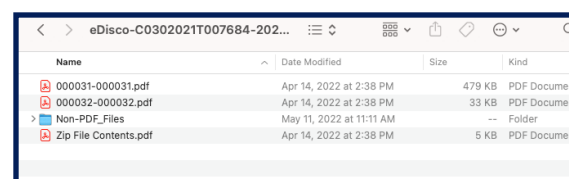
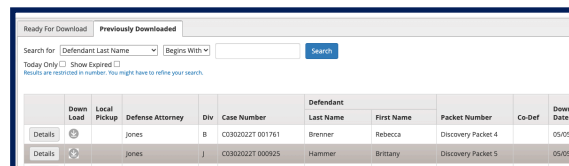
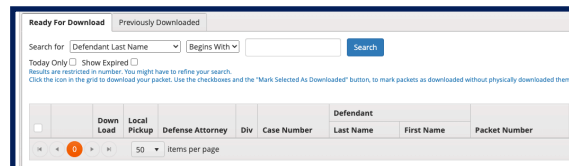


This is just a quick instructional guide on what to do with an eDiscovery email from Tracy. eDiscovery is the platform through which the State provides discovery for our criminal cases. Tracy will forward these emails to you and will expect you to know what to do next. Follow the steps below to see how to keep that process ticking along! You can also watch this guide here: joneslawcolorado.com/dashboard

Steps to Follow

- Click the link in the email, and log in to the website that opens in Chrome.
- When the dashboard opens it will show you yet-to-be-downloaded batches of docs.
- If you ever want to go back in and download an old discovery packet, click previously downloaded.
- Once you've downloaded the files upload them to MyCase & print them out & place them in the client's physical file.
- That's that! Good job!



Concluding Thoughts

Important note: there will often be video or audio files, just upload those to mycase. There may also be an email file. You have to open this on a windows computer and then once you have use the link in the email to download additional discovery from a second site. This only happens when the State has a very large file to turn over.