



eDiscovery

for Defense Attorneys



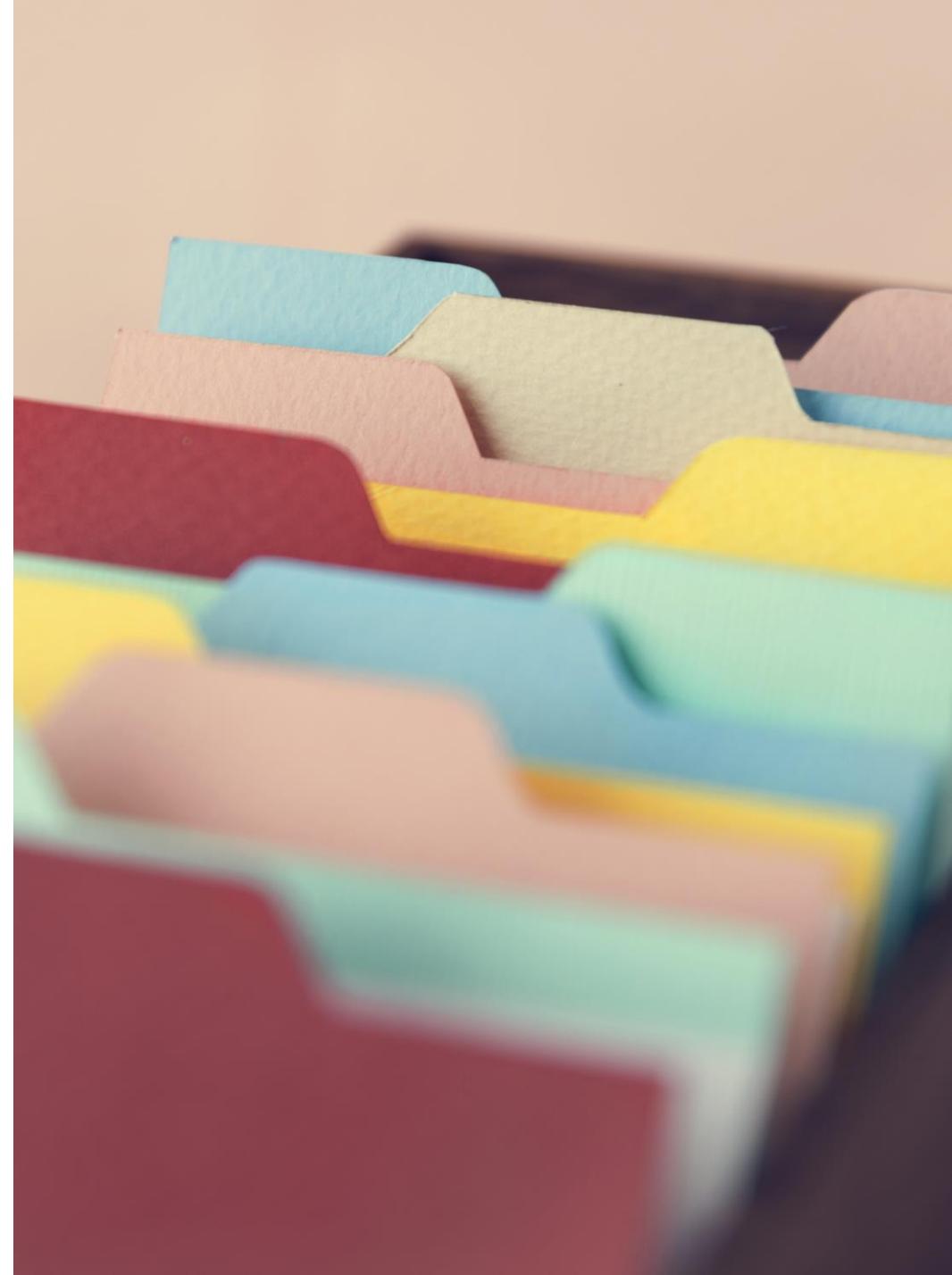
18th JUDICIAL CIRCUIT

A New Age of Discovery

We are constantly striving to find more efficient ways in which we can better serve our community partners. As technology continues to move forward, so does the Office of the State Attorney in the 18th Judicial Circuit in the state of Florida.

ANNOUNCING eDISCOVERY

Rapid growth in technology has paved a path to share discovery electronically. Beginning October 1, 2022, all defense attorneys will begin to receive all discovery, including digital media, via the CIP Portal.





OBTAINING DISCOVERY

How Do I Obtain Discovery?

Discovery can be requested by **contacting the office** of the Assistant State Attorney assigned to the case.

The office will need your **name, email address,** and **case number.**

BREVARD

2725 Judge Fran Jamieson Way
Building D
Viera, Florida 32940-6605
(321) 617-7510

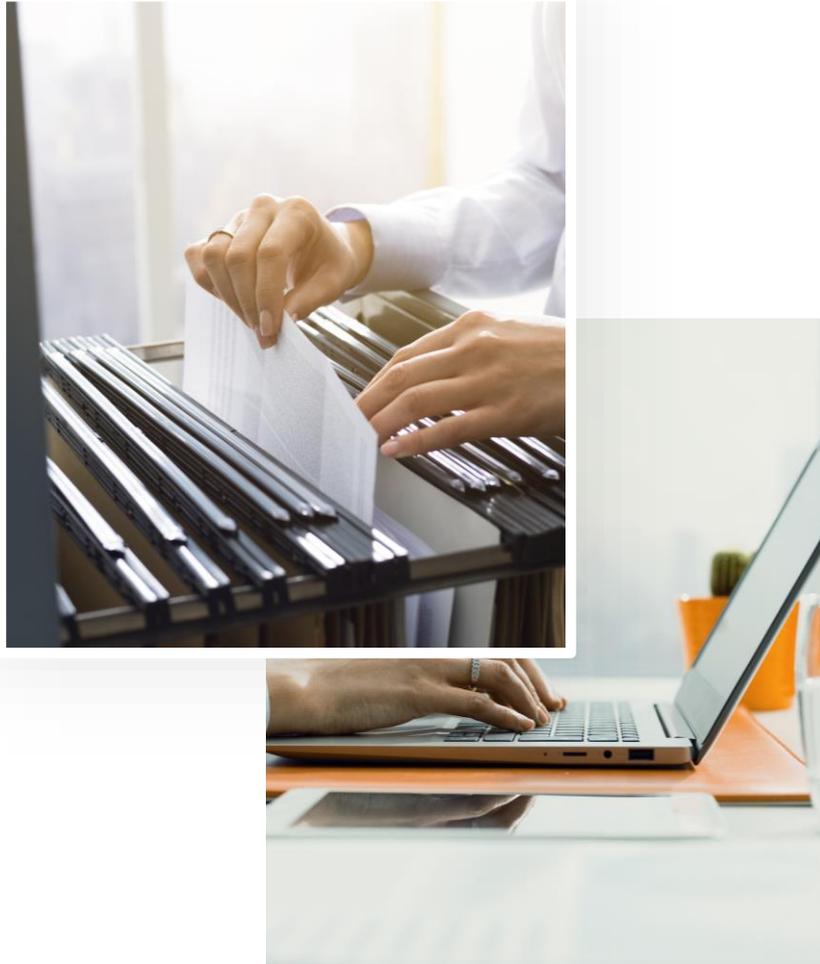
TITUSVILLE

North Brevard Government Center
400 South Street
Titusville, Florida 32780
(321) 617-7510

SEMINOLE

101 Eslinger Way
P.O. Box 8006
Sanford, Florida 32772-8006
(407) 665-6000





OBTAINING DISCOVERY

How Do Access the Files?

An email will be sent to the email address you provide to the office. It will contain a link to view or download the files. *(Please note, larger files may take longer to appear in the portal.)*

The files will only be available for thirty (30) days.

If you still need to access the files once the link expires after 30 days, you will need to request the discovery again. This is a constraint of the system.



The screenshot shows the 'Log in to CIP Portal' interface. It includes a form with fields for 'Email or Username:' and 'Password:', a 'Remember me' checkbox, and a blue 'Log in' button. Below the form is a yellow banner with a 'Create an account' link, and a 'I forgot my password' link. At the bottom, there is a reCAPTCHA 'I'm not a robot' checkbox and a version number 'v 1.39.1.0'.

Callout 1 (top left): If you have an existing account, log in here

Callout 2 (bottom left): Don't forget to check this box before selecting the blue Log in button

Callout 3 (right): If this is your first time using the portal, you will need to start here

HOW IT WORKS

The Login Screen

Once you click on the link in the email notification, you will be directed to a login screen.

If you already have an account associated with the email you provided, you can go ahead and log in.

If this is your first time visiting the portal, you will need to create a **free account**. Accounts help to secure the data being shared.

Remember to register or log in with the email address to which **the email was sent**.



Use your email address as your user name to make it easier to log in

New user registration

Username

You can choose any username you want as long it is available

Email

The email address above **must be the same one** the portal sent the notification to

Password

Confirm Password

Register

[← Go back to login page](#)

IMPORTANT

Supply the email address where the notification email was sent

HOW IT WORKS

New Registration

If you select to create a new account, complete the brief form.

However, ensure that you supply the email that you requested the discovery be sent to.

This will be the only email that works for this request.



New user registration

A confirmation email has been sent to [REDACTED]. Please follow its instructions to confirm your account.

[Send new confirmation link](#)

Didn't receive any email? [Click here](#)

[← Go back to login page](#)

HOW IT WORKS

New Registration

An email will be sent to confirm your new account.

Return to your email client or browser to select the link to confirm.



HOW IT WORKS

New Registration

The confirmation link will return you to the log in page.

Don't forget to check
this box before
selecting the
blue Log in button

Log in to CIP Portal

Email or Username:

Password:

Remember me

[➔ Log in](#)

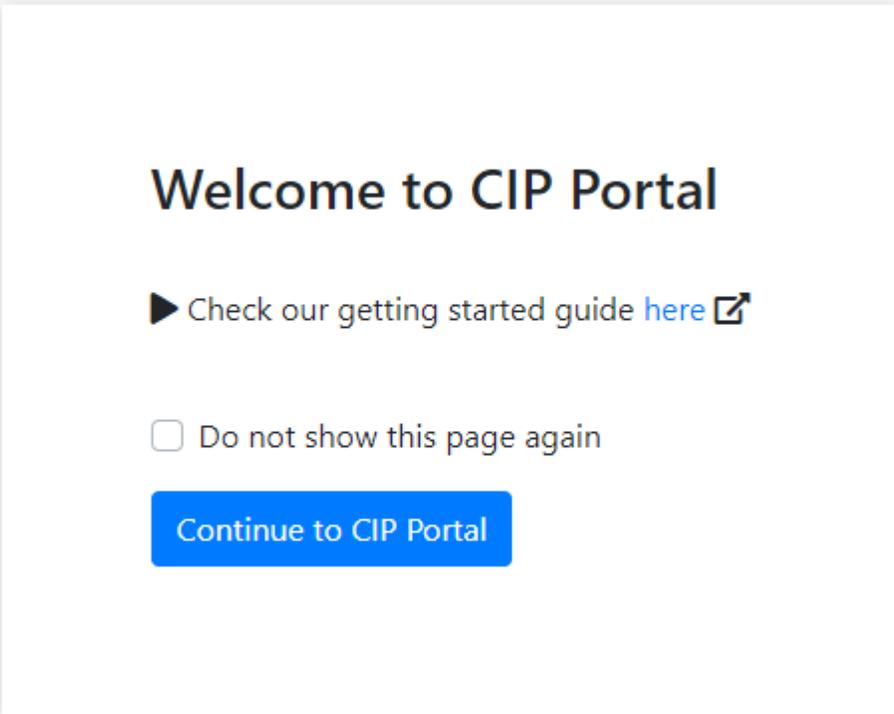
Received a new link and don't have an account ? [Create an account](#)

[I forgot my password](#)

I'm not a robot v 1.39.1.0

reCAPTCHA
Privacy - Terms

Be sure to check the "I'm not a robot" box **before** selecting the blue login button.



HOW IT WORKS

New Registration

Once you log in for the first time, you will see a message like this providing you a link to additional help information. *(Recommended)*

If you do not wish to see this each time, check the box **Do not show this page again**.



CIP Portal

Download files that are checked

Alert to unread files

Search by document, case, or defendant

Red font reminds you how long the file will remain available

Shows 25 entries

Case number	Defendant	Document	Received on	Size
051930CF07777AXXXXX	DUCK, DONALD ELMER	Discovery (.mp4)	2022/6/27 10:48 [Expires in 29 days]	80MB
051930CF07777AXXXXX	DUCK, DONALD	Discovery (.mp4)	2022/6/27 10:48	176MB

HOW IT WORKS

View and Download

The **Files** screen offers you a multitude of helpful functions

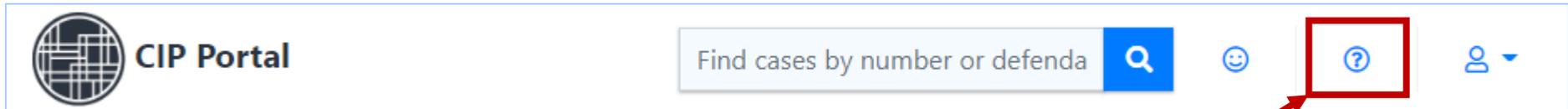
- Alert for files that have **not been downloaded**
- Alert for file **expiration**
- Indication of **file sizes**
- Ability to **download** one or all
- Ability to **search** or **filter** results



HELP

Additional Help

The Portal has a section for Help. Simply select the  question icon.





HELP

Troubleshooting

You must log into the Portal with the **email address to which the files were shared**. This is a security measure that cannot be bypassed.

Discovery shared that is still within the 30-day window as described above and **cannot be reshared to the same recipient's email address** again within that window.

It is possible that if you have **not received the email**, the email may have gone to the **Junk** or **Spam** folder.

A **large number of files** may take a long time to transfer to the portal. If you need to check on the progress of a file, please contact our office.

