

Contents

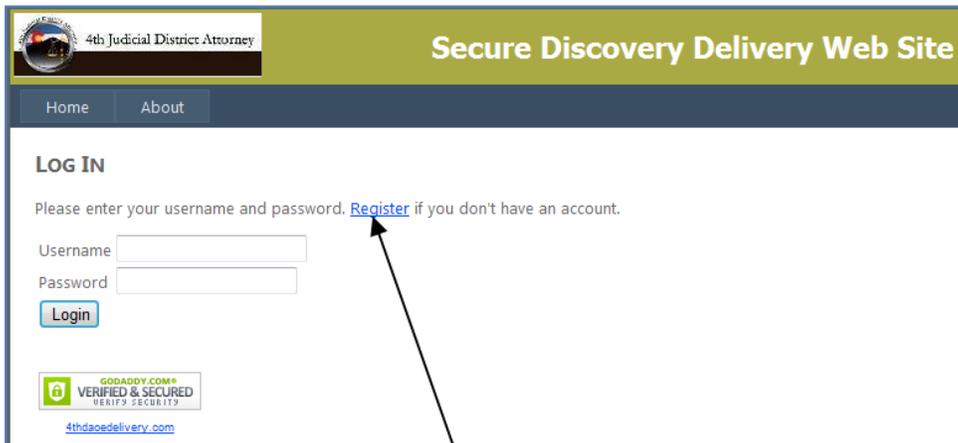
Quickstart Guide for 4 th Judicial DA Discovery eDelivery System	1
Registration	1
Requesting Electronic Delivery of Discovery	4
Credit Card Payments	5
Downloading Discovery Files	6
Internet Explorer 10 Issues	7
Self-Extracting Executable Discovery Files	9
Windows Security Warnings	10
For Mac Users	11
Acknowledging Discovery Receipt	12
Emailed Zip files and Downloading WinZip	14

Quickstart Guide for 4th Judicial DA Discovery eDelivery System

Note: If Any Site is Unresponsive Follow the Instructions Under "Internet Explorer 10 Issues".

Registration

1. For best results, use Internet Explorer V.8 or later.
Navigate to site: <https://www.4thdaoedelivery.com/>
2. Select "Register":



3. Enter your personal information, noting the required fields:

The screenshot shows a web form titled "Secure Discovery Delivery Web Site" for the "4th Judicial District Attorney". The form includes a navigation bar with "Home" and "About" links. A note states "* Marked Fields are Mandatory". The form fields are: First Name*, Last Name*, Email*, Address* (with a scroll bar), City*, State* (a dropdown menu currently showing "CO"), ZIP code*, Attorney License Number*, Contact Number* (with a blue note: "Contact number should be of the format nnn-xxx-xxxx"), Company Name, User Name, Password*, and Reenter password*. A "Submit" button is located at the bottom left of the form area.

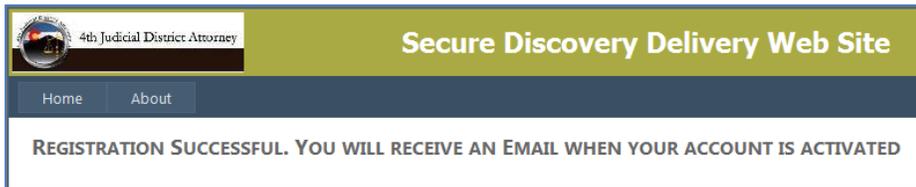
4. Select "Submit" when done. Note that your user id is a combination of your last name and your Attorney License Number and can not be changed. You need to remember this and the password you entered to access the download site later.

* Marked Fields are Mandatory

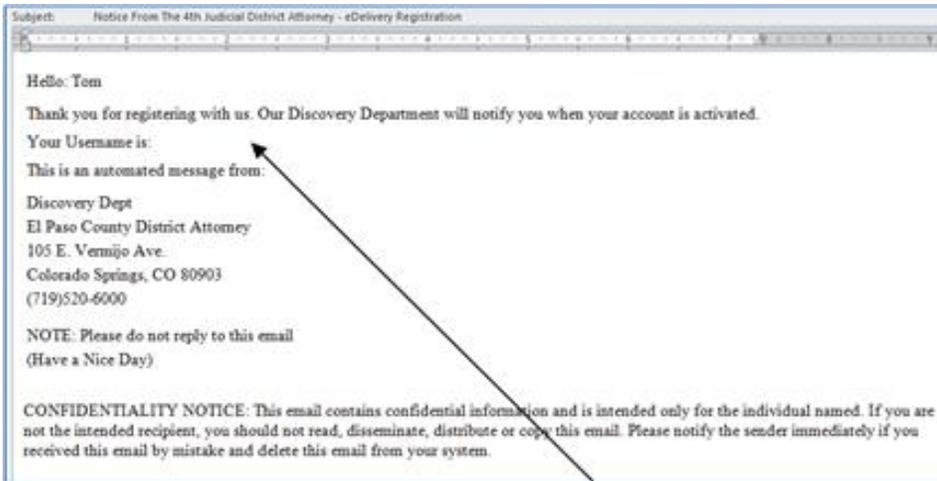
First Name*	<input type="text" value="Tom"/>
Last Name*	<input type="text" value="Tester"/>
Email*	<input type="text" value="TTester@gmail.com"/>
Address*	<input type="text" value="1 Four Winds Estates"/>
City*	<input type="text" value="Colorado Springs"/>
State*	<input type="text" value="CO"/>
ZIP code*	<input type="text" value="80904"/>
Attorney License Number*	<input type="text" value="3737373"/>
Contact Number*	<input type="text" value="719-520-6000"/>
Company Name	<input type="text" value="Self"/>
User Name	<input type="text"/>
Password*	<input type="password" value="••••••••••••"/> 12 max
Reenter password*	<input type="password"/>

←

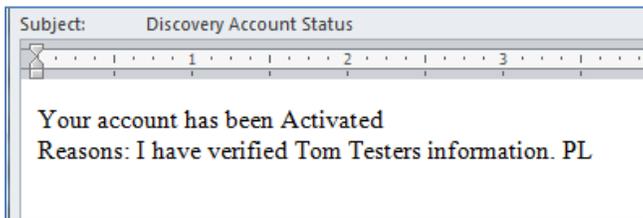
5. You will see the following message, if successful:



In addition, you will receive a confirmation email to the email address entered above, notifying you that you have registered:



6. Our Discovery Department (719.520.6136/6121) will verify the information you have supplied. When it is verified you will receive email notification that your account is active:



7. At this point you can make requests for electronic delivery of Discovery at our web site:

Requesting Electronic Delivery of Discovery

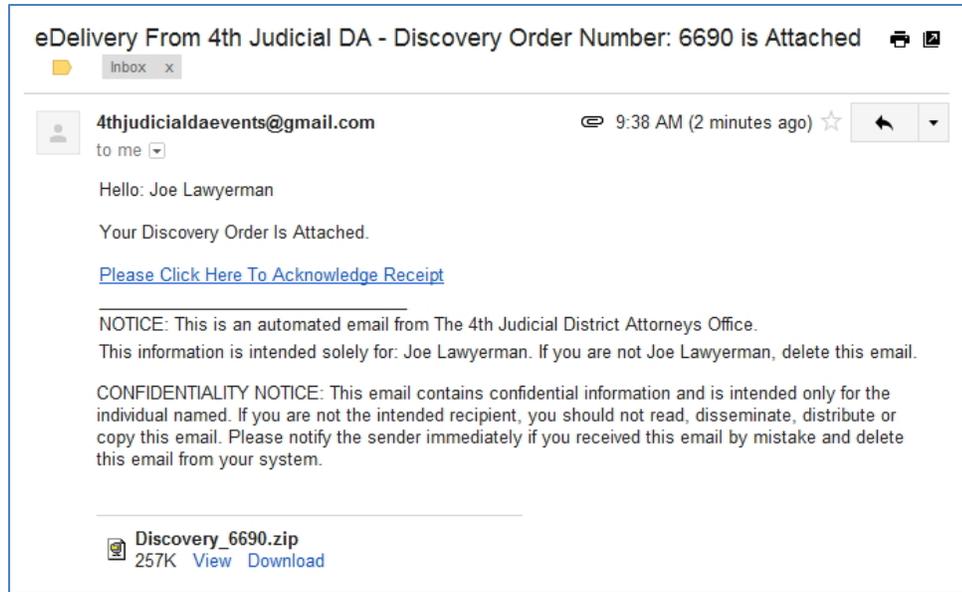
<http://www.discovery.elpasoco.com/discoveryui/default.aspx>

<i>eDiscovery Orders</i>	
Case Discovery Request	
<i>Customer Service: 719-520-6000</i>	
Requested (Today's) Date: 10/22/2012	
Enter Defendant Name (i.e., John Doe):	Tommy <input type="text"/> Tester <input type="text"/>
Enter Next Court Date: (Note: If Case Closed, Use Today):	12/12/2012 <input type="text"/>
Enter The Case Number:	2012 <input type="text"/> CR <input type="text"/> 999999 <input type="text"/>
Enter The Division:	TEST <input type="text"/>
You Are:	Attorney for Defendant <input type="text"/>
Delivery Method:	Window Pickup <input type="text"/>
Record Requested:	Window Pickup <input type="text"/> Electronic Delivery <input type="text"/>

for "Delivery Method" select "Electronic Delivery". Note: if you select "Electronic Delivery" but are not registered in our system, delivery method will be ignored.

Credit Card Payments

1. You will receive another email when your Discovery Order has been fulfilled and is ready to be picked up electronically. Click on the payment link to pay by credit card. Electronic Deliveries must be paid on line via credit card. ***Please make sure you press the "BACK TO DISCOVERY" button when done or your payment WILL NOT be entered into our system and you will not get your delivery.***
2. Once your payment is processed at the credit card site, your discovery will be delivered in one of two ways:
 - a. For Files <= 10MB the files will be zipped into a password protected / encrypted zip file and delivered via email attachment as shown below.

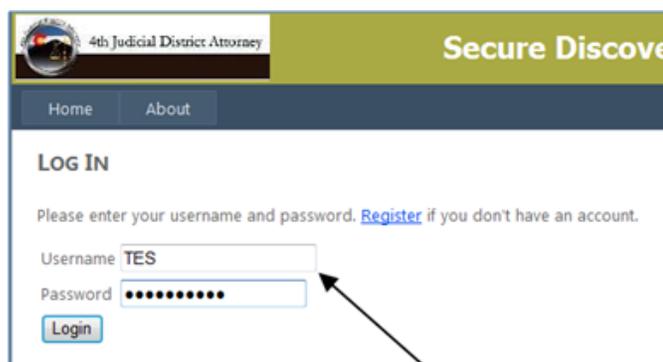


Note that WinZip® (free version is OK) is required to unzip this file. Click on the "Download" link to save this file, then click on the link in this email to acknowledge receipt of your discovery order. You will not receive any more deliveries until you acknowledge receipt of all previous discovery deliveries. ***Failure to acknowledge receipt is cause for removal from the list of approved Attorneys for eDelivery.***

- b. For Files > 10MB the files will be zipped into a self-extracting executable (.exe) file and moved to our eDelivery server. Continue with step 10 for pickup.

Downloading Discovery Files

1. Go back to the site: and enter your userid and password:
<https://www.4thdaoedelivery.com/>



2. Select the file to download and select "Download" button:

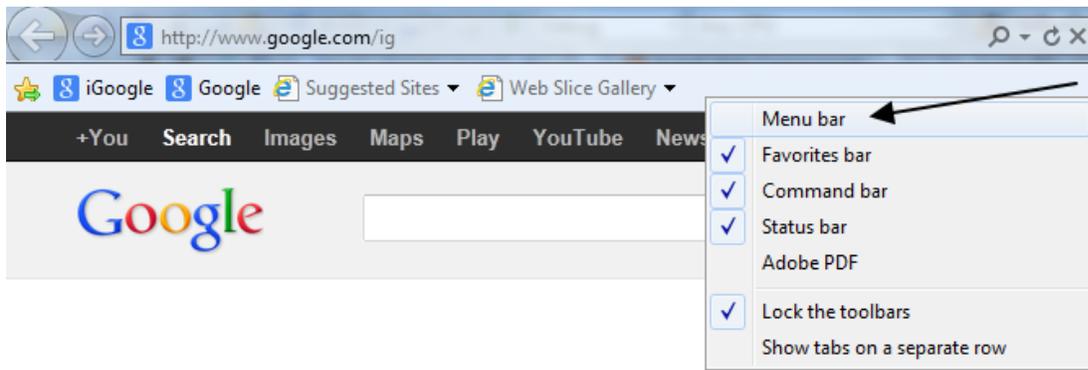


Internet Explorer 10 Issues

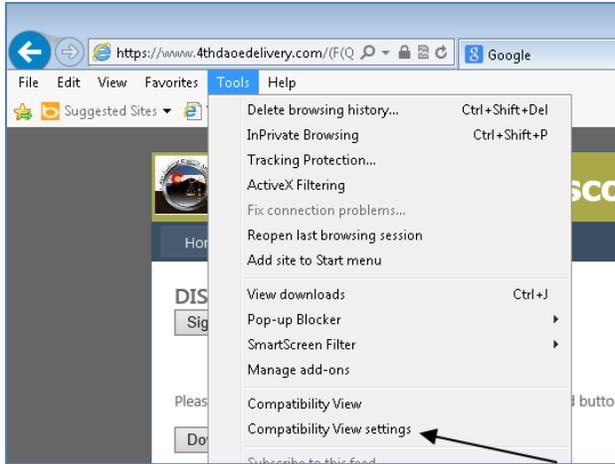
* Important Note for Internet Explorer 10 Users:

If you click SELECT and nothing happens, you are probably using Internet Explorer 10. You have to Set Compatibility Mode as follows:

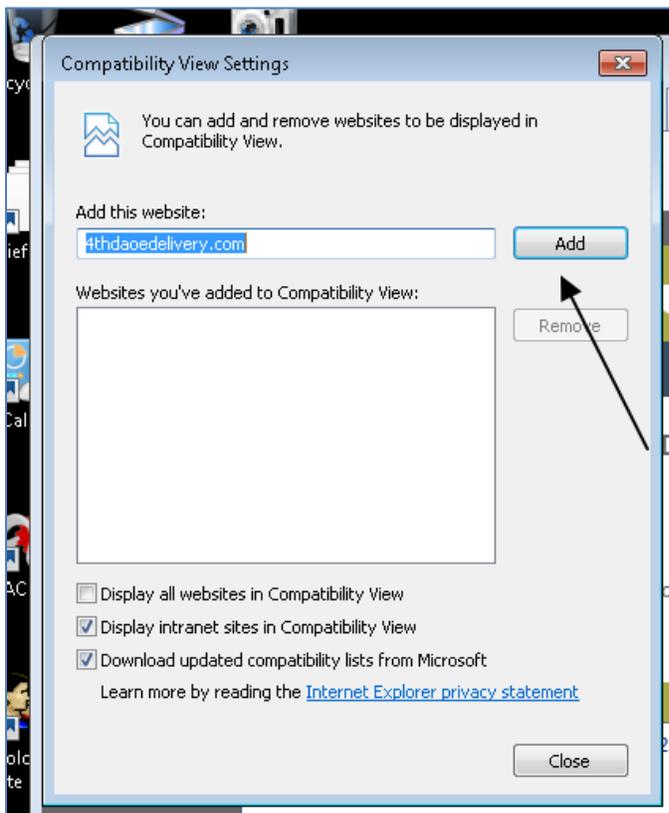
Note: if you do not see a "Tools" at the top of your page, right-click in the blue area at the top and check "Menu bar":



Select Tools→Compatibility View Settings:



Add the 4thdaoelivery.com website to use compatibility view:

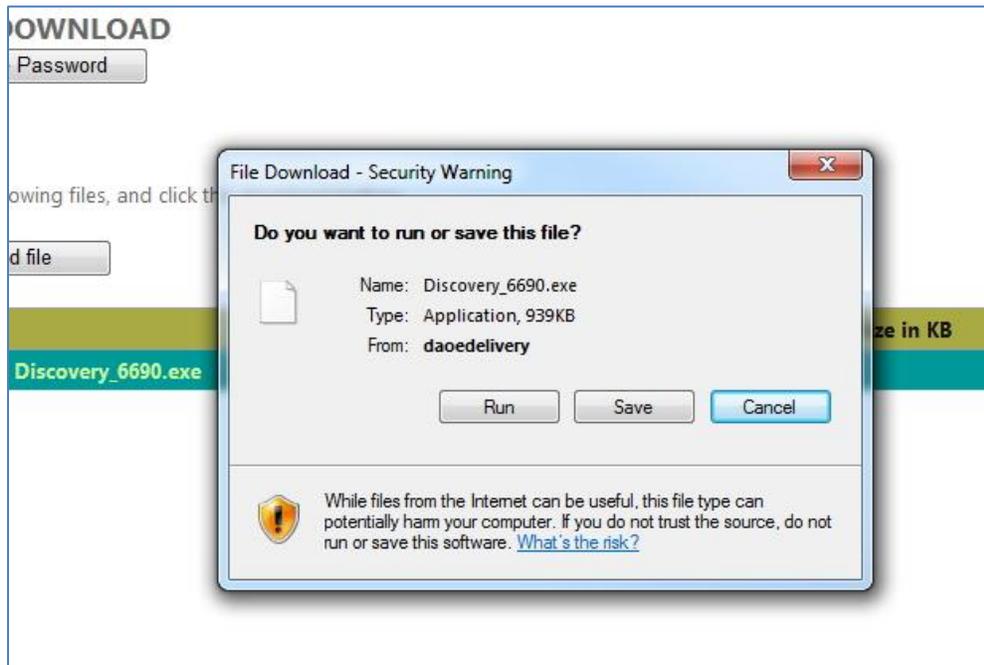


Then Close, the website will refresh. If it doesn't select F5. In some cases you will have to close and re-open your browser. You will have to sign in again. But the next time you go to the website it should work fine. Continue with Select and Download of the file.

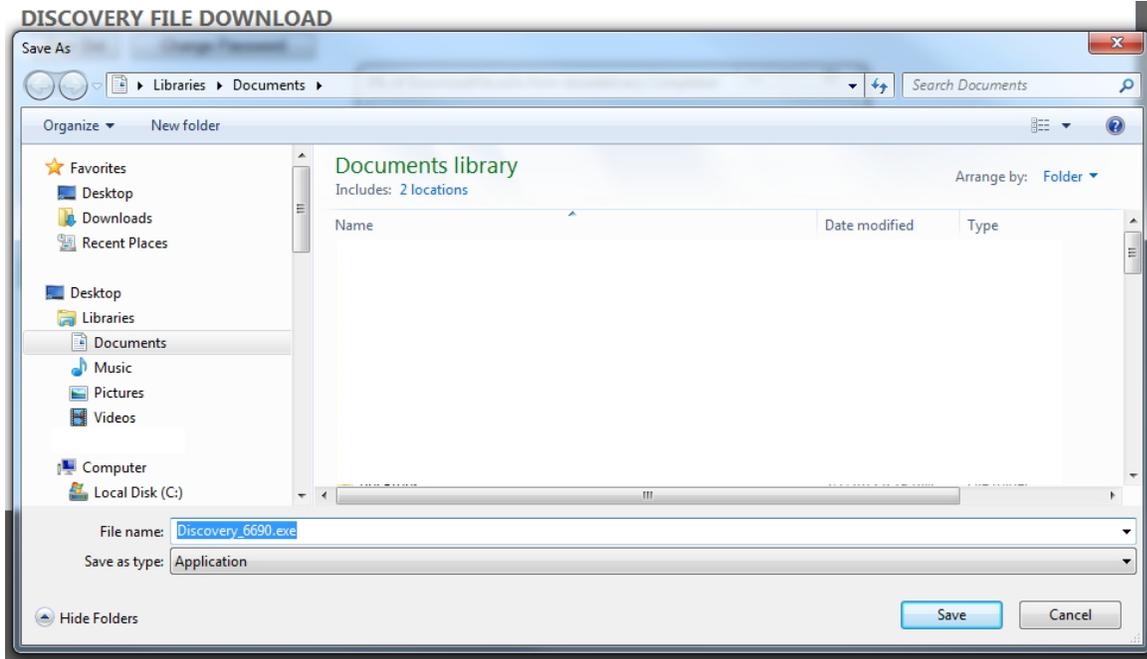
And save:

Self-Extracting Executable Discovery Files

Files downloaded from the server are self-extracting executable files. You do not need WinZip to unzip them. Just save them and double-click on the .exe file to extract the Discovery Files.



For Windows users, the file will try to save to your "Documents" folder:



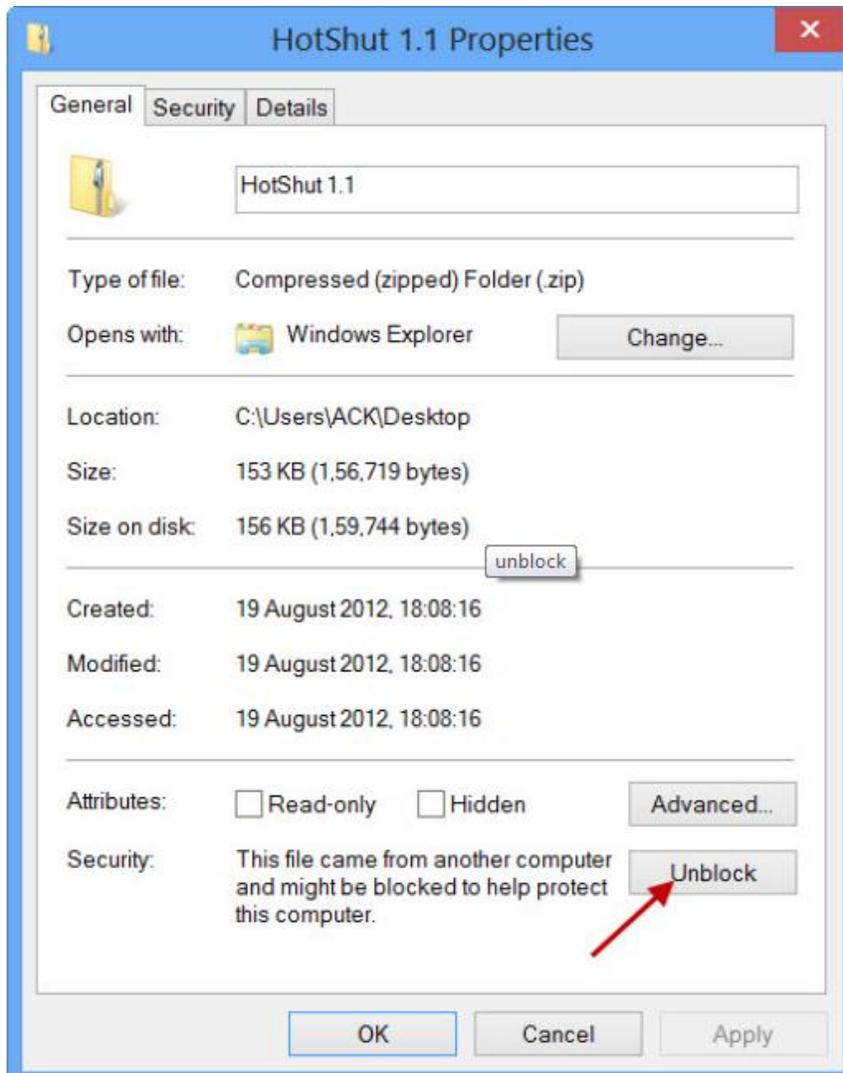
1. After you save the file, double click on the .exe file and enter your password. The password is different for each discovery order and will be given to you separately.

Windows Security Warnings

For **Windows 7 users**, you may get a security warning you that the file you are downloading may be a dangerous file. Select Ignore or Allow and download the file. For **Windows 8 users**, the file may be blocked when you try to extract it. You may see the following:



Select OK and right click the .exe file and select Properties:

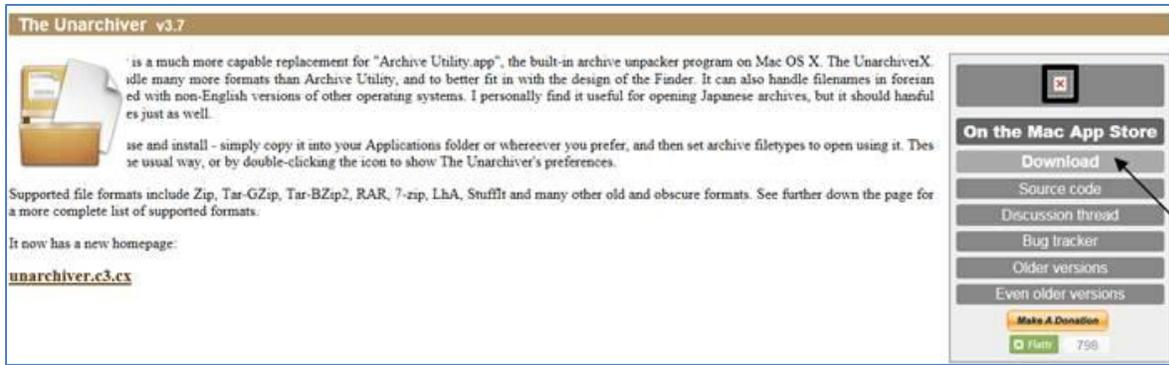


Select Unblock and then OK. Double-click the file again and it should extract.

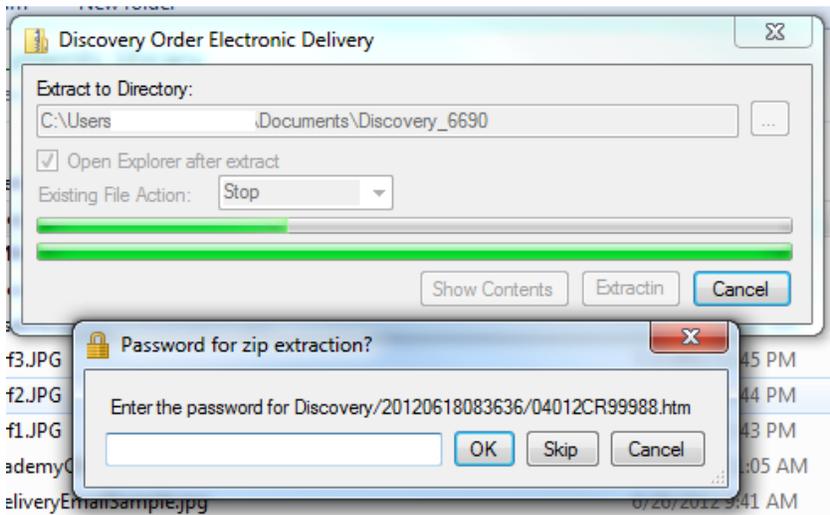
For Mac Users

Note To Mac Users: Normally, a Mac computer will not recognize a windows ".exe" file and will not open it unless you have a Windows emulation app. You can get around this with a free app called The Unarchiver:

<http://wakaba.c3.cx/s/apps/unarchiver.html>

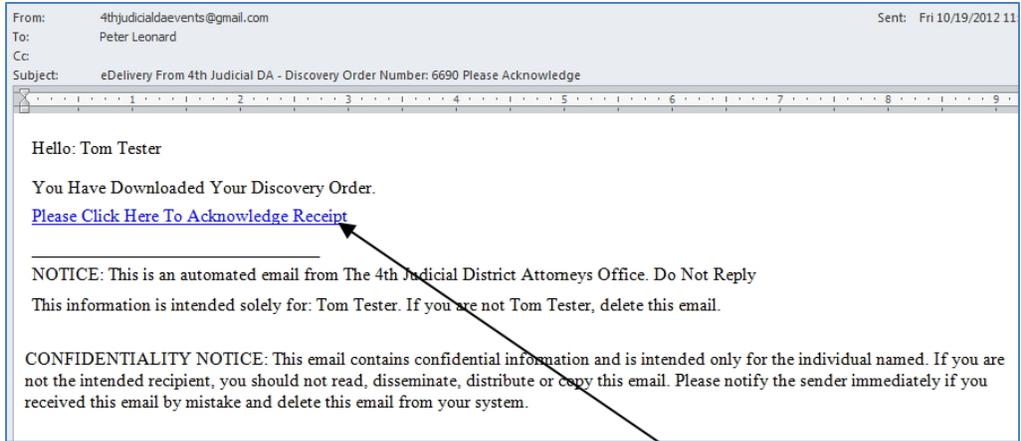


Once you download and install the app on your Mac, it will associate any “.exe” files as self-extracting. You will just have to double-click on the Discovery_XXX.exe file you downloaded from our site and the app should take over and ask for a password. Enter the password and select “extract”.



Acknowledging Discovery Receipt

1. Once the Discovery file has been downloaded, you will receive an email asking you to acknowledge receipt of your discovery order.



Clicking on the link in this email provides the DA Office with a receipt that you have picked up your discovery. You will not receive any more deliveries until you acknowledge receipt of all previous discovery deliveries. **Failure to acknowledge receipt is cause for removal from the list of approved Attorneys for eDelivery.**

2. When you click on the link, you will receive the following acknowledgement:

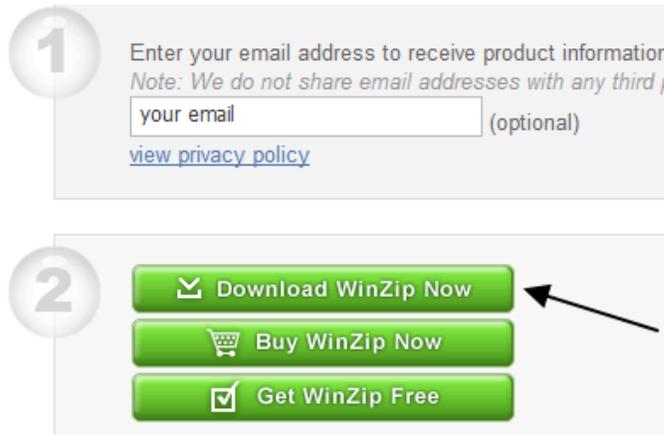


Emailed Zip files and Downloading WinZip

Click on the link for WinZip

<http://www.winzip.com/downwz.htm>

Select This Button (you don't need to fill in an email):

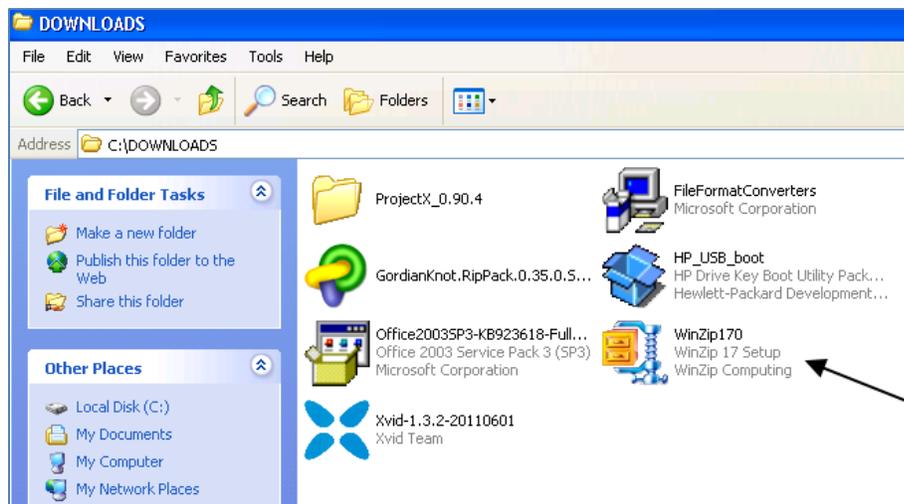


Select Save (could be different depending on Windows OS Version)



Should save to the Downloads directory

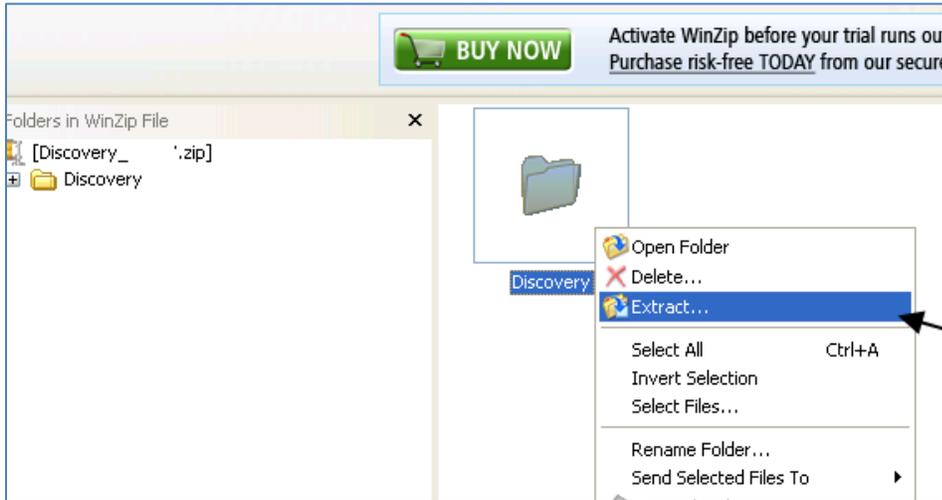
Double click on WinZip170 Setup



Follow the installation instructions accepting defaults.

Download the Discover.zip file from the email you received.

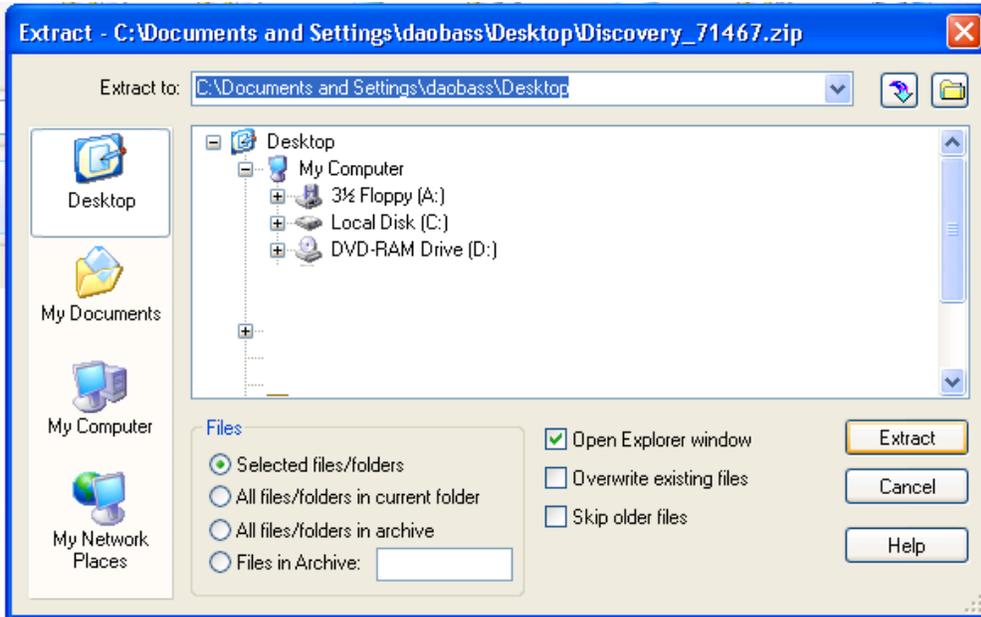
Right click the .zip file and select Extract



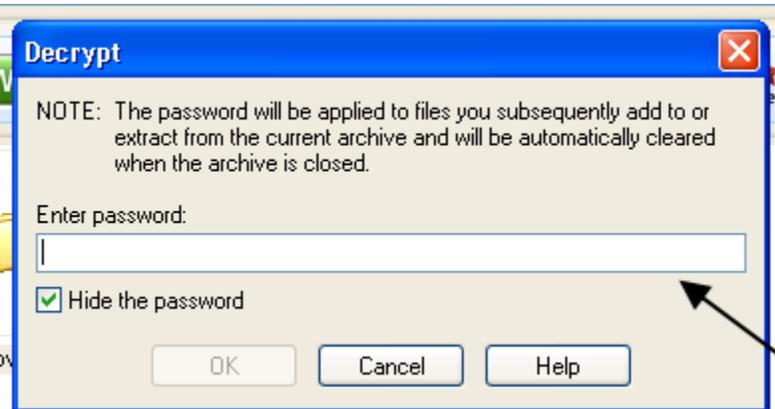
When WinZip launches, select "Use Evaluation Copy"



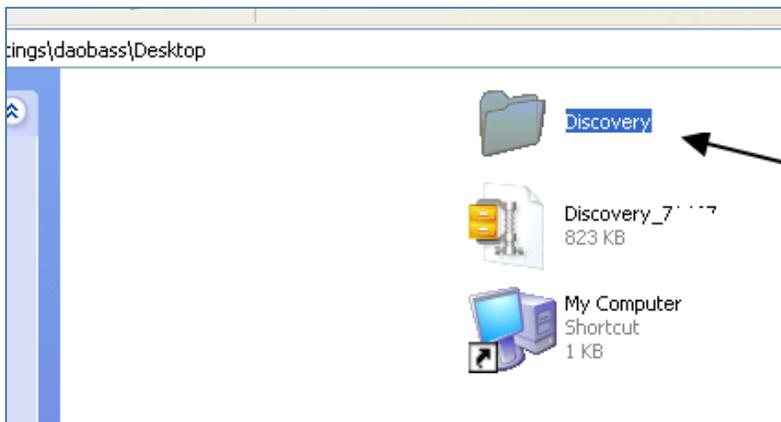
Then extract. This shows extracting to the desktop



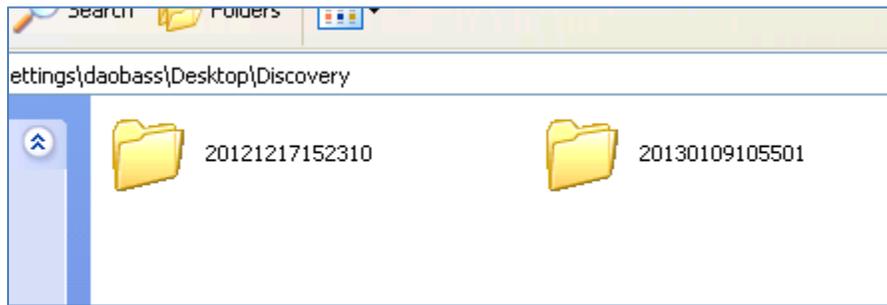
Enter the password (explained in registration email).



The files will be extracted to a folder called Discovery

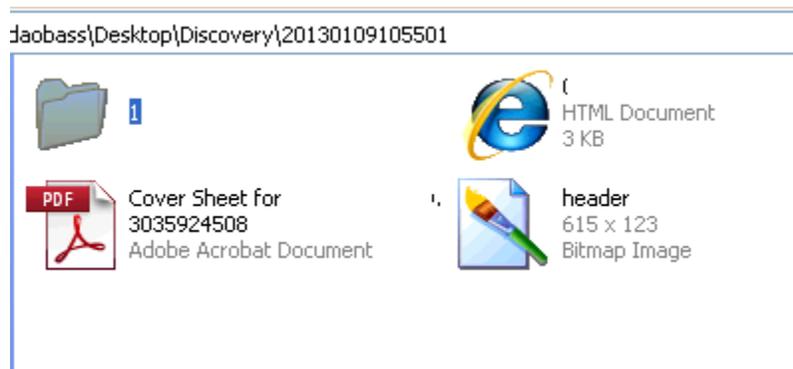


To a timestamped subdirectory

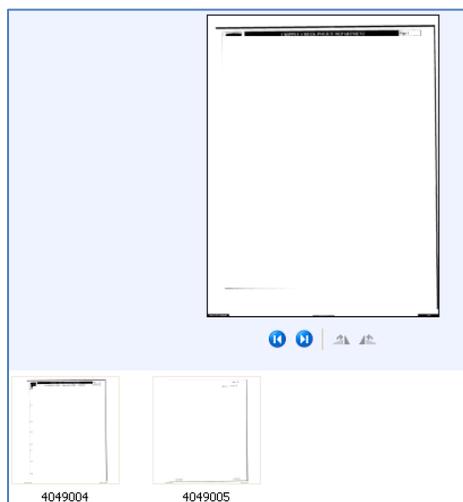


The files for discovery will appear just as they do on a CD.

Click on one of them and the "1" directory. There is also a cover sheet included and an index page:



Click on the image file to open



End of Document