

DIGITAL EVIDENCE CENTER

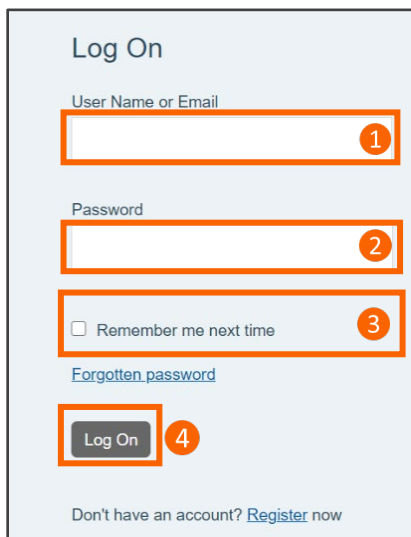
How to get started for court administrators

This reference guide provides a brief overview of what steps to take when you receive an invite to access a case in Thomson Reuters® Digital Evidence Center. It takes you through logging on to the system, finding your cases and inviting Judges and Magistrates to access a case.

Log On

From the Digital Evidence Center instance you need to use, select the **Log On** button located in the top right corner of the webpage. You will then be taken to the log on page:

1. **Username or Email** – type in your username or email address.
2. **Password** – type in your password.
3. **Remember me next time** – tick this box if you want your browser to remember your log on details.
4. **Log On** – click this button to log on to your account.

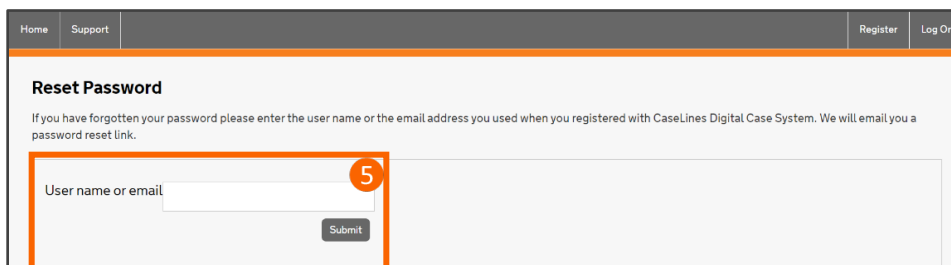


The screenshot shows the 'Log On' form with the following elements:

- 1. User Name or Email input field.
- 2. Password input field.
- 3. Remember me next time checkbox.
- 4. Log On button.

Additional elements include a 'Forgotten password' link and a 'Don't have an account? Register now' link.

5. If you have forgotten your password, click the **Forgotten password** link. Enter your username or email address and then click **Submit**. An email will be sent to you containing a link to reset your password.



The screenshot shows the 'Reset Password' page with the following elements:

- 5. User name or email input field.

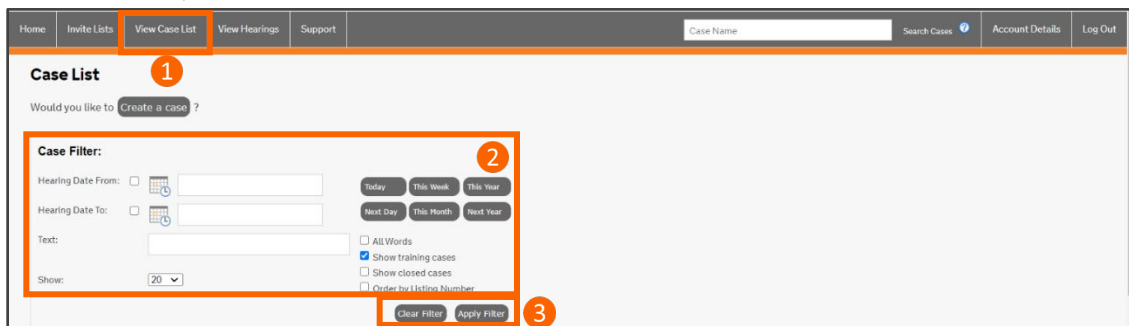
Additional elements include a 'Submit' button and a message: 'If you have forgotten your password please enter the user name or the email address you used when you registered with CaseLines Digital Case System. We will email you a password reset link.'

NOTE: If you have not registered yet on the system, select the **Register** button, located next to Log On.

Find a Case

Once a bundle is put together in the system, the case creating organization will send an invitation to **nominated court admin staff** to access the case. When you receive the invitation, you can log on to the system to access the case from your case list.

1. Ensure you are on the **View Case List** page. You will then automatically be presented with the case list containing all the cases that you have been invited to access.
2. If you want to find a specific case, you can use the **case filter** to filter on:
 - **Hearing Date**
 - **Case Name or Reference** (in the text field) – you can refine your search by clicking on **All Words**, so the filter will only return results that contain all of the words in your search term.
 - **Training and Closed cases** – any cases that have been created and flagged as training or marked as complete will only show up if you filter using these tick boxes.
 - **Listing Number** – this option allows you to sort your results by listing number if there is a value in this field
3. Once you have input your search terms, click **Apply Filter** to show your filtered cases. If you want to clear any search parameters, click on **Clear Filter**.



Your cases will show up on this screen with two options:

- **Review Evidence** – where you can examine the evidence.
- **Update Case** – primarily for making changes to the case if you have the appropriate case permissions.

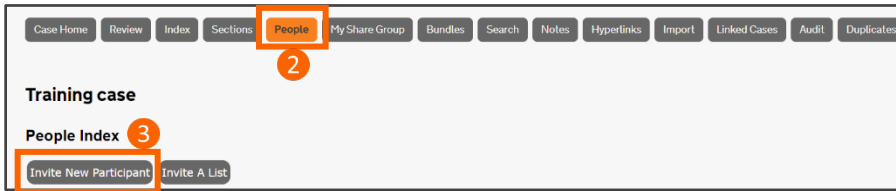
Name	Reference	Listing Number	Next Hearing Date	Last Updated	Created By	
* Demo case				December 29, 2020 06:48 AM	Netmaster Solutions Inc	Review Evidence Update Case
* Training demo	SH12345			November 17, 2020 06:46 AM	Netmaster Solutions Inc	Review Evidence Update Case

Invite Judges and Magistrates to a Case

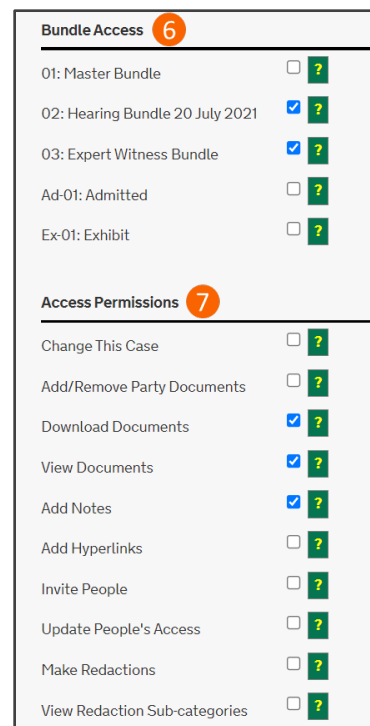
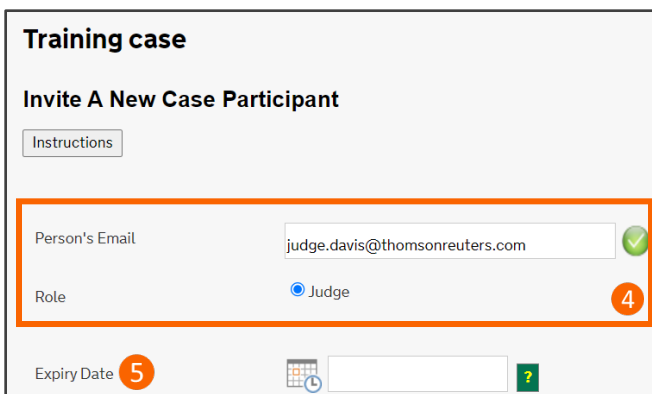
When you are invited into cases, you will be given the permission to invite users to a case. If a new Judge or a Magistrate is assigned to the hearing, you can issue an invitation to them without having to contact the case creating organization.

1. You need to first select the **Update Case** button next to the specific case.
2. Once you are taken to the update area for that case, select the **People** button.

- Then click **Invite New Participant**.



- Type in their email address. If the Judge or Magistrate are already registered on the system, then their role is assigned. If they have not registered yet, you will be presented with a list of available roles to choose from.
- Depending on the agreed protocol with the case creating organization, you can leave the **Expiry Date** field blank or select an expiry date as appropriate.
- Select which **bundle(s)** you want to give the Judge/Magistrate access to.
- Select the relevant **access permissions** to the case. You will only be able to grant access permissions that are less than, or equal to, your own permissions.



- Leave the **Send bundle update** notifications by Email box unchecked. This ensures that the Judge/Magistrate will not receive an email every time a document is added, updated or removed from the bundle.
- Check the **Send Advisory Invitation Email** box. This will send an email to the Judge/Magistrate to let them know they have been invited to the case. You will also be copied into that email, as a confirmation the invitation has been sent.
- Click the **Invite** button to send the invitation.

- If the Judge/Magistrate are not yet registered on the system, you will see their name listed under Open Invitations.

View Hearings

Another way of accessing cases is by clicking the **View Hearings** button. You will then be able to see:

- A list of the hearings starting from midnight for the current day for all cases to which you have access.
- Review – this will take you to the review workspace area of the case.
- Video Conference Link – this will take you to the virtual conference, the link is embedded in the button.

Case Name	Case Reference	Note	Date	Review Case	Go to Conference
Demo case		Hearing Day 1	May 19, 2021 01:00 PM (Eastern Daylight Time)	Review	
Training case	SZ1234	Preliminary Hearing	June 10, 2021 09:00 AM (Eastern Daylight Time)	Review	Video Conference Link

NOTE: Hearings are ordered chronologically. When you are removed from a case, the hearings associated with that case will no longer appear in the *Hearings* page.



SEE RELATED TRAINING RESOURCES

- How to register, log on and find a case [READ NOW](#)
- Welcome to CaseLines Digital Evidence Center [WATCH NOW](#)