

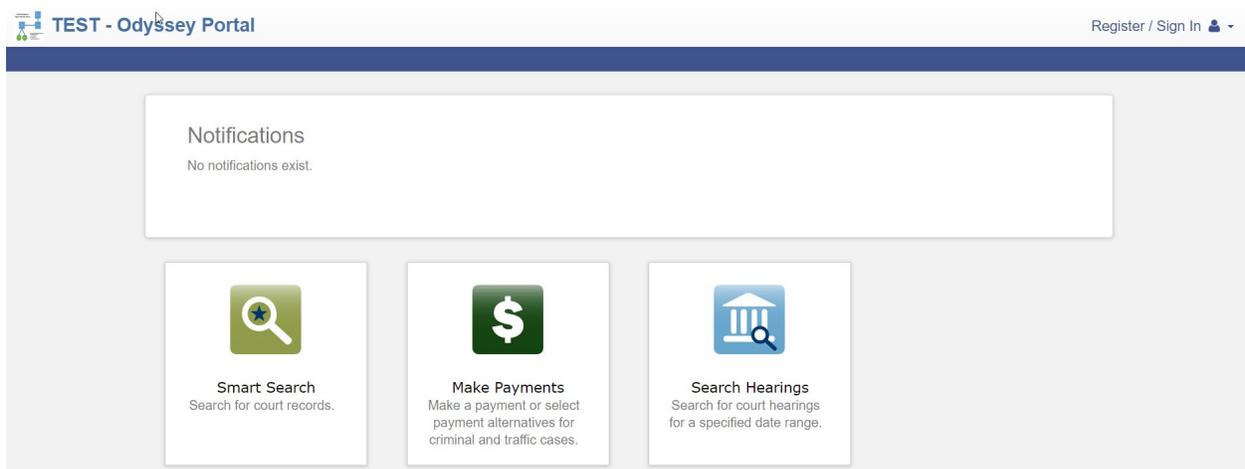
# Attorney Access to Portal to view and retrieve Discovery Items

## GENERAL INFORMATION

There are several levels of access available through the Polk TX Portal. These include:

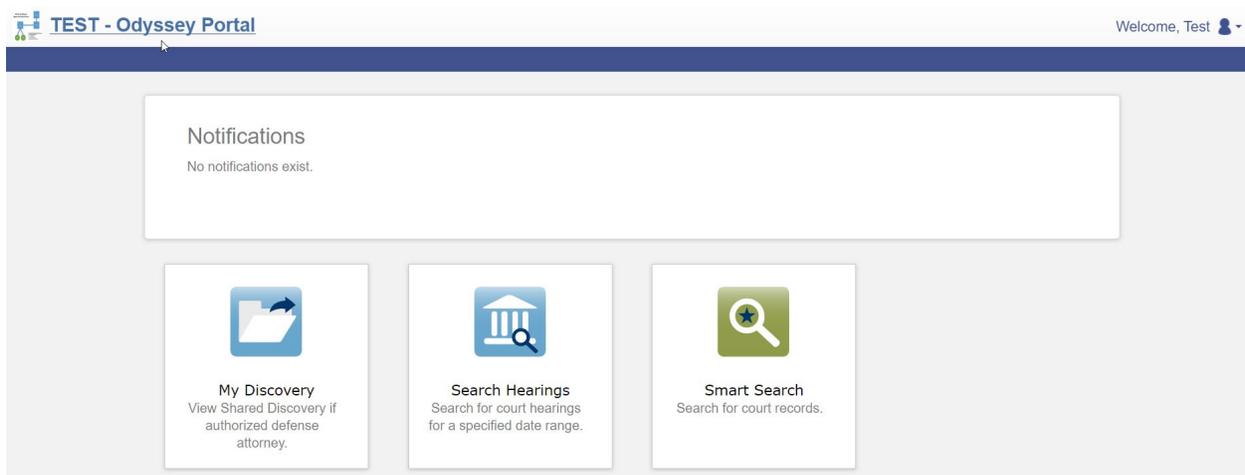
- Anonymous (General Public Access)
- Registered (General Public Access)
- Attorney (Attorney information provided on Court Cases)

For the general public, they will be presented with the following screen which limits access to Court Case information (Limited by access rights as to the type and level of security on that case)



For Attorney's involved in cases where the District Attorney's Office is prosecuting. You will need to have "ATTORNEY" level access to view the information.

Once you have been given this access and you sign in you will be presented with the following screen. Additional Features will become available in the future:



# Attorney Access to Portal to view and retrieve Discovery Items

By clicking on the My Discovery Button, you will be directed to a screen which will display all active cases which you have been identified as an attorney and have been provided documents by the District Attorney as part of the Discovery process.

TEST - Odyssey Portal Welcome, Test

### My Discovery

| Defendant Name                            | New Items | Shared With    |
|---|-----------|----------------|
| <a href="#">RITCHEY, KRISTIN NICOLE</a>   | 2         | Attorney, Test |
| <a href="#">STREET, LILLIE MAE HUGHES</a> | 2         | Attorney, Test |

10 Items per page 1 - 2 of 2 Items

By selecting of the Defendants, you will be taken to a screen which provides basic information plus documents which you can view

# Attorney Access to Portal to view and retrieve Discovery Items

The screenshot displays the TEST - Odyssey Portal interface. At the top left is the logo and text "TEST - Odyssey Portal". At the top right is the user greeting "Welcome, Test" with a user icon. The main content area is divided into three sections:

- Defendant Information:** A white box containing the following details:
  - Defendant: RITCHEY, KRISTIN NICOLE
  - DOB: 02/24/1995
  - Driver's License: TX-37899381
  - Address: 340 E HIGHLAND, LIVINGSTON, TX 77351
  - Shared With Attorney: Attorney, Test
- Charge Information:** A white box containing a table with the following data:

| Charges                         | Off Date   | Arrest Date | Case Number |
|---------------------------------|------------|-------------|-------------|
| 1. MAN/DEL CS PG 1 >= 4G < 200G | 01/06/2021 | 1/5/2021    |             |
- Electronic Discovery:** A white box containing a table with the following data:

| Date       | Type                       | Name                     | Action                         |
|------------|----------------------------|--------------------------|--------------------------------|
| 01/25/2021 | Secured Attorney Docume... | OFFENSE REPORT NO DVD... | <a href="#">View Discovery</a> |
| 01/25/2021 | Secured Attorney Docume... | SUPPLEMENT BY A.MCCRA... | <a href="#">View Discovery</a> |

On the right side of the page, there is a vertical navigation menu with the following items: "View Audit Log", "Defendant Information" (highlighted), "Charge Information", "Electronic Discovery", and "Back to top".

By selecting “View Discovery” the identified document will be downloaded to your computer in a PDF format.

Also by selecting the “View Audit Log” (Upper Right), a screen is displayed identifying all documents that were “Shared” and the Date and Time they were “Viewed” on the Portal:

# Attorney Access to Portal to view and retrieve Discovery Items

## eDiscovery Audit Log

Defendant

RITCHEY, KRISTIN

Prosecuting Attorney

Attorney, Test (Bar #: 999999)

Control #

F210024

## Electronic Discovery

Name

OFFENSE REPORT NO DVD OR CD

Type

Secured Attorney Document (Departmental)

Timestamp

06/18/2021 9:20 AM

06/11/2021 11:02 AM

Status

Item Viewed in Portal

Item Shared

Shared With

Attorney, Test

Attorney, Test

Name

SUPPLEMENT BY A.MCCRACKEN

Type

Secured Attorney Document (Departmental)

Timestamp

06/11/2021 11:02 AM

Status

Item Shared

Shared With

Attorney, Test



# Attorney Access to Portal to view and retrieve Discovery Items

**The following information identifies how you may signup for Portal MyDiscovery Access, and general maintenance and help points.**

## REGISTERING FOR A PORTAL USER ACCOUNT

User must register for a user account and access to be able to use Portal.

To register for a Portal user account:

1. On the Portal home page, click the Register / Sign In drop-down list, and select Register.
2. Complete the fields. **(Please make sure you fill in all fields to avoid issues later on.)**
3. Click Next.

## SIGNING INTO PORTAL

To sign into Portal using a registered log in and password:

1. On the Portal home page, click the Register / Sign In drop-down list, and select Sign In.
2. Complete the fields.
3. Click Sign In.

If you have forgotten your password, click [Forgot Password?](#) to receive a password reset email.

Maintaining Your Portal User Profile Information

## TO EDIT YOUR PROFILE INFORMATION:

1. Click the user menu drop-down list and select Profile.
2. Modify the details in any fields displayed.
3. Click Update Account to save your changes.

## CHANGING YOUR PORTAL PASSWORD

To change your password:

1. Click the user menu drop-down list, and select Profile.
2. Click Change Password.
3. Complete the fields displayed on the Change Password page.
4. Click Change Password.

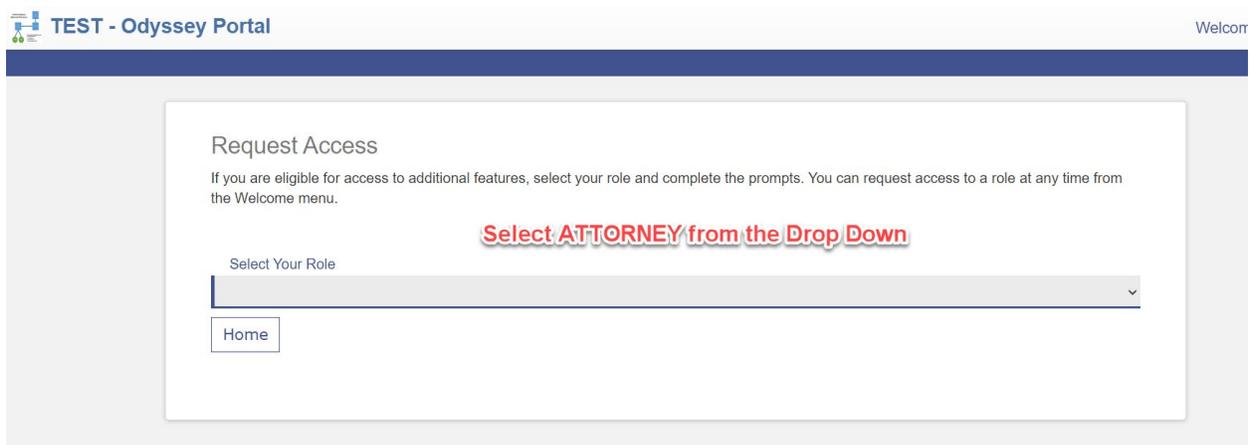
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## REQUESTING ACCESS FOR A SPECIFIC ROLE

A Portal user can request additional access rights by requesting access to a specific role

To request access:

1. Click the user menu drop-down list, and select Request Access.
2. From the drop-down list, select a role.
3. Complete any additional fields displayed.
4. Click Submit.



TEST - Odyssey Portal Welcom

### Request Access

If you are eligible for access to additional features, select your role and complete the prompts. You can request access to a role at any time from the Welcome menu.

**Select ATTORNEY from the Drop Down**

Select Your Role

Home

You will receive an email confirming or denying your request.