



# Sending Files

to the State Attorney



18<sup>th</sup> JUDICIAL CIRCUIT

# Sending Files to the State Attorney's Office

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 18<sup>th</sup> Judicial Circuit in the state of Florida.

## SECURE FILE TRANSFER

At times, there may be a need to send sensitive information regarding a specific case to the State Attorney's Office. For those instances, we have a way for you to send the files securely.





18<sup>th</sup> JUDICIAL CIRCUIT

# How Do I Send a Digital File?

Start 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

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## TITUSVILLE

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

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## SEMINOLE

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





18<sup>th</sup> JUDICIAL CIRCUIT

# How Does this Work?

Once the Office initiates the request, an email will be sent to the email address you provided. It will contain a link to a form and include brief instructions on your next steps.

The first step will be to create a free account on the CIP Portal. You will only need to do this once.

After you create your account, you will upload your files and submit the form.



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 is a reCAPTCHA 'I'm not a robot' checkbox. Three red callout boxes provide instructions: one points to the email field, one points to the 'Log in' button, and one points to the 'Create an account' link.

If you have an existing account, log in here

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

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 link 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](#)

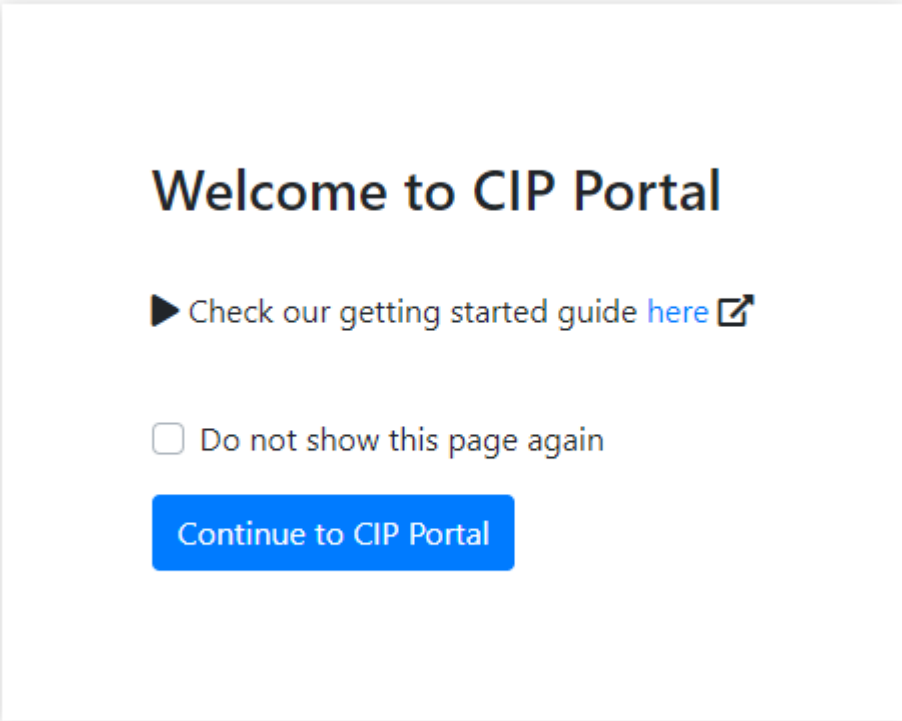
[I forgot my password](#)

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.



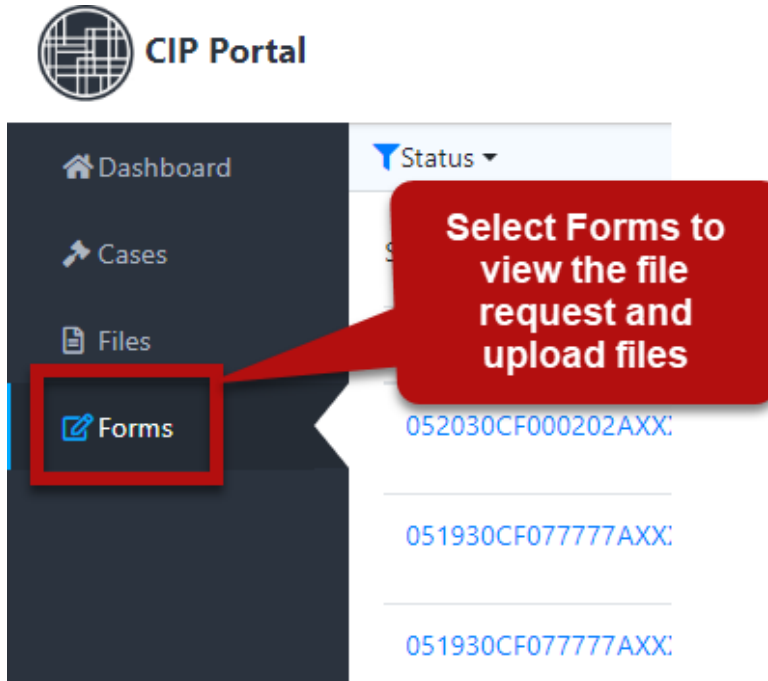


HOW IT WORKS

# 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**.




## HOW IT WORKS

# Viewing the Form

Once you are logged in, select **Forms** from the left side of the dashboard

- The form is where you will upload your file(s)
- You can also include additional information with your files (*optional*)




 Finish & Submit

## State Attorney's Office 18th Judicial Circuit - Brevard

 State Attorney's Office 18th Judicial Circuit - Brevard


 PMANLEY@SA18.ORG

 321-617-7510

We thank you for taking the time to share your digital files with the State Attorney's Office. Please upload your files and feel free to include any additional information you would like the staff assigned to this case to receive.

To begin, select any of the blue text inside the box below or simply drag and drop your files onto the box below.

Multiple file types  
are accepted in  
addition to these

 Drop files here to upload

Allowed file extensions: .pdf,.bmp,.jpg,.jpeg,.png

Additional Information

You can include  
additional information  
if you would like to  
(optional)

Please include any additional information you wish to share with the staff assigned to this case.

Please be sure to select the "Finish & Submit" button near the top of this page when you are ready to send your files.


### HOW IT WORKS

# Uploading Files

You are able to drag and drop files onto the first box on the screen. You can also simply click the blue text to browse for the files you would like to upload.

- Please note, the file types listed are only examples. You should be able to send us most file types



 Finish & Submit

Select Finish & Submit. An alert will ask you to confirm. Select Submit Form

Submit form

Do you want to submit the **File Request** form ? Once submitted you won't be able to make any changes.

Cancel

Submit Form

## HOW IT WORKS

# Submitting


Once you have uploaded the files and any additional information, just select the **Finish & Submit** button at the top of the page.

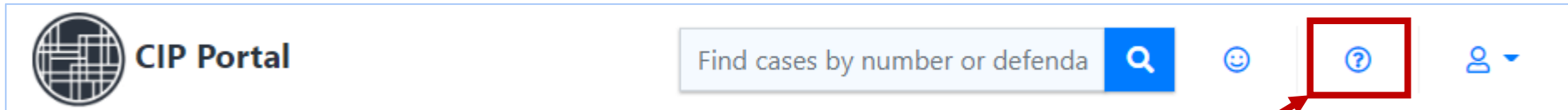
- An alert will display to confirm that you would like to submit. Select **Submit Form**.
- The files will be scanned then forwarded to the Office.



## HELP

# Need 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 request was sent**. This is a security measure that cannot be bypassed.

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 receipt of a file, please contact our office.

