CSI TECHNOLOGY GROUP

Premier Software Solutions for eGovernment

InfoShare eDiscovery Portal Registration Guide

Prepared By:
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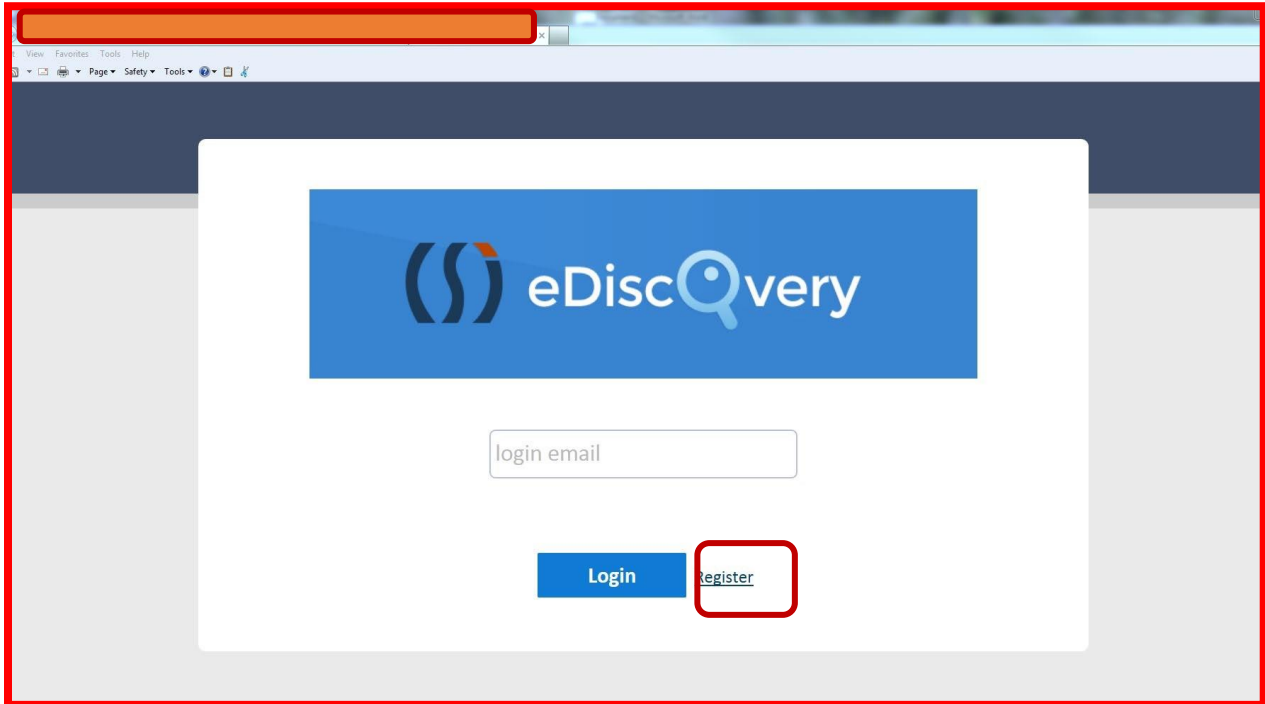
CSI Technology Group
330   Mac Lane, Keasbey, N.J.   08832

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:

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.

2. 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.

3. 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.
   a. 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.
   a. Dissemination is authorized if the other agency or party is an authorized recipient.
   b. All CHRI must be afforded maximum security. It is intended for use by authorized criminal justice agencies for criminal justice purposes.
   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.
   d. Interstate Identification Index (III) can only be accessed for a criminal justice purpose: investigation, arrest, criminal justice employment, and firearms permit investigations.

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).
   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.

I agree to abide by the above User Agreement when accessing and handing CJI through this site.

☐ I agree 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 the above User Agreement when accessing and handing CJI through this site.

☑ I agree to the above 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.

Personal Information

* Login Email	
* Password	
* Confirm password	
* First Name	
* Last Name	
Middle Name	
Suffix Name	▾
Occupation/Title	
* Law Firm Name	
* Attorney Identification Number	

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[i].

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 Confirmation 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.

[i] 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.

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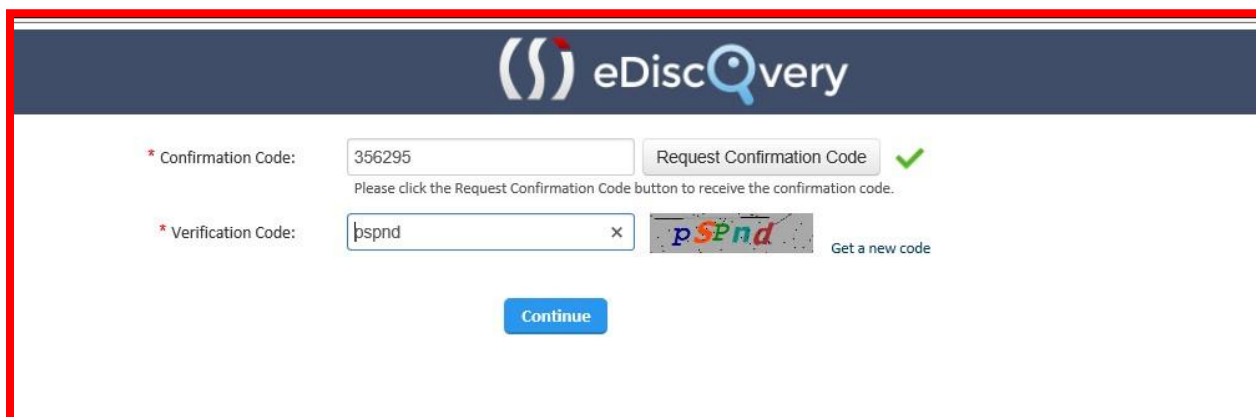
7. To complete the process, click the green **Sign Up** button.

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.

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

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.
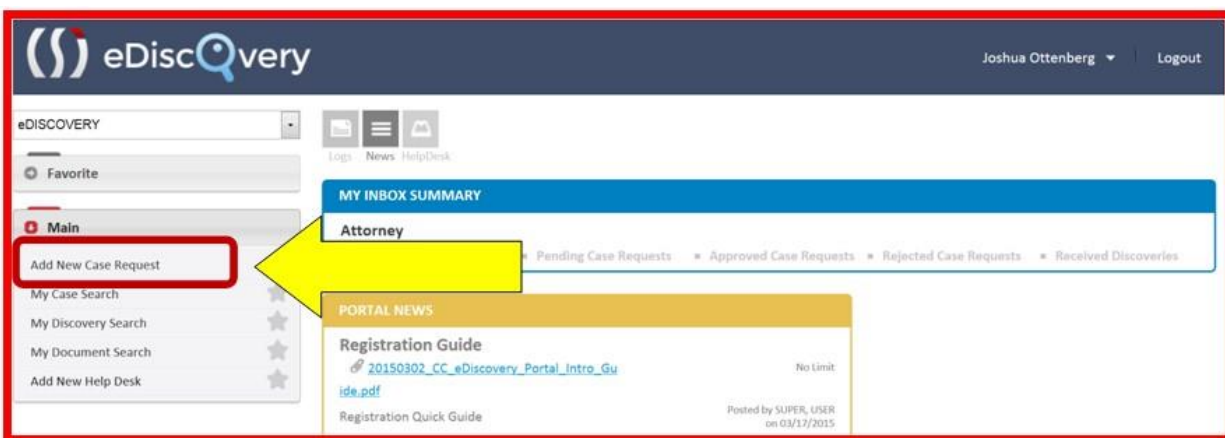
The user then adds as much accurate information as they have about the new case.
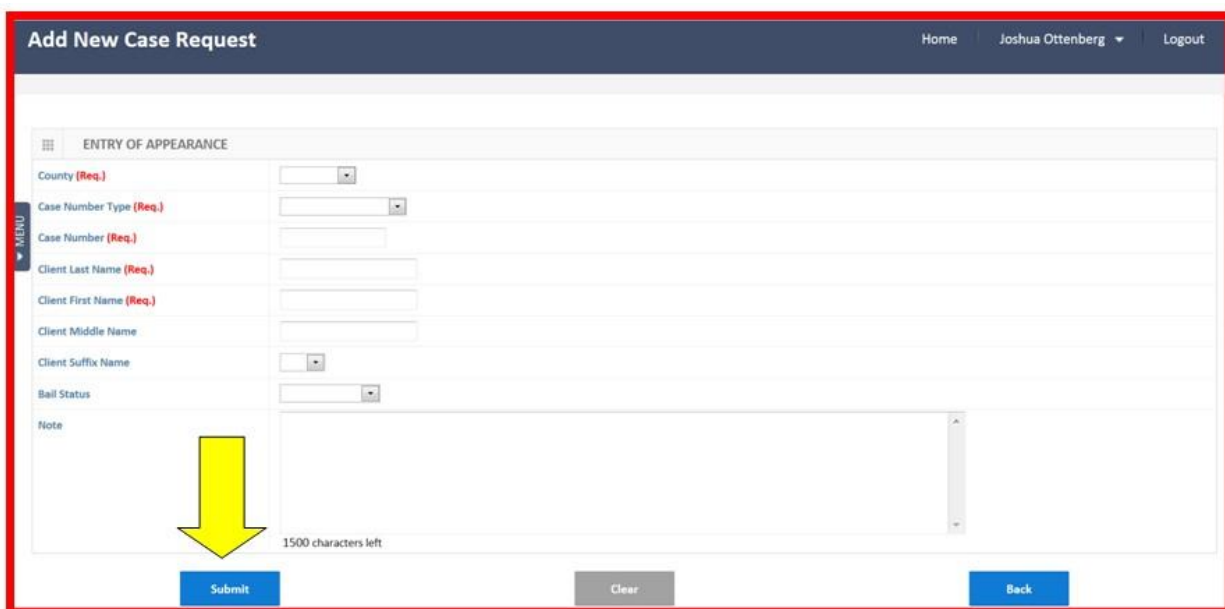
When the user clicks the Submit button, the request will be sent off to an inbox on the court side and at the Prosecutor's Office for review. A user can view the status of their request by looking in the inboxes on their homepage.
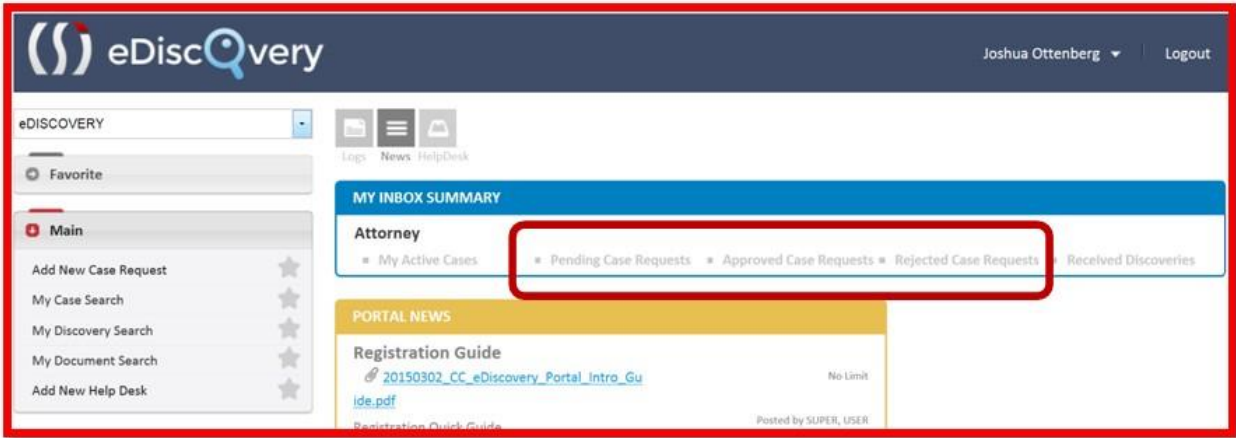
When a Request is rejected because there is not enough information to match the attorney to the case, the rejected case inbox has a "Re-Send" link that allows the user to add more detail.
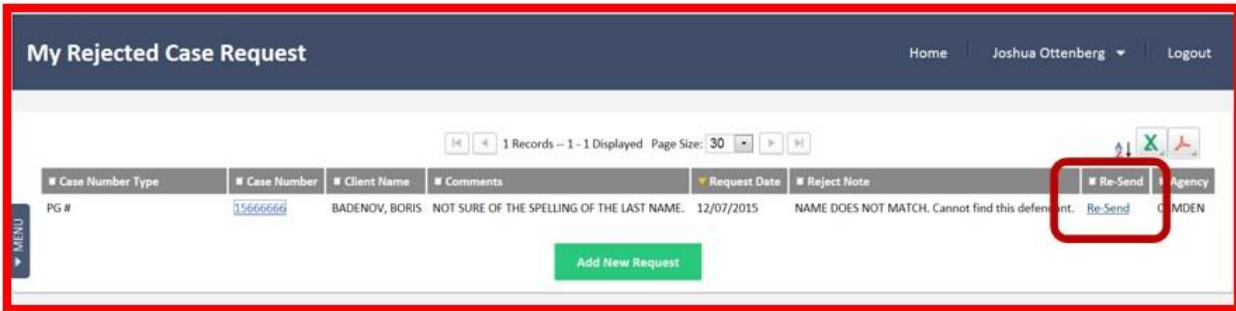
Once a Request has been accepted, the available discovery package will be added to the user's Active Case list.

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.
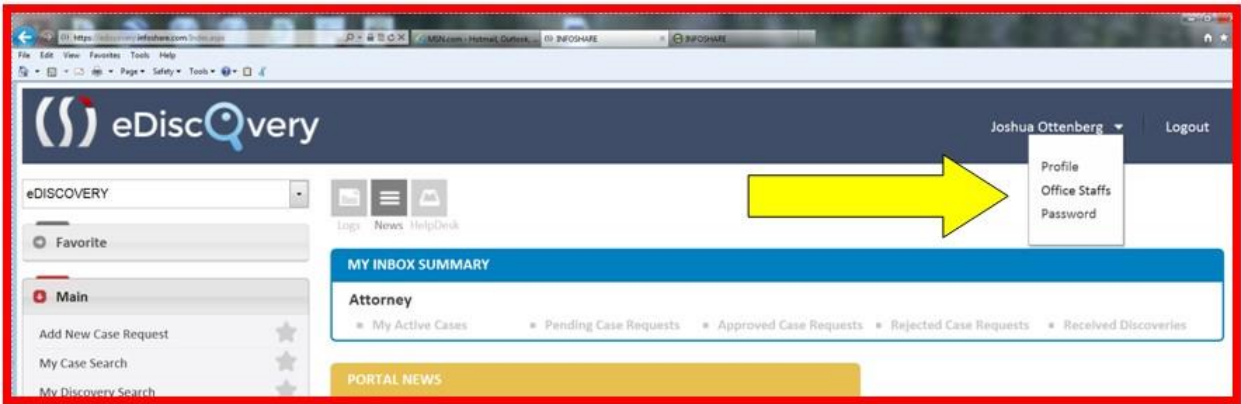
This will open a page showing the staff that has already been added and allowing the addition of new staff.
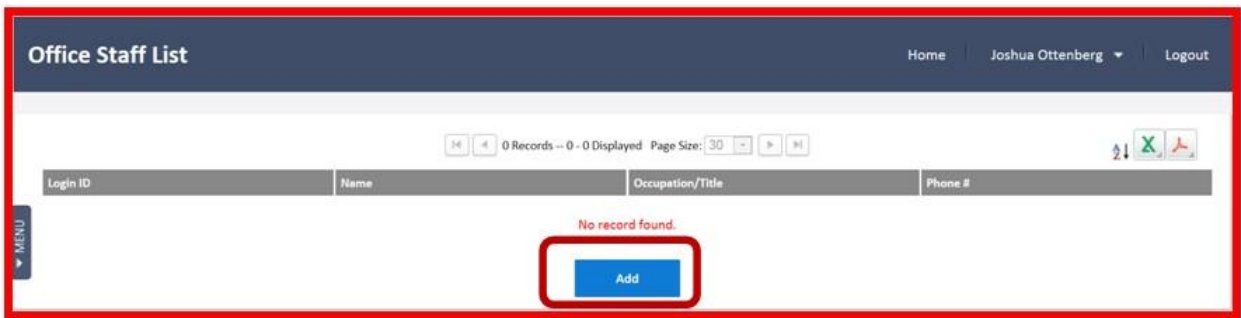
To add new staff, simply click the add button and add the relevant details.

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.

11. HELP DESK ASSISTANCE:

ATLANTIC COUNTY		
eDiscovery Portal URL	https://njediscovery.com	
	Name Telephone # Email Address	
Email Contact		acpoediscsupt@acpo.org

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

CAMDEN COUNTY

	Name	Telephone #	Email Address
eDiscovery Portal URL	https://ediscovery.infoshare.com		
Primary Contact	Jenifer Kastrava	856-225-8554	kastravaj@ccprosecutor.org

CAPE MAY COUNTY

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

CUMBERLAND COUNTY

	Name	Telephone #	Email Address
eDiscovery Portal URL	http://edis.ccpo.co.cumberland.nj.us		
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

	Name	Telephone #	Email Address
eDiscovery Portal URL	https://njediscovery.com		
Primary Contact	Shannon Eden	856-384-5511	seden@co.gloucester.nj.us

HUNTERDON COUNTY

	Name	Telephone #	Email Address
eDiscovery Portal URL	https://njediscovery.com		
Primary Contact	Anna Alicandro	908-788-1129	aalicandro@co.hunterdon.nj.us
Primary Contact	Michelle Masciola	908-788-1138	mverish@co.hunterdon.nj.us
Primary Contact	Gail Bowen	908-806-5175	gbowen@co.hunterdon.nj.us

MERCER COUNTY

eDiscovery Portal URL	https://njediscovery.com		
	Name	Telephone #	Email Address
Primary Contact	Karen Christie	609-989-6351	kchristie@mercercounty.org
Primary Contact	Pamela Dowdell-Roberson	609-989-6063	pdowdell@mercercounty.org

MIDDLESEX COUNTY

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

MONMOUTH COUNTY

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

OCEAN COUNTY

eDiscovery Portal URL	https://njediscovery.com		
	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	https://ediscovery.pcponj.org		
	Name	Telephone #	Email Address
Primary Contact	Jessica Rosado	973-881-3159	
Primary Contact	Erica Rosado	973-881-4806	erosado@passaiccountynj.org

SALEM COUNTY			
eDiscovery Portal URL	https://njediscovery.com		
	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

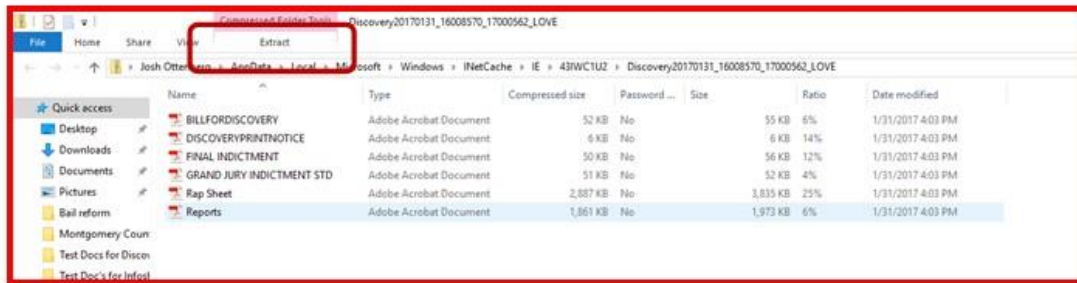| SOMERSET COUNTY			
eDiscovery Portal URL	https://njediscovery.com		
	Name	Telephone #	Email Address
Primary Contact	Suzanne Musto		smusto@co.somerset.nj.us
Secondary Contact	Melissa Krawz		krawz@co.somerset.nj.us

12. ADMINISTRATIVE ISSUES:

How to Save and Open a Downloaded Package.

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

It is good to save to a specific folder because if you do not the package may get deleted when you close your browser.

Client Name
MCNALLY, JUSTIN E

Discovery List

Discovery #	Client Name		Request Date	
16000297	MCNALLY, JUST		01/20/2016	Download Package

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Do you want to open or save **Discovery20160122_16000297_MCNALLY.zip** (132 MB) from **ediscovery.infoshare.com**?   Open   Save

Save
Save as
Save and open

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

Discovery20170131_16008570_17000562_LOVE

File   Home   Share   View   Extract

Josh Otter... > AppData > Local > Microsoft > Windows > INetCache > IE > 43IWC1U2 > Discovery20170131_16008570_17000562_LOVE

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
BILLFORDISCOVERY	Adobe Acrobat Document	52 KB	No	55 KB	6%	1/31/2017 4:03 PM
DISCOVERYPRINTNOTICE	Adobe Acrobat Document	6 KB	No	6 KB	14%	1/31/2017 4:03 PM
FINAL INDICTMENT	Adobe Acrobat Document	50 KB	No	56 KB	12%	1/31/2017 4:03 PM
GRAND JURY INDICTMENT STD	Adobe Acrobat Document	51 KB	No	52 KB	4%	1/31/2017 4:03 PM
Rap Sheet	Adobe Acrobat Document	2,887 KB	No	3,835 KB	25%	1/31/2017 4:03 PM
Reports	Adobe Acrobat Document	1,861 KB	No	1,973 KB	6%	1/31/2017 4:03 PM

Quick access
Desktop
Downloads
Documents
Pictures
Bail reform
Montgomery Coun
Test Docs for Discov
Test Doc's for Infos

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.

CSI > AppData > Local > Microsoft > Windows > Temporary Internet Files > Content.IE5 > 8IOZRO1Z > Discovery20160122_16000297_MCNALLY

Organize   Extract all files

Location of file.   Name of file.

	Type	Compressed size	Password ...	Size		
...ST REPORT (BACK)	Adobe Acrobat Document	27 KB	No	47 KB	44%	1/22/2016
...ST REPORT (FRONT)	Adobe Acrobat Document	194 KB	No	243 KB	21%	1/22/2016
BILLFORDISCOVERY	Adobe Acrobat Document	34 KB	No	38 KB	6%	1/22/2016 5:50 PM
COMPLAINT WARRANT	Adobe Acrobat Document	114 KB	No	129 KB	12%	1/22/2016 5:49 PM

Desktop

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