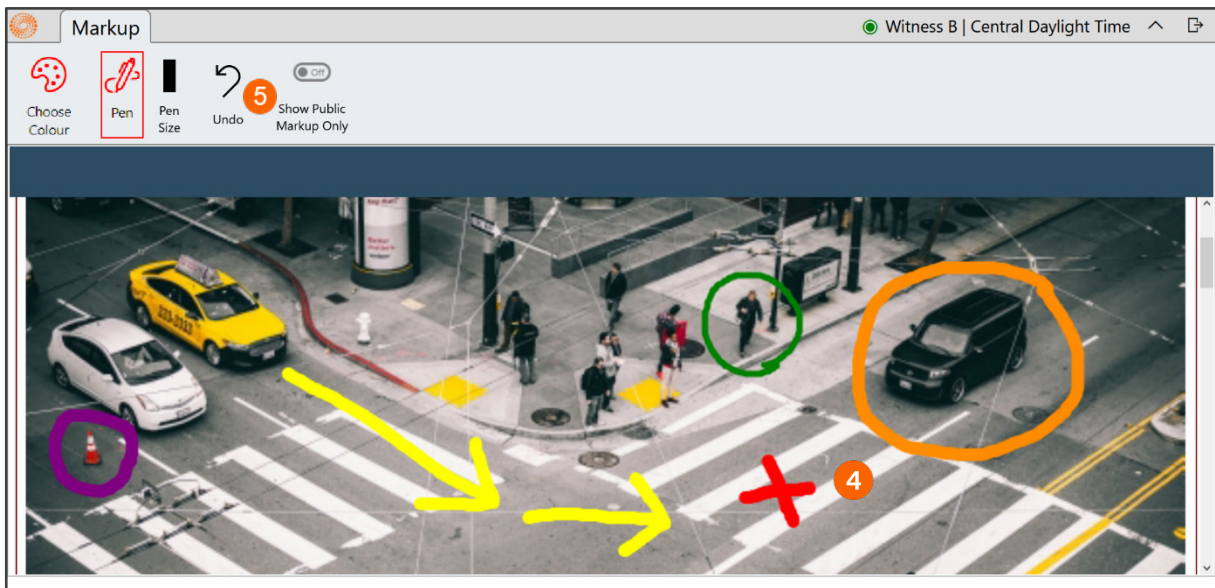
5. If you make a mistake, select **Undo,** and the mark you just created will be erased. You can continue to select **Undo** as many times as needed.

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