

# **InfoShare eDiscovery Portal Registration** Guide

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www.infoshare.com

#### 1. REGISTRATION:

Open a browser window on your computer and insert the URL:

# https://www.njediscovery.com.

It should take you to this internet home page:

t View Favorites Tools Help 2 ▼ ⊡ ∰ ▼ Page▼ Safety▼ Tools▼		
_		
	() eDiscQvery	
	login email	
	Login tegister	

The registration process begins by clicking the **Register** link on the homepage.

2. The registration process requires the user to agree to the below user agreement.

#### (ALL USERS MUST READ AND AGREE TO THE FOLLOWING USER AGREEMENT IN ORDER TO COMPLY WITH THE REQUIREMENT OF INFORMATION SECURITY AWARENESS TRAINING BEFORE PROCEEDING FURTHER.)

- 1. All authorized personnel who have access to criminal justice information (CJI) or manage CJI systems are required to receive biennial security awareness training.
  - a. The initial training shall be required prior to accessing any CJI on this site.
  - b. Documentation of security awareness training must be maintained by the agency sponsoring this site.
  - c. For further information refer to the Federal Bureau of Investigation (FBI) Criminal Justice Information System (CJIS) Security Policy Section 5.2: Policy Area 2: Security Awareness Training.
- The FBI CJIS Security Policy provides the minimum level of security requirements determined acceptable for the transmission, processing, dissemination and storage of Criminal Justice Information (CJI).
  - a. CJI is the abstract term used to refer to all of the FBI CJIS provided data necessary for law enforcement agencies to perform their mission and enforce the laws, including, but not limited to: biometric, identity, biographic, property, and case/incident history data.
  - b. The intent of the CJIS Security Policy is to ensure the protection of the above CJI until such time as the information is either released to the public, for example, crime report data, or is purged or destroyed in accordance with applicable statutes.
- CJI must be properly handled throughout its life cycle whether at rest or in transit. CJI may only be disseminated to authorized recipients. CJI must be marked or identified as such and viewed only by those persons authorized to do so.
  - CJI must be shielded from the intentional or unintentional view of non-authorized personnel.
  - b. Improper access, dissemination, handling, or use of CJI is serious and may result in administrative sanctions including, but not limited to, termination of services, civil penalties, and state or federal criminal penalties.

4.	Access to and use of Criminal History Record Information (CHRI), commonly known as "Rap Sheets" is for authorized purposes only, including investigation, arrest, or criminal justice employment. It is not to be used for licensing purposes.
	<ul> <li>a. Dissemination is authorized if the other agency or party is an authorized recipient.</li> <li>b. All CHRI must be afforded maximum security. It is intended for use by authorized criminal iustice agencies for criminal iustice purposes.</li> </ul>
	c. New Jersey Computerized Criminal History (NJCCH) can only be accessed for a criminal justice purpose: Investigation, arrest, criminal justice employment. It is not to be used for firearms permit investigations.
	<ul> <li>Interstate Identification Index (III) can only be accessed for a criminal justice purpose: investigation, arrest, criminal justice employment, and firearms permit investigations.</li> </ul>
5.	Utilizing publicly accessible computers to access, process, store or transmit CJI is prohibited. Publicly accessible computers include but are not limited to: hotel business center computers, convention center computers, public library computers, public kiosk computers, etc. a. For further information refer to the FBI CJIS Security Policy Section 5.5: Policy Area 5: Access Control.
6.	According to the Office of New Jersey Info Security, no personal devices are permitted to attach to any New Jersey network. This does not include access to this site for the purpose of the authorized down loading of discovery materials.
	a. Users must be aware of the potential risk of opening E-mail attachments from unknown sources (virus, malicious code, computer security incident)
	<ul> <li>b. Users must be aware of the potential risk of social engineering: The act of manipulating people to perform actions or divulging confidential information. Prior to releasing any CJI, the identity of the requestor and their right to receive the information must be verified.</li> </ul>
l agre	e to abide by the above User Agreement when accessing and handing CJI through this site.
🖾 I ag	ree to the above Terms of Use policy
	Click to Proceed with Registration

This user agreement is designed to insure that the user understands the significant of the confidentiality of some of the records posted on the site. The language closely tracks the New Jersey State Police Criminal Justice Information Systems basic user agreement for access to the NCIC client based Criminal History record System.

Users of the eDiscovery Portal must agree to the terms of the user agreement before proceeding with registration. Checking the box will cause the blue "Click to proceed with Registration" button to become active. The user should click the button.

I agree to abide by th	e above User Agreement when accessing and handing CJI through this	site.
I agree to the abov	e Terms of Use policy	
	Click to Proceed with Registration	

3. Personal/Business information.

Portal registration calls for the user to supply a couple different kinds of information. Basic personal information is added first.

ersonal Information		
* Login Email		
* Password		
* Confirm password		
* First Name		
* Last Name		
Middle Name		
Suffix Name	~	
Occupation/Title		
* Law Firm Name		
* Attorney Identification		

#### a. We recommend you use your office email. This will be your username.

- b. Passwords should be letters and numbers only. The password re-set policy is at the discretion of the county system administrator.
- c. Your firm name and Attorney ID number are required, as well as an email address and a cell phone to receive authentication codes for login.
- 4. Contact Information is necessary for confirmation of registration and for dual authentication<sup>i</sup>.

Contact Information		
Street Name		
Apt/Bldg/Suite		
City		
State		
Postal Code		
* Receive Confirmation Code By	EMAIL	
* Confirmation Code		Request Confirmation Code
	Please click the Request Confirmati	ion Code button to receive the confirmation code.
Office Phone		
Fax Number		
Comments or Additional		
Information		

It is recommended that initially the user chooses email as the method of receiving the confirmation code.

<sup>i</sup> Dual Authentication is an industry standard security requirement that may be initiated in the future to add an extra layer of security to the site. It is not currently in use.

5. Set up your security questions.

Security Questions	
* Question 1	•
* Answer 1	
* Question 2	•
* Answer 2	

Users should choose the security question that it is easiest for them to remember the answer to.

6. Choose an anti-spoofing icon, and verify that you are not a robot.



7. To complete the process, click the green **Sign Up** button.



Your request for an account will be processed by the Prosecutor's Office and you will be notified via email when your account has been approved and you can log in.

7.1 If dual authentication has been activated for your user account, you will be asked to complete the dual authentication process whenever you log in.

() eDiscQvery					
* Confirmation Code:	Ieft 3 seconds         Send to 609-820-****           Please click the Request Confirmation Code button to receive the confirmation code.         Image: Confirmation code button to receive the confirmation code.				
* Verification Code:	Get a new code				
	Continue				

7.2 When you receive the code you enter it in the Confirmation Code box and then fill out the Verification Code.

	() eDiscQvery					
* Confirmation Code:	356295	Request Confirmation Code				
* Verification Code:	Please click the Request Confirm	x Find Get a new code				
	Conti	nue				

After you click Continue, you will be taken to your homepage.

8. Requesting Access to a New Case.

Once an attorney is a registered user of the Portal, they can request access to new cases through the portal. The user starts by signing on to the portal, and clicking on Add New Case Request from the home page.

( <b>))</b> eDiscQve	ry Joshua Ottenberg 👻 Logout
eDISCOVERY	Cog. News HelpDesk
	MY INBOX SUMMARY
Main Add New Case Request	Attorney Pending Case Requests * Approved Case Requests * Rejected Case Requests * Received Discoveries
My Case Search My Discovery Search	PORTAL NEWS
My Document Search	Registration Guide @ 20150302_CC_eDiscovery_Portal_Intro_GuNo limit
Add New Help Desk	ide.pdf Registration Quick Guide Posted by SUPER, USER on 03/12/2015

The user then adds as much accurate information as they have about the new case.

	Add New Case Request			Home Joshua Ottenberg 👻 Logo	rt
	ENTRY OF APPEARANCE				
	County (Req.)	( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( )			
	Case Number Type (Req.)				
MEN	Case Number (Req.)				
μ	Client Last Name (Req.)				
	Client First Name (Req.)				
	Client Middle Name				
	Client Suffix Name				
	Bail Status				
	Note			*	
		1500 characters left			
	Submit		Clear	Beck	

When the user clicks the Submit button, the request will be sent off to an inbox on the court side and at the Prosecutor's Office for review. A user can view the status of their request by looking in the inboxes on their homepage.

( <b>))</b> eDiscQve	ery	Joshua Ottenberg 💌 Logout
eDISCOVERY	Logs News HelpDesk	
	MY INBOX SUMMARY	
0 Main	Attorney	
Add New Case Request	= My Active Cases	Pending Case Requests      Approved Case Requests      Rejected Case Requests     Received Discoveries
My Case Search My Discovery Search	PORTAL NEWS	
My Document Search Add New Help Desk	Registration Guide	covery_Portal_Intro_GuNo Limit Posted by SUPER, USER

When a Request is rejected because there is not enough information to match the attorney to the case, the rejected case inbox has a "Re-Send" link that allows the user to add more detail.

My Rejected Case Request Home Joshua Ottenberg - Logout							
# Case Number Type	# Case Number	E Client Name	I Records 1 - 1 Displayed Page Si	re: 30 🔹 🕨	N Reject Note	1 K.Send I Agency	
PG N	1566666	BADENOV, BORIS	NOT SURE OF THE SPELLING OF THE LAST NAME.	12/07/2015	NAME DOES NOT MATCH. Cannot find this defen	nt. <u>Re-Send</u> C MDEN	

Once a Request has been accepted, the available discovery package will be added to the user's Active Case list.

( <b>)</b> eDiscQ	very		Joshua Ottenberg 👻 Logout
eDISCOVERY Favorite Main	•		
Add New Case Request My Case Search My Discovery Search	***	My Active Case     Pending Case Requests     Requests	Rejected Case Requests     Received Discoveries
My Document Search Add New Help Desk	C + +	PORTAL NEWS Registration Guide 20150302_CC_eDiscovery_Portal_Intro_Gu No Limit Ide off	

### **10. REGISTERING RELATED CLERICAL SUPPORT STAFF.**

Attorneys are able to register their clerical support under their own registration. This is done by clicking on their name on the home page, and then the Office Staffs link under it.

Or tetas:         deterministration         Security           File:         Lat:         Vine:         Facultion:         Teta           Sp:         -:         Sp:         Sp:		
<b>({)</b> eDiscQver	y	Joshua Ottenberg 👻 Logout
eDISCOVERY -	Logs News HelpDrok	Office Staffs Password
_	MY INBOX SUMMARY	
Main Add New Case Request	Attorney = My Active Cases = Pending Case Requests = Approved Case Requests = R	lejected Case Requests   • Received Discoveries
My Case Search My Discovery Search	PORTAL NEWS	

This will open a page showing the staff that has already been added and allowing the addition of new staff.

Office Staff List			Home Joshua Ottenberg 👻 Logout
Login ID	Name	O Records 0 - 0 Displayed Page Size: 30 -> >> >> >> >> >> >> >> >>> >>>>>>>>>>	21 🗶 🥕
MANJ		No record found. Add	

To add new staff, simply click the add button and add the relevant details.

Add Office Staff			
Personal Information			
Login Email (Req.)	Plea	ase input the right login ema	il format.
Password (Req.)			
Confirm Password (Req.)			
irst Name (Req.)		Last Name (Req.)	
Aiddle Name		Suffix	•
Occupation/Title			
Contact Information			
itreet Name			
Apt/Bldg/Suite :			
itate	•	City	

By creating a user name and password for a member of their support staff, a registered attorney accepts responsibility for the support staff's conduct on the site. The support staff's registration is associated with the Attorney Id number of the registered attorney.

## HELP DESK ASSISTANCE:

ATLANTIC COUNTY				
eDiscovery Portal URL <u>https://njediscovery.com</u>				
	Name	Telephone #	Email Address	
Primary Contact	Damari Solis	609-909-7816	solis d@acpo.org	
Secondary Contact	Sherry Meyers	609-909-7836	Meyers_s@acpo.org	

BURLINGTON COUNTY				
eDiscovery Portal URL <u>https://njediscovery.com</u>				
	Name	Telephone #	Email Address	
Primary Contact	Sherri Riddell	609-265-5887	sriddell@co.burlington.nj.us	
Secondary Contact	Kristy Fenimore	609-265-5606 <u>kf</u>	fenimore@co.burlington.nj.us	

CAMDEN COUNTY				
eDiscovery Portal URL <u>https://ediscovery.infoshare.com</u>				
	Name	Telephone #	Email Address	
Primary Contact	Jenifer Kastrava	856-225-8554	kastravaj@ccprosecutor.org	
Secondary Contact	Rebekka Whritenour	856-365-2024	whritenourr@ccprosecutor.org	

CAPE MAY COUNTY				
eDiscovery Portal URL <u>https://ediscovery.cmcpros.net</u>				
	Name	Telephone #	Email Address	
Primary Contact	Linda McGann	609-465-1135	lmcgann@cmcpros.net	

CUMBERLAND COUNTY			
eDiscovery Portal URL <u>http://edis.ccpo.co.cumberland.nj.us</u>			
	Name	Telephone #	Email Address
Primary Contact	Pam Reed	856-453-0486	pamelare@co.cumberland.nj.us
Secondary Contact	Jasmin Calderon	856-453-0486	jasminro@co.cumberland.nj.us

GLOUCESTER COUNTY			
eDiscovery Portal URL <u>https://njediscovery.com</u>			
	Name	Telephone #	Email Address
Primary Contact	Bonnie Hoffman	856-384-5535	bhoffman@co.gloucester.nj.us
Secondary Contact	Daniel Bruynell	856-384-5556	dbruynell@co.gloucester.nj.us

MERCER COUNTY				
eDiscovery Portal URL	https://njediscovery	.com		
	Name	Telephone #	Email Address	
Primary Contact	Rachel Markley	609-989-6351	rmarkley@mercercounty.org	
Secondary Contact	Erin Haggins	609-989-6351	ehaggins@mercercounty.org	

MIDDLESEX COUNTY				
eDiscovery Portal URL <u>https://njediscovery.com</u>				
	Name	Telephone #	Email Address	
Primary Contact	Sara Luckus	732-745-8433	sara.luckus@co.middlesex.nj.us	

MONMOUTH COUNTY								
eDiscovery Portal URL <u>https://ediscovery.mcponj.org</u>								
	Name	Telephone #	Email Address					
Primary Contact	Toiya Dixon	732-431-7160, ext.5050	tdixon@mcponj.org					

OCEAN COUNTY							
eDiscovery Portal URL <u>https://njediscovery.com</u>							
	Name	Telephone #	Email Address				
Primary Contact	Mandy Goodman	732-929-2027	mgoodman@co.ocean.nj.us				
Secondary Contact	Nancy Piarulli	732-929-2027	npiarulli@co.ocean.nj.us				

PASSAIC COUNTY								
eDiscovery Portal URL <u>https://ediscovery.pcponj.org</u>								
	Name	Telephone #	Email Address					
Primary Contact	Rolla Zindaki	973-837-7613	RZindaki@passaiccountynj.org					
Secondary Contact	Erica Rosado	973-881-4806	erosado@passaiccountynj.org					

	SALE	CM COUNTY	<b>C</b>					
eDiscovery Portal URL <u>https://njediscovery.com</u>								
	Name	Telephone #	Email Address					
Primary Contact	Holly Bradway	856-935-7510 ext.8503	holly.bradway@salemcountynj.gov					
Secondary Contact	Geoffrey Gleason	856-935-7510 ext.8638	geoffrey.gleasson@salemcountynj.gov					
Alternate Contact	Julia Harris	856-935-7510 ext.8334	julia.harris@salemcountynj.gov					

#### **12. ADMINISTRATIVE ISSUES:**

#### How to Save and Open a Downloaded Package.

When you downloaded the package, you probably saw something like this:

Dent News MCALLY, JUSTIN E Discovery List	It is good to save to a specific folder because if you do not the package may get deleted when you close your		
Dissevery # Clevel None 28000222 MONALLY, 315	browser.	Magana Da 01/30/2015	Described Package

If you click Open to open the file, you will see the content of the zip file.

+ 🖪	Jos	h Otter era > AnnData > Local > Mi	osoft + Windows + INetCac	the # IE # 43/WC1U2	<ul> <li>Discovery20</li> </ul>	0170131_16008570_170	00562_LOVE		
	_	Name	Type	Compressed size	Password	Size	Ratio	Date modified	
Quick access		BILLEORDISCOVERY	Adobe Acrobat Document	52 KB	No	55	09 6%	1/31/2017 403 PM	
Desktop	*		Adobe Arrobat Document	6.88	No.	4	08 14%	1/31/2017 A-03 PM	
Downloads	*	FINAL INDICTMENT	Adobe Acrobat Document	50 KB	No	56	(B 12%	1/31/2017 4:03 PM	
Documents	$\mathcal{X}$	SRAND JURY INDICTMENT STD	Adobe Acrobat Document	51 KB	No	52	CB 4%	1/31/2017 4:03 PM	
Pictures	+	Rap Sheet	Adobe Acrobat Document	2,887 KB	No	3,835	8 25%	1/31/2017 4:03 PM	
Bail reform		T Reports	Adobe Acrobat Document	1,861 KB	No	1,973	08 6%	1/31/2017 4:03 PM	

After you open the file, you must EXTRACT and save. Click the EXTRACT link and save to a file. Most browsers are set to automatically delete unsaved files when the browser is closed.

The files have a standardized name which includes the date, last name of the defendant and the PG number.

CII + CII + AppOuts + Local +	Microsoft + Windows + Temperary Int	ternet Files + Content 25 + 6002	28012 • Discovery2019	1122_16000297	MCHALLY		_	· 4y Search D	threy20100122_36000297
Organize Estract all files					-		_		in • 11 6
		Туре	Compressed size	Passendia	See		-	Current V	Name of file
Location of file.	ST REPORT (BACK)	Adobe Acrobat Document	27 KB	No		4738	44%	1/22/2016 5	
	ST REPORT (FRONT)	Adobe Acrobat Document	134 KB	No		243.63	21%	1/22/2016 5	
E Desktop	SELFORDESCOVERY	Adobe Acrobat Document	54 KB	No		58.40	6%	3/22/2016 5:50	PM
	COMPLAINT WARRANT	Adobe Acrobet Document	114 100	No		129 83	12%	1/22/2016 5/49	PM
The Statement	With a sufficient	A REAL PROPERTY AND INCOME.		21.0		1100	to be	a lot could be at	

You can search any of those data elements on your computer by using the universal search, and find the file.