

Multnomah County District Attorney Instructions for eDiscovery for Defense

With the implementation of our case management system PROSECUTORbyKarpel (PbK), the Multnomah County District Attorney's Office (MCDA) will transition to the PbK eDiscovery module to provide discovery electronically. This process should allow us to provide discovery much faster than providing it in printed format or on disk, and it will eliminate the need for you to scan discovery for electronic storage.

We can set up multiple email addresses (e.g., attorney and staff) if you prefer to have someone else in your office process the discovery. However, as you are the responsible attorney, you will always be copied on the discovery email. Please let us know if you want the discovery email sent to an additional email address for your office.

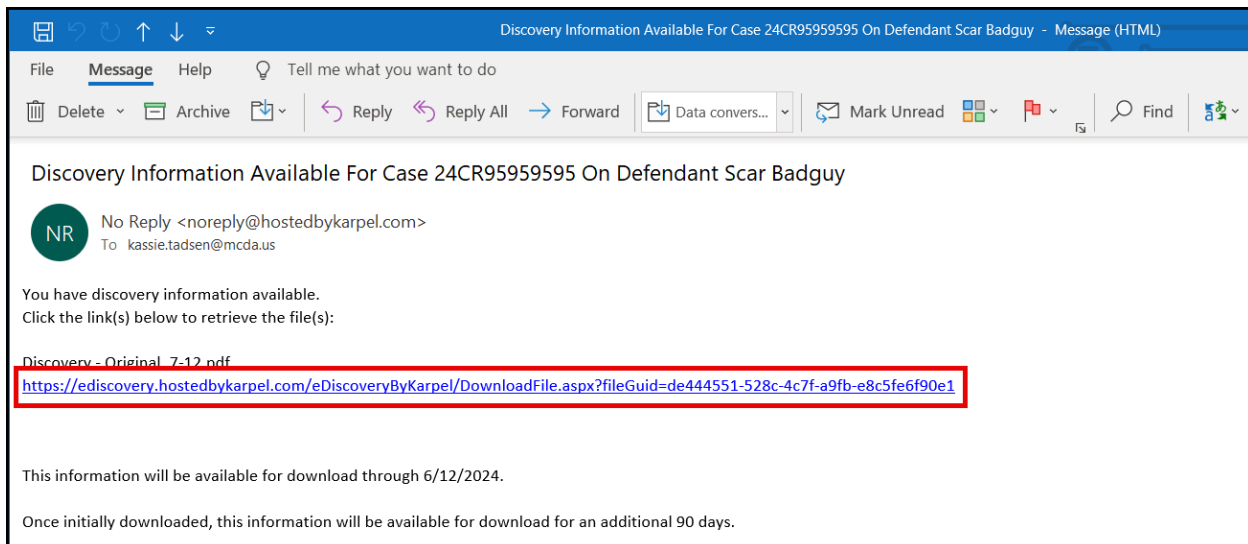
When we have discovery for you on a case, our staff will create PDF file(s) of the printable discovery and send the PDFs and other files, such as audio or video files, to the discovery server hosted by our vendor in Microsoft's secure AzureGov cloud storage.

Our system will then indicate that the discovery was sent, along with the date sent to you.

You will receive a NO REPLY email from the system (not from the staff at MCDA), indicating that there is eDiscovery available for you. The email will include the defendant's name and court number. There will be a LINK for each file that you can click to open or download the file.

You will want to make sure that you flag this email address as an approved sender in your email application or that your email server accepts emails from the address:

noreply@hostedbykarpel.com



When you click a link, a download screen from your browser will open.

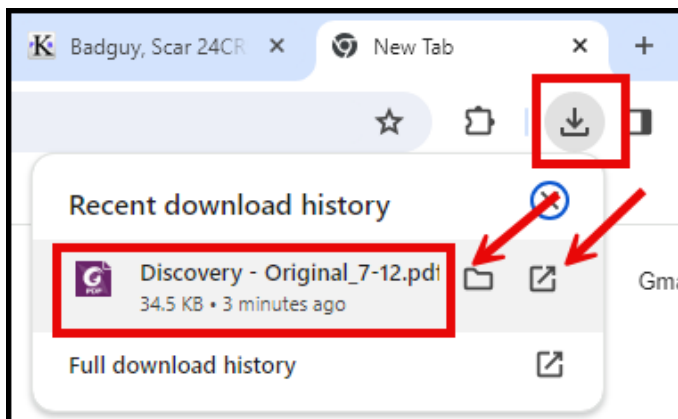
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NOTE: We ask that you **DOWNLOAD AND SAVE** the discovery, and not just print it. This will ensure that you have the discovery in electronic format for future use because the file(s) will only be available for download from the discovery server for a designated amount of time.

NOTE: Your download screen may look different depending on what you are using as your default Web browser, see examples below for Google Chrome, Microsoft Edge, and Mozilla Firefox. You may need to work with your IT staff to ensure that your browser is configured to allow you to download from the Internet.

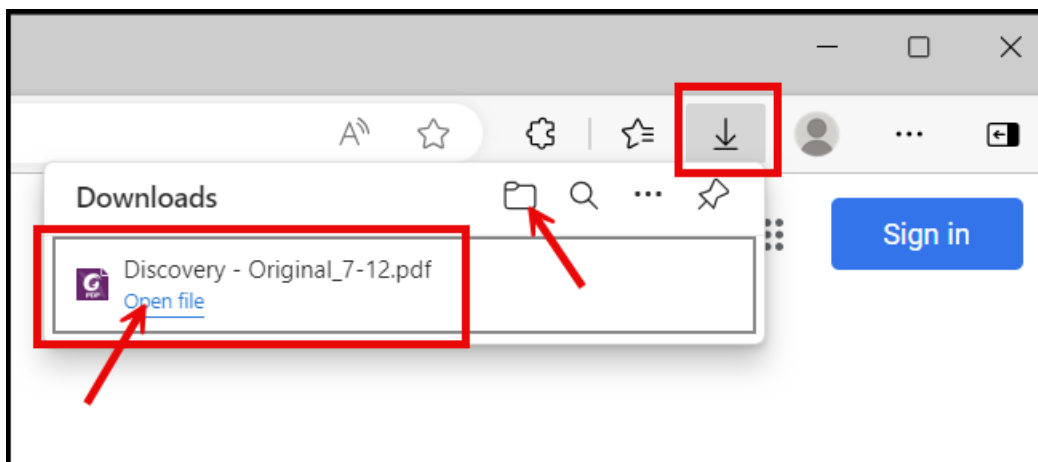
Google Chrome Download Screens:

The file will appear in the corner of the screen as it downloads. Click the Download button to access the file, hover over the file name where you can then click the folder icon to open the folder where the file is located, or the Open icon to open the file.



Microsoft Edge Download Screen:

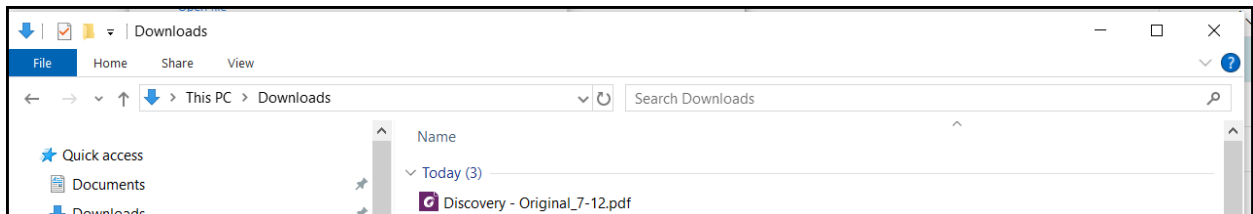
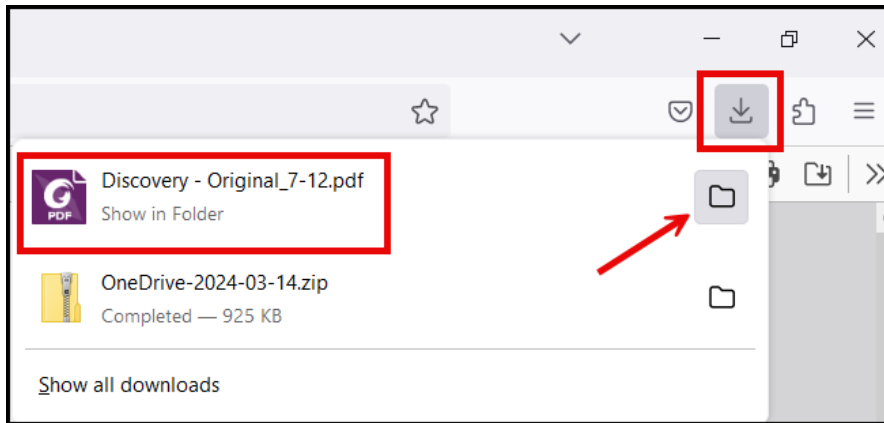
Click the download icon to see the file, then click the Open Folder icon or Open File link.



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Firefox Download Screen:

The file will appear in the corner of the screen as it downloads. Click the folder icon to open the file location or the file name to open the file.



Once you or your staff have opened or downloaded the file, our system will indicate that you have downloaded it.

Name	Sent	Size
Discovery - Digital_00001.ZIP		2,602 KB
Discovery - Original_7-12_00001.pdf		34 KB
Discovery - Original_7-12.pdf	03-14-2024	34 KB
Test for disco.docx		

File Downloaded on 03-14-2024 at 07:33 PM (Test, Defense)

Some other useful things to know:

- The files will be available on the discovery server for **TBD days** after they are sent, after which the files and will no longer be available, and the links in the email will not work.
- Once the recipients have opened or downloaded the files, they will remain on the server for and additional **TBD days**, after which they will no longer be available, and the links in the email will not work. (You can request that we send the files again.)

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- We will be able to send audio and video files via eDiscovery, there is no size limit. However, the larger the file, the longer it will take to download it. Download time will be impacted by the speed of your Internet connection.
- Any disks we receive from police agencies that contain proprietary media files (e.g., surveillance video with built-in players) or large numbers of files (e.g., the contents of a cell phone) may still be provided to you on disk as before.