

eDiscovery EDMS Uploader

and Process CFA Uploader

Background

Appointed defense attorneys, including the Office of the Public Defender, Alternate Public Defender, Office of Assigned Counsel, and Multiple Conflicts Counsel can now receive discovery via *eShare*. The **eDiscovery EDMS Uploader** program is designed to simplify the process for sending files to the *eShare* system and into the City Attorney Case File Archive. Also, the program can notify private attorneys that the media is available for pickup. Other paper documents should still be scanned using coversheets containing barcodes generated from CMS.

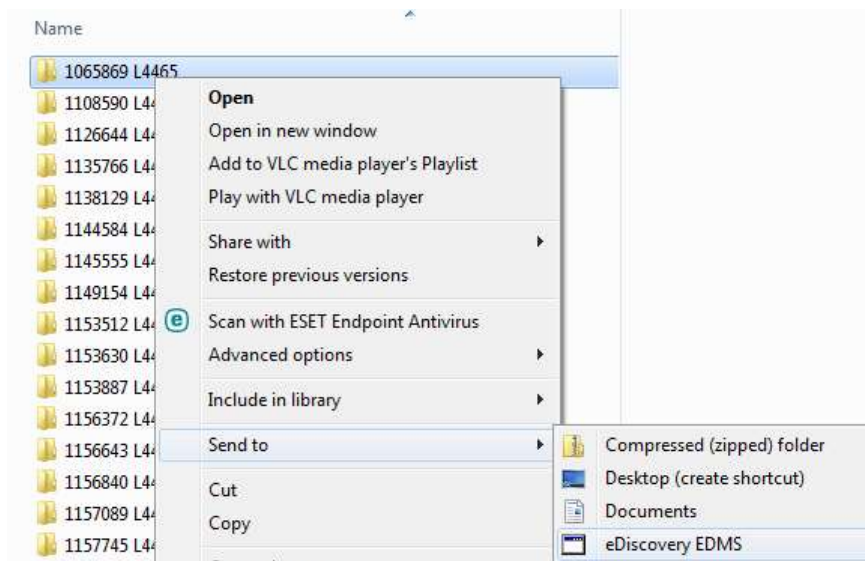
Instructions for the Process CFA uploader are generally identical, but eDiscovery options are not available.

Procedure

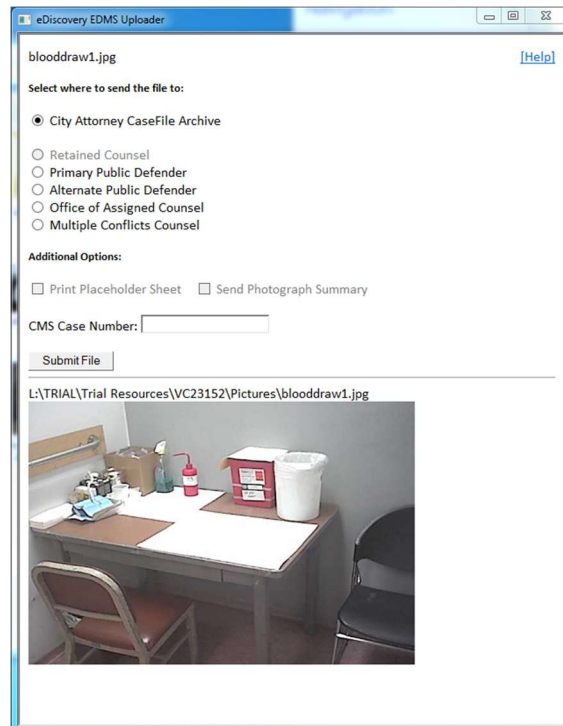
Before any digital media files may be disclosed via *eShare*, the initial discovery with a coversheet containing barcodes (including the court case number!) generated from CMS should be scanned into the system using existing procedures.

Folders, digital media files, or compressed (zipped) folders may all be sent to the Case File Archive and *eShare* using the eDiscovery EDMS Uploader. To send a file:

1. Right-click on a file or a group of files and select the **Send to >** menu item, then **eDiscovery EDMS**.



2. The Uploader window will appear with options for you to select. Depending on whether or not the file is already in the Case File Archive, some options will be disabled.
3. Select the destination office, or select **City Attorney CaseFile Archive** to only add the case to the Case File Archive.
4. Make sure that the correct CMS number is in the **CMS Case Number** field. It can often be automatically extracted from the file name.
5. Select the **Type of File**, if you want it to go into a specific case subfolder.
6. Select any options you need.
7. You can preview most files by clicking the **Preview** button.
8. Click the **Submit File** button once you have verified all information is correct.
9. Depending on the destination you selected, a window will open that will allow you to do further processing and verification of the file.
 - a. If you selected an appointed attorney, including **Primary Public Defender, Alternate Public Defender, Office of Assigned Counsel, or Multiple Conflicts Counsel** the L:\CaseFile_Archive_FOR_DISCLOSURE folder will open so that you can wait for a log file to appear, verifying the upload.
 - b. If you selected **Retained Counsel**, Outlook will open with an email so you can notify the attorney of the new discovery.
 - c. If you selected **City Attorney CaseFile Archive**, the Case File Archive will open to the appropriate case so that you can wait for the file to appear in the appropriate folder, verifying the upload.
10. Depending on the Additional Options you selected, further actions will take place.
 - a. If you selected a file already in the CaseFile_Archive, and you selected **Print Placeholder Sheet**, a place holder for the case file will print on your default printer. This can be placed in the case file folder to indicate that there is other media available for the case.
 - b. If you selected multiple image files, and you selected **Send Photograph Summary**, a pdf document summarizing the photographs will be generated and sent to the destination you selected. The original photographs will not be sent, but will be uploaded to the CaseFile Archive along with the summary. This is useful to send numerous or large photographs, as the file size is greatly reduced and will be uploaded much faster.



Help

This Help document can be opened by pressing the F1 key on the top row of your keyboard.