

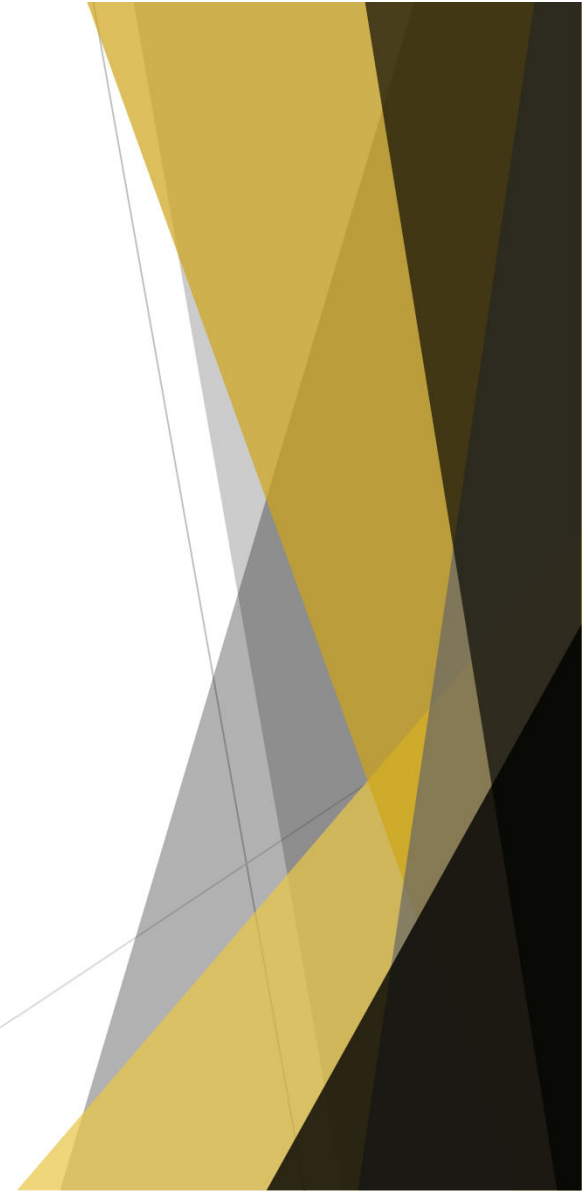


State's Attorney's Office for Charles County

Defense Attorney Discovery Procedures

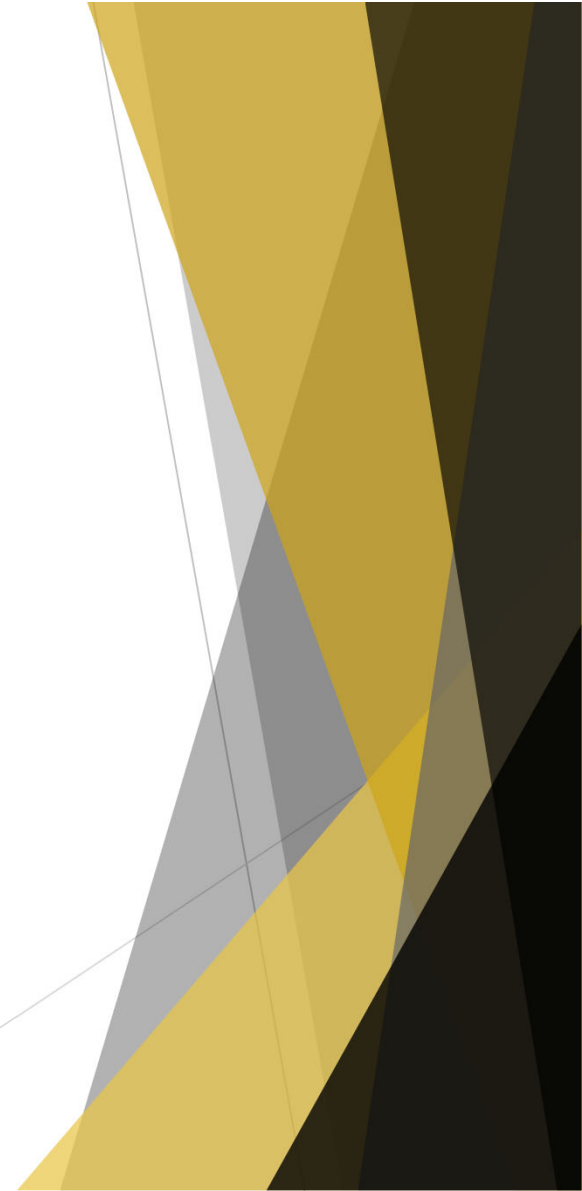
ShareFile

- ▶ The State's Attorney's Office for Charles County (SAO) will be providing discovery primarily through ShareFile beginning September 17, 2018.
- ▶ ShareFile is a cloud based system used to securely transfer and share files between persons and entities.
- ▶ Only discovery that is being provided starting September 17, 2018 will be available through ShareFile. Any discovery previously provided will not be added to ShareFile.
- ▶ Discovery will include your initial discovery packet and any supplemental discovery.
- ▶ Child pornography and confidential informant discovery will be provided via current procedures and not through ShareFile.



MDEC Notification

- ▶ The State will continue to file and serve through MDEC the Discovery Notice and Supplemental Discovery Notice indicating that discovery has been sent to you.
- ▶ The Discovery Notice and Supplemental Discovery Notice will indicate whether discovery has been provided via ShareFile.



ShareFile Notification

- ▶ An attorney will be added to a defendant's case only when the SAO has received a pleading, motion, or an entry of appearance as authorized pursuant to Maryland Rule 4-214(ii) via mail, hand delivery or MDEC File and Serve.
- ▶ When discovery for a case is available to download, a defendant's attorney will receive an email notification from ShareFile.
- ▶ Be sure to check your junk mail for the ShareFile email notification. They are sent directly from the website.



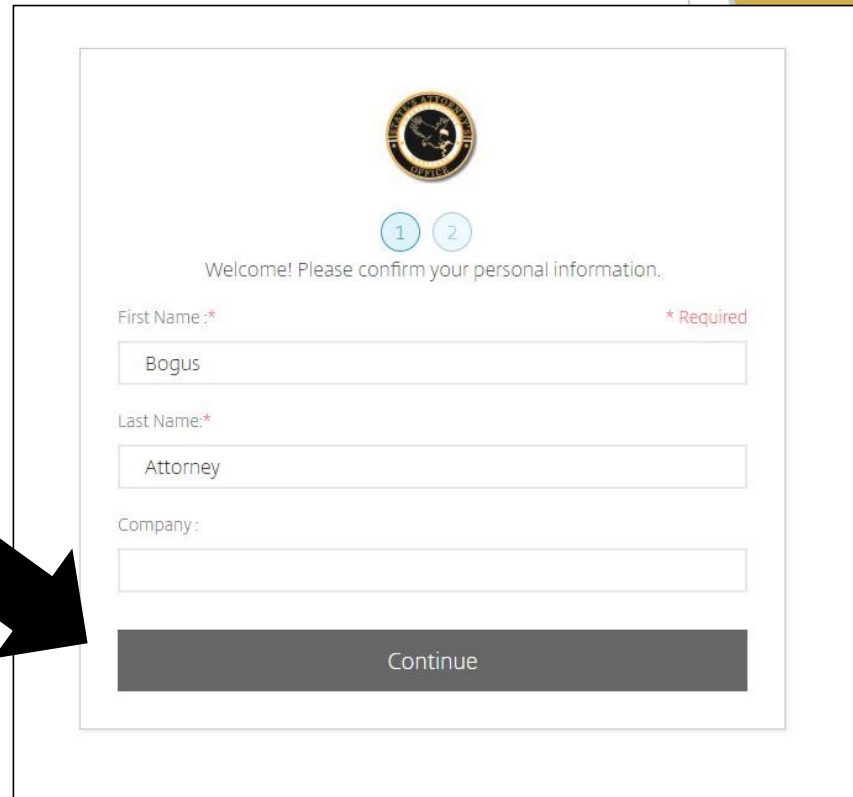
ShareFile Notification- Pre-Activation


- ▶ If you have never accessed ShareFile, the system will send you a pre-activation email notification requiring you to activate your account before you can access the discovery.
- ▶ That email will list the Defendant's name and case number.
- ▶ You will need to click on **"Click here to activate your account and view this folder"**.



Activating your Account

- ▶ Next, confirm that your first name and last name are correct.
- ▶ Click **Continue**.





1 2

Welcome! Please confirm your personal information.

First Name: * * Required

Bogus

Last Name: *

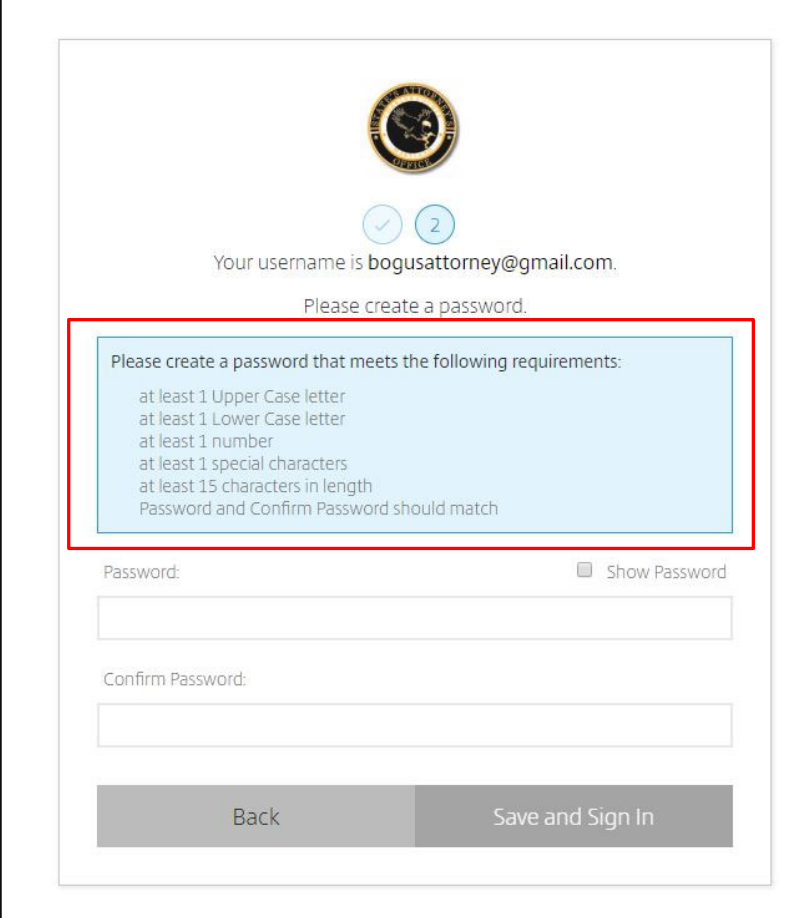
Attorney


Company :

Continue

Activating your Account

- ▶ Next, you will need to create a password based on the listed requirements.
- ▶ Your username is your e-mail address.
- ▶ Click **Save and Sign In**.
- ▶ All access to ShareFile will require your username and password.





1 2

Your username is bogusattorney@gmail.com.

Please create a password.

Please create a password that meets the following requirements:

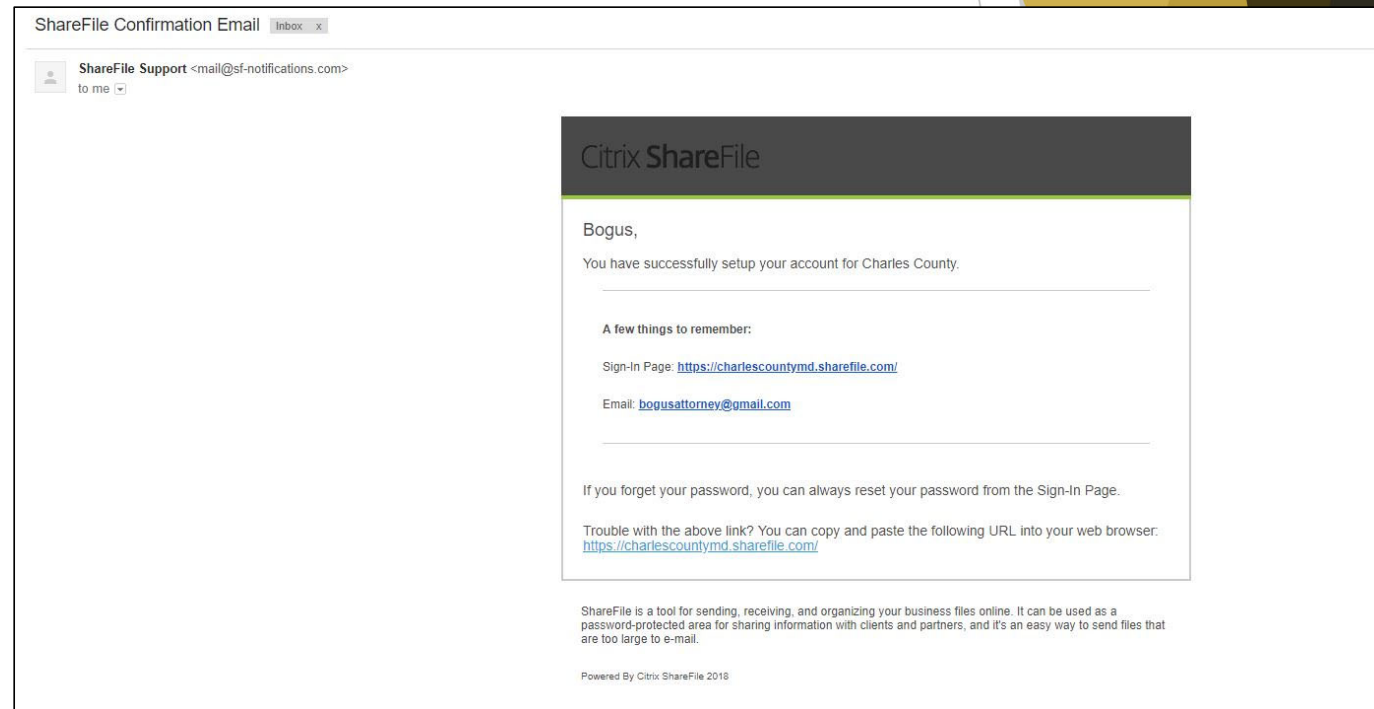
- at least 1 Upper Case letter
- at least 1 Lower Case letter
- at least 1 number
- at least 1 special character
- at least 15 characters in length
- Password and Confirm Password should match

Password: ☐ Show Password

Confirm Password:

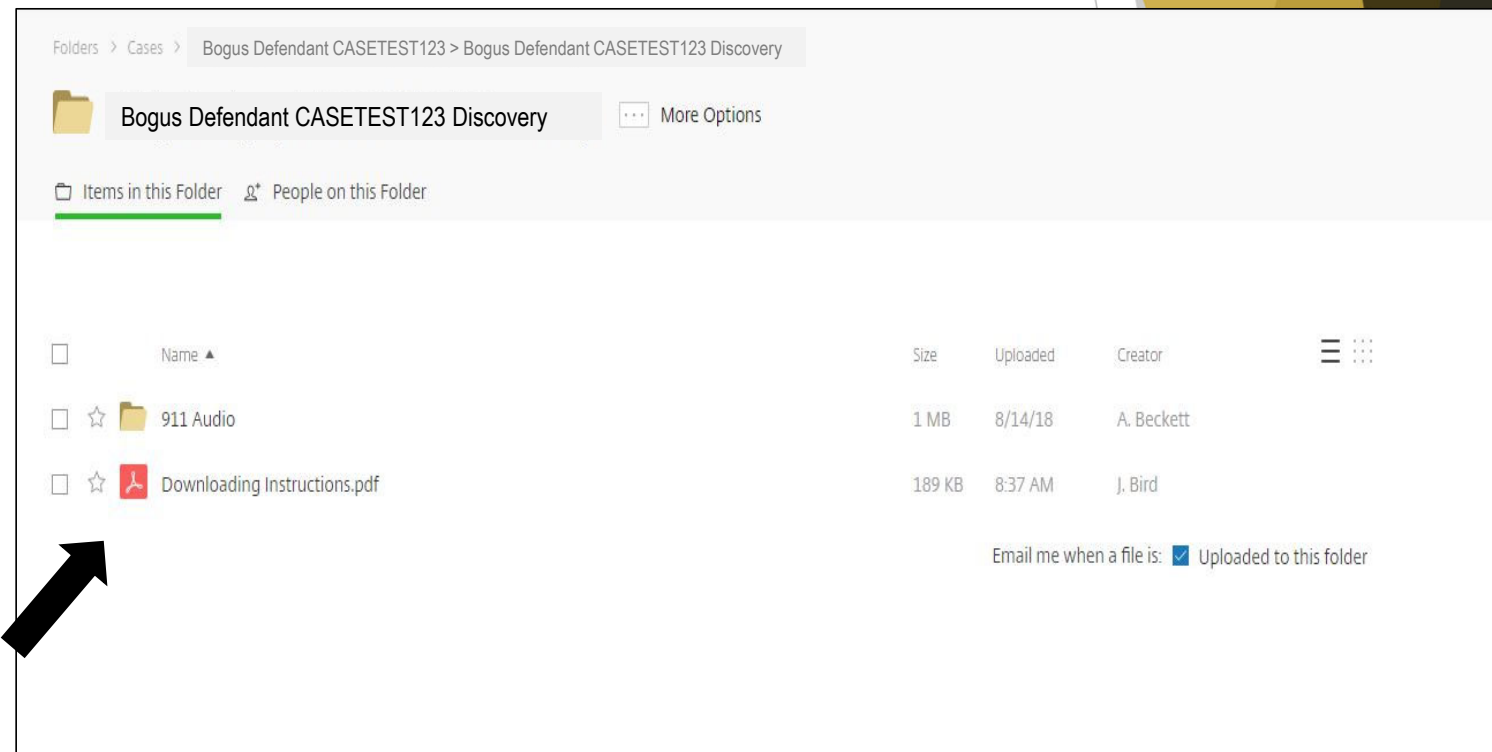
Activating your Account

- ▶ You will receive a **ShareFile Confirmation Email** after you have successfully activated your account.
- ▶ Save the **ShareFile Confirmation Email** as a reference to the ShareFile sign in page and your registered email.



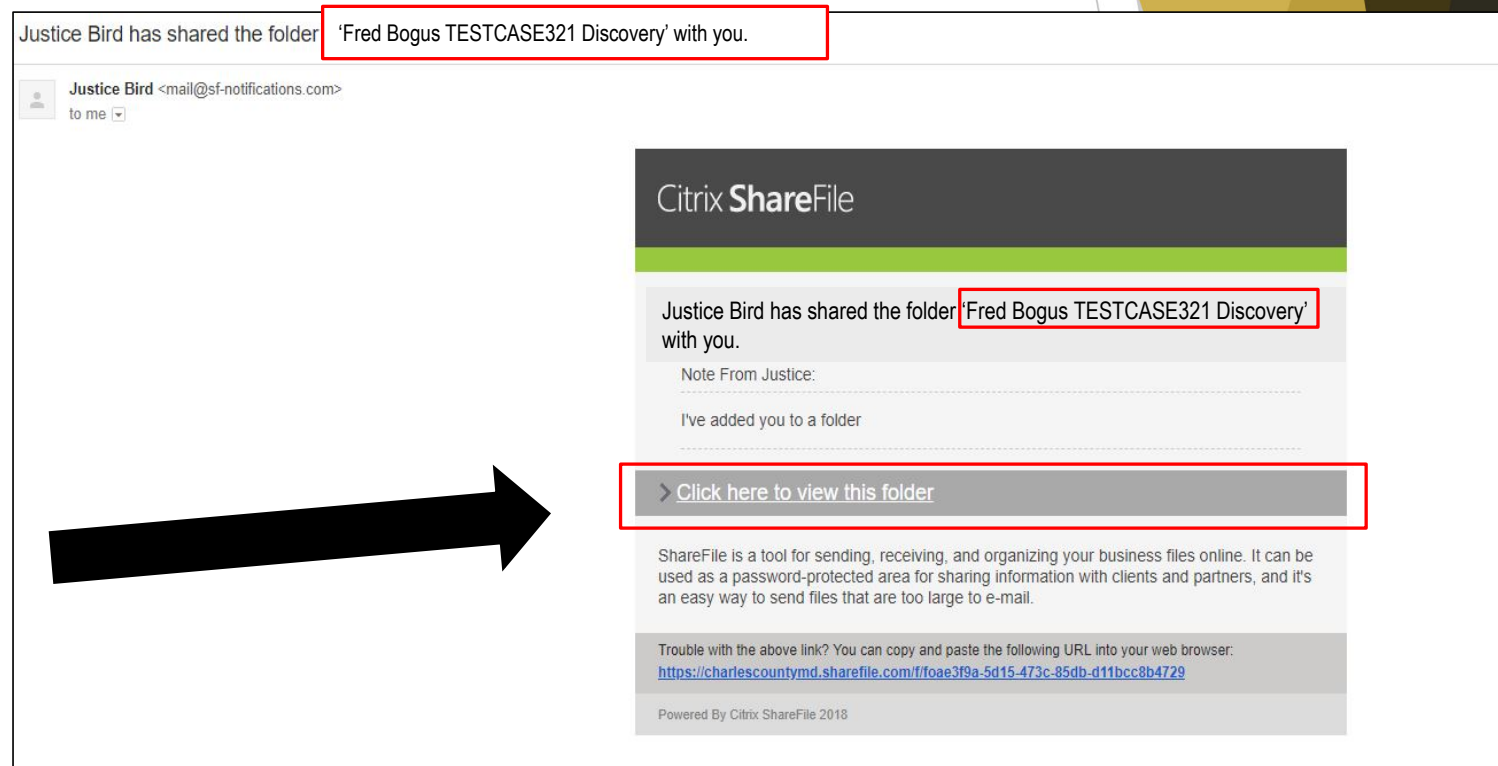
Accessing Case Folder via Email Notification

- ▶ After activating your account, you will automatically be taken to the Discovery folder for the case that is listed in the email.
- ▶ When you are brought to the Discovery folder, you will be able to view and download any discovery available in the case folder.
- ▶ Downloading Instructions are provided within the Discovery folder.



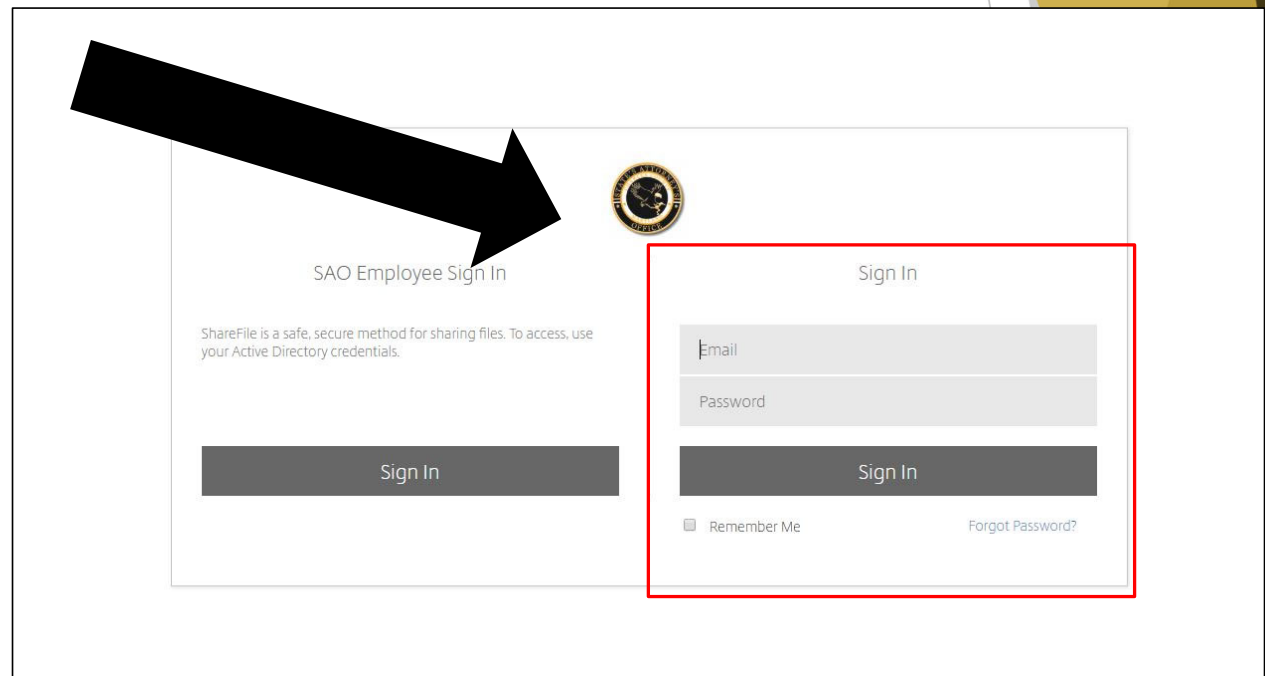
ShareFile Notification- Post Activation

- ▶ After you have activated your ShareFile account, you will receive a general email notification that lists the Defendant's name and case number.
- ▶ Click on “**Click here to view this folder**”.



Accessing Case Folder via Email Notification- Post Activation

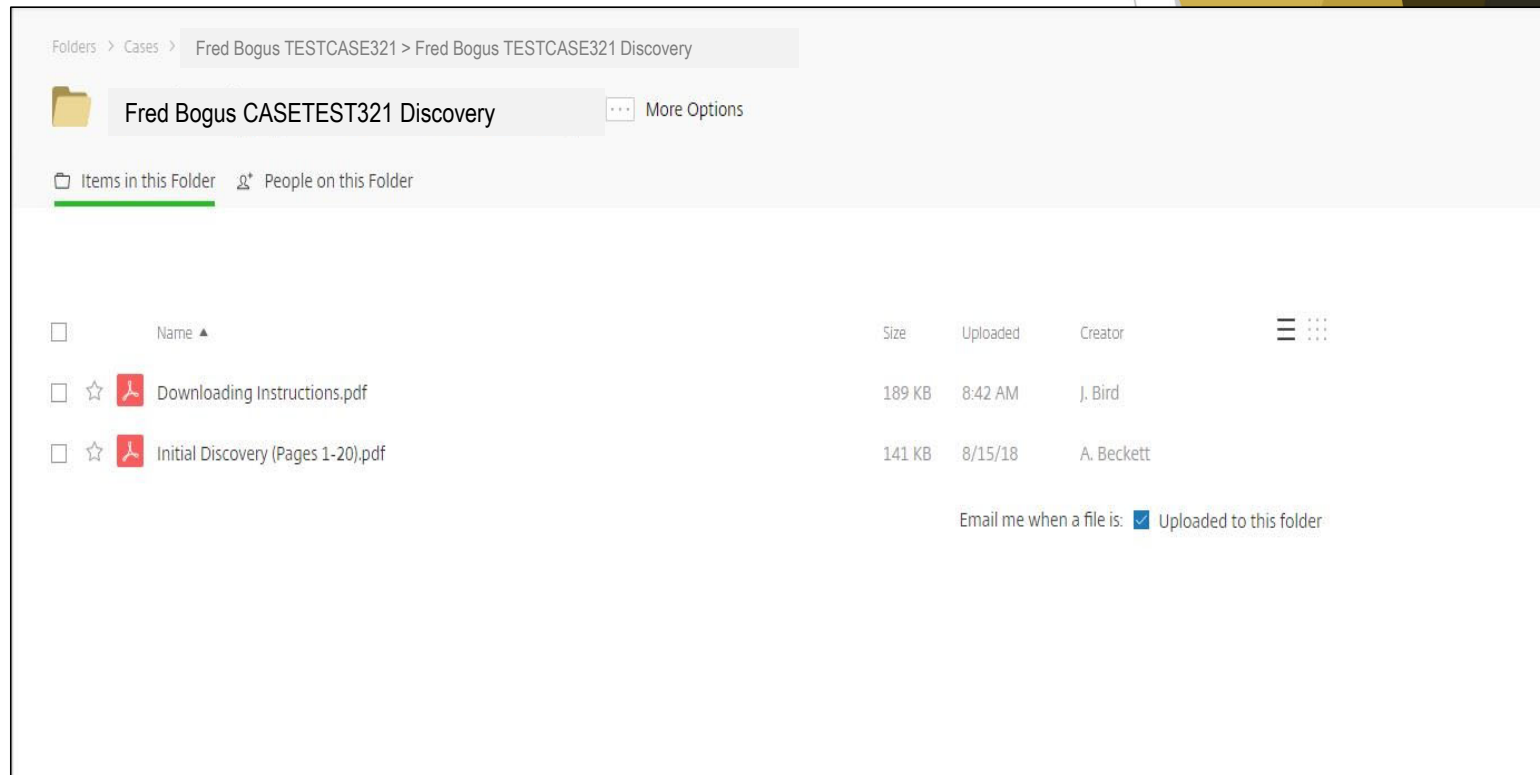
- Next, you will need to sign in on the right side of the login screen.



The screenshot shows a login interface with two main sections. The left section is titled "SAO Employee Sign In" and includes a small seal at the top right. Below the title, it states: "ShareFile is a safe, secure method for sharing files. To access, use your Active Directory credentials." At the bottom of this section is a large grey "Sign In" button. The right section is titled "Sign In" and is enclosed in a red rectangular box. It contains an "Email" input field, a "Password" input field, a "Sign In" button, a "Remember Me" checkbox, and a "Forgot Password?" link. A large black arrow points from the top left towards the "Sign In" button in the right section.

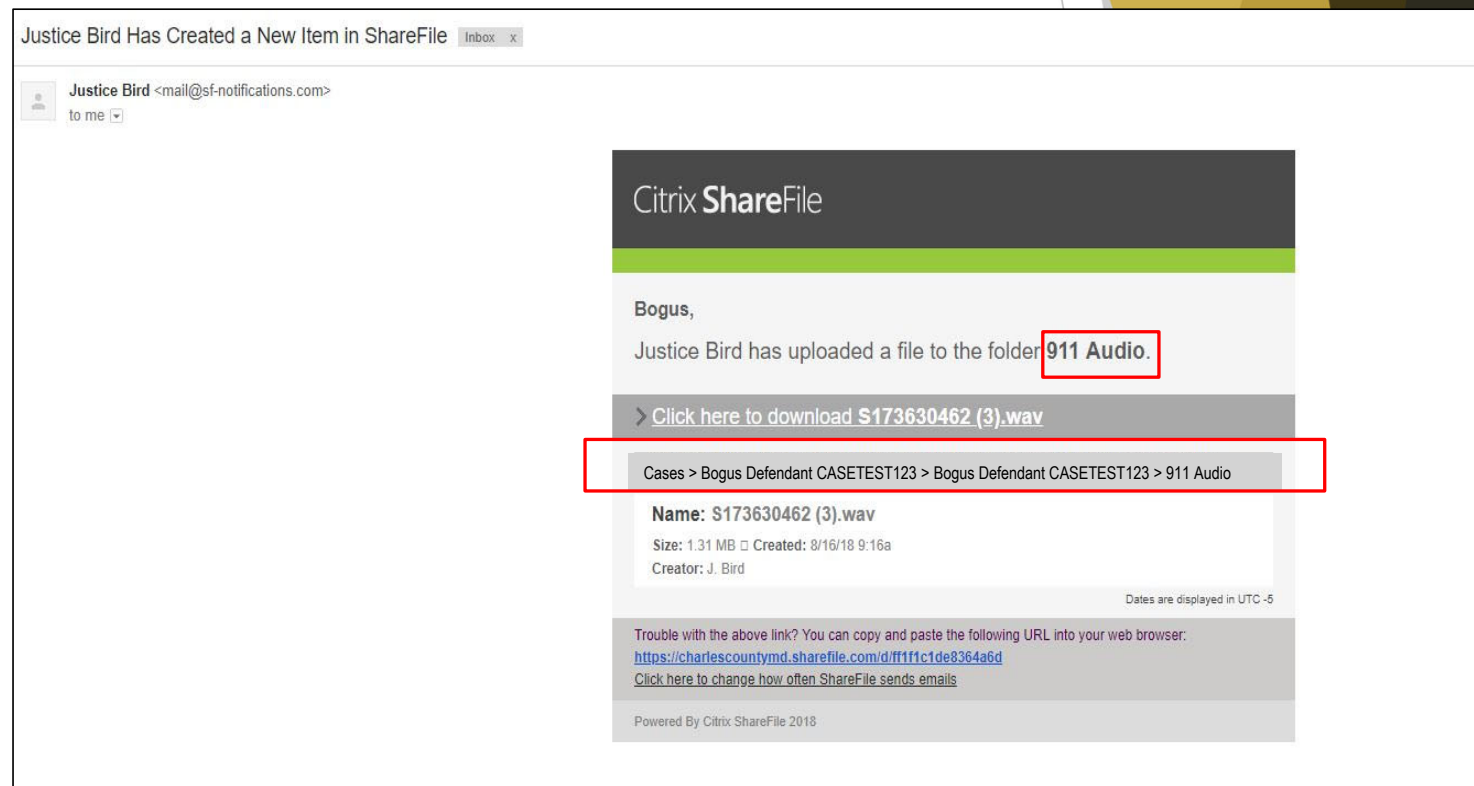
Accessing Case Folder via Email Notification- Post Activation

- ▶ You will automatically be taken to the Discovery folder for the case that is listed in the e-mail.
- ▶ When you are brought to the Discovery folder, you will be able to view and download any discovery available in the case folder.



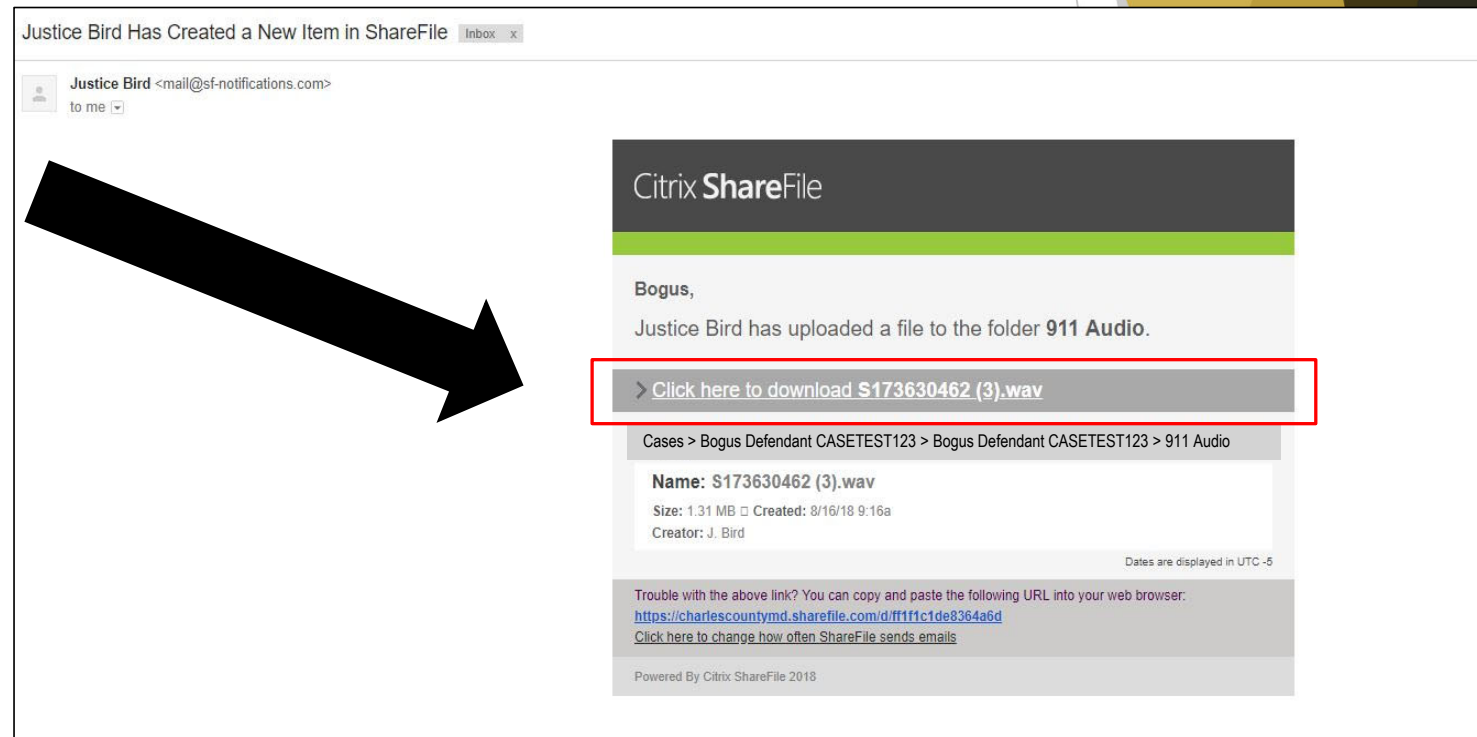
Downloading Supplemental Discovery from Email Notification

- ▶ When supplemental discovery is added to ShareFile, you will receive an email notification listing the Defendant's name and case number and the discovery that is available.



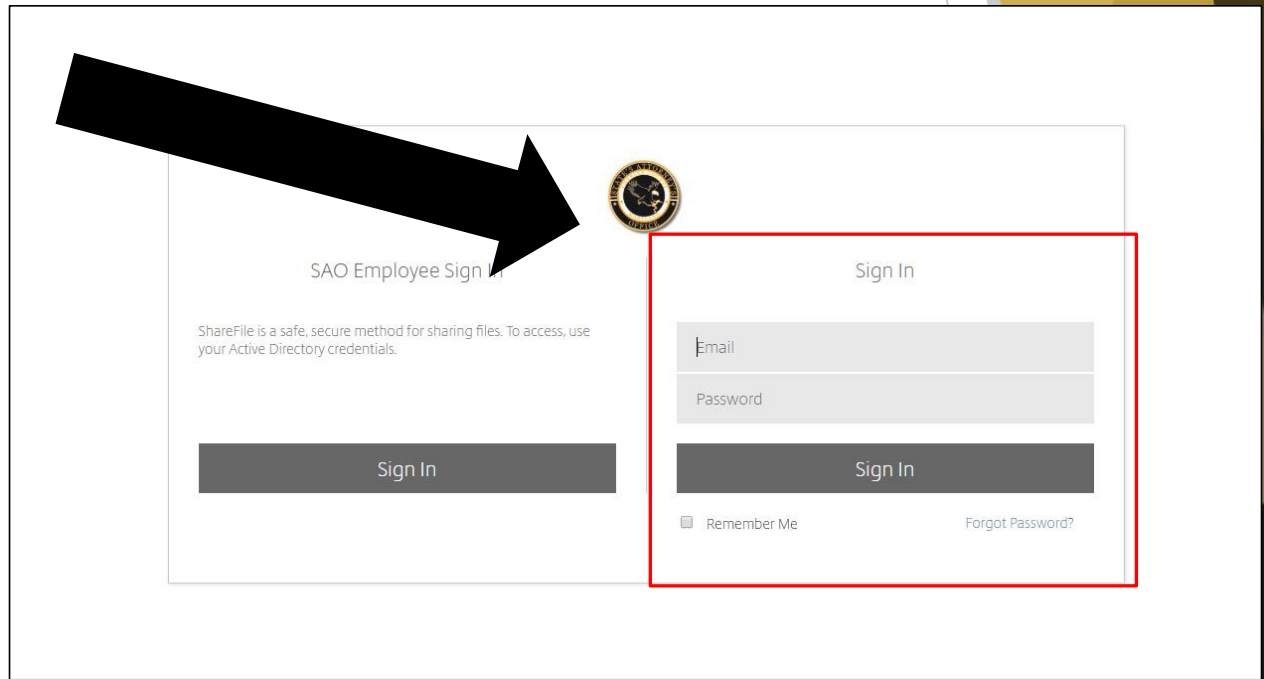
Downloading Supplemental Discovery from Email Notification

- Click on “Click here to download...”.



Downloading Supplemental Discovery from Email Notification

- You will need to sign in on the right side of the login screen.



The screenshot displays the 'SAO Employee Sign In' page. A large black arrow points from the top left towards the right side of the page. On the right side, a red rectangular box highlights a secondary login form. This form includes a 'Sign In' header, an 'Email' input field, a 'Password' input field, a 'Sign In' button, a 'Remember Me' checkbox, and a 'Forgot Password?' link. The main form on the left contains the 'SAO Employee Sign In' title, a descriptive paragraph about ShareFile, and a single 'Sign In' button.

SAO Employee Sign In

ShareFile is a safe, secure method for sharing files. To access, use your Active Directory credentials.

Sign In

Sign In

Email

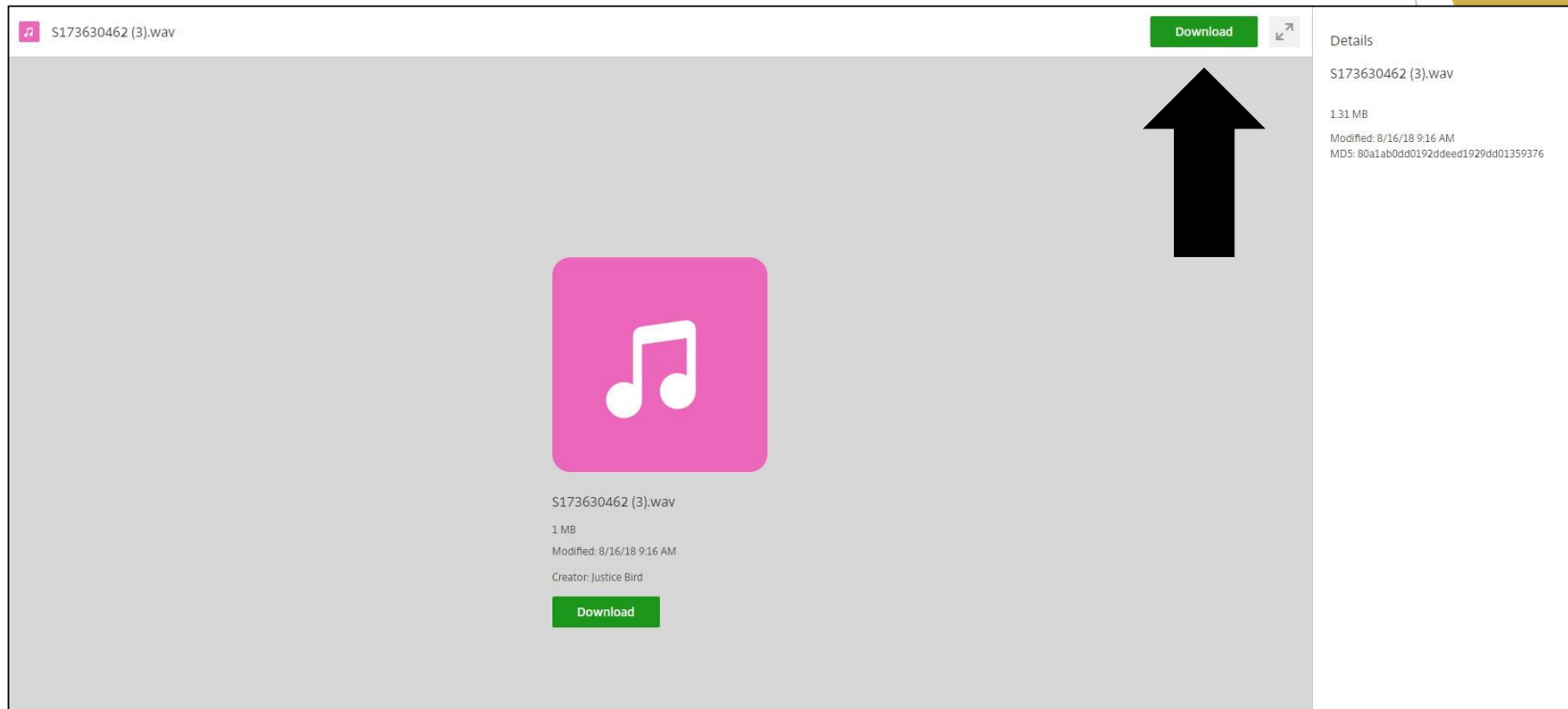
Password

Sign In

☐ Remember Me

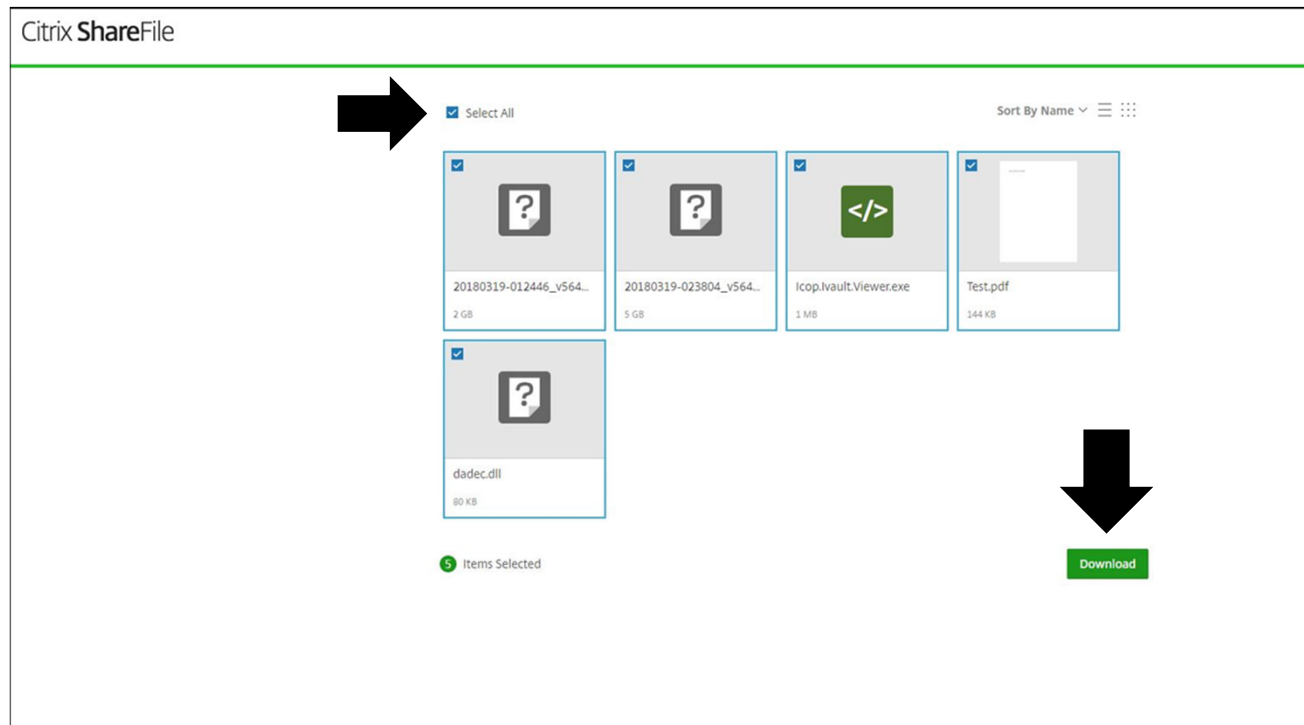
[Forgot Password?](#)

Downloading Supplemental Discovery from Email Notification



- ▶ You will be brought to the files available to download.
- ▶ Click **Download**.

Downloading Supplemental Discovery from Email Notification- Multiple Files



- ▶ If there is more than one file to download, you will need to select all files and download them together.
- ▶ Check the box for “Select All” and click **Download**.

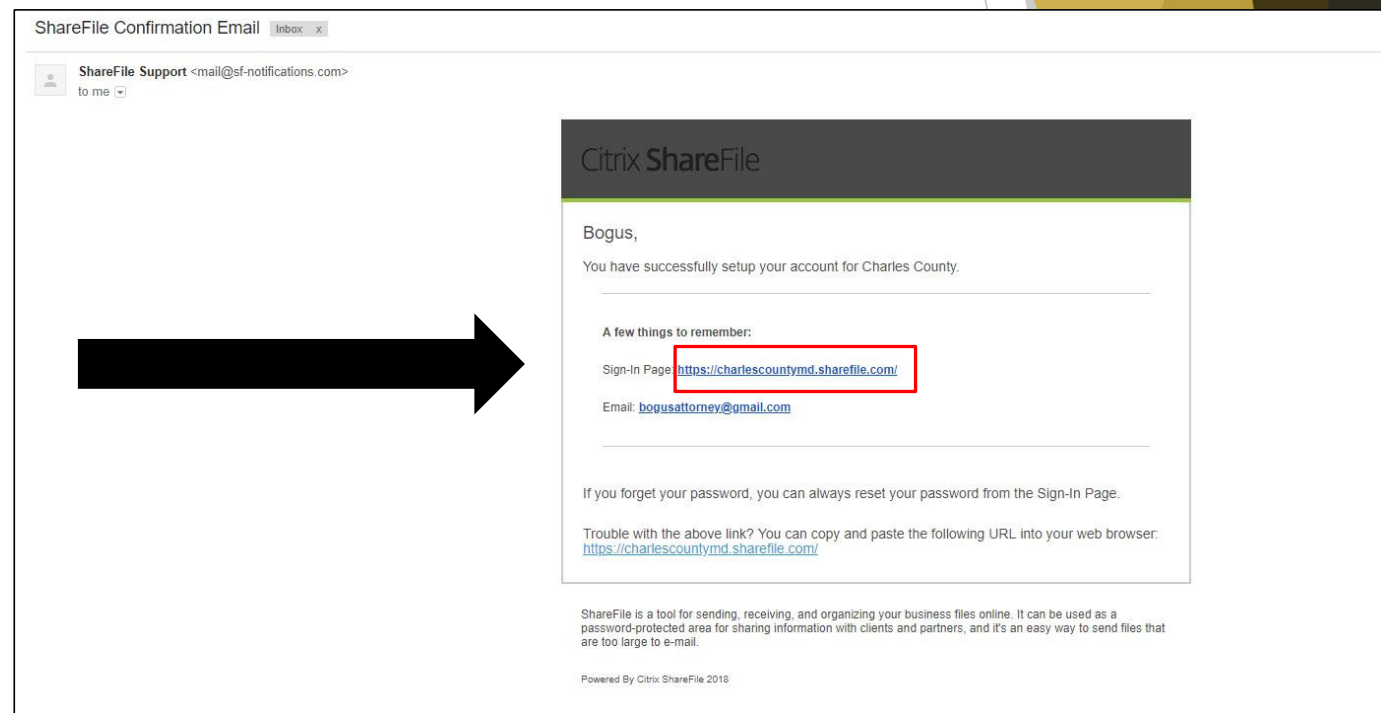
Downloading Digital Evidence

- ▶ It is imperative to download all files associated with the digital evidence from ShareFile to ensure that you have included the required player to view the evidence.
- ▶ As you receive discovery through ShareFile, do not only view the files but download the files. Access to the files will not be permanent.



Accessing ShareFile via Website

- ▶ You also can access a file to view and download discovery by signing into ShareFile via the hyperlink from the **ShareFile Confirmation Email**.
- ▶ Open the **ShareFile Confirmation Email** that you received when you activated your account.
- ▶ Click on the hyperlink next to “Sign-In Page”.
- ▶ After signing in, you can open and download discovery from the case folders available to you.



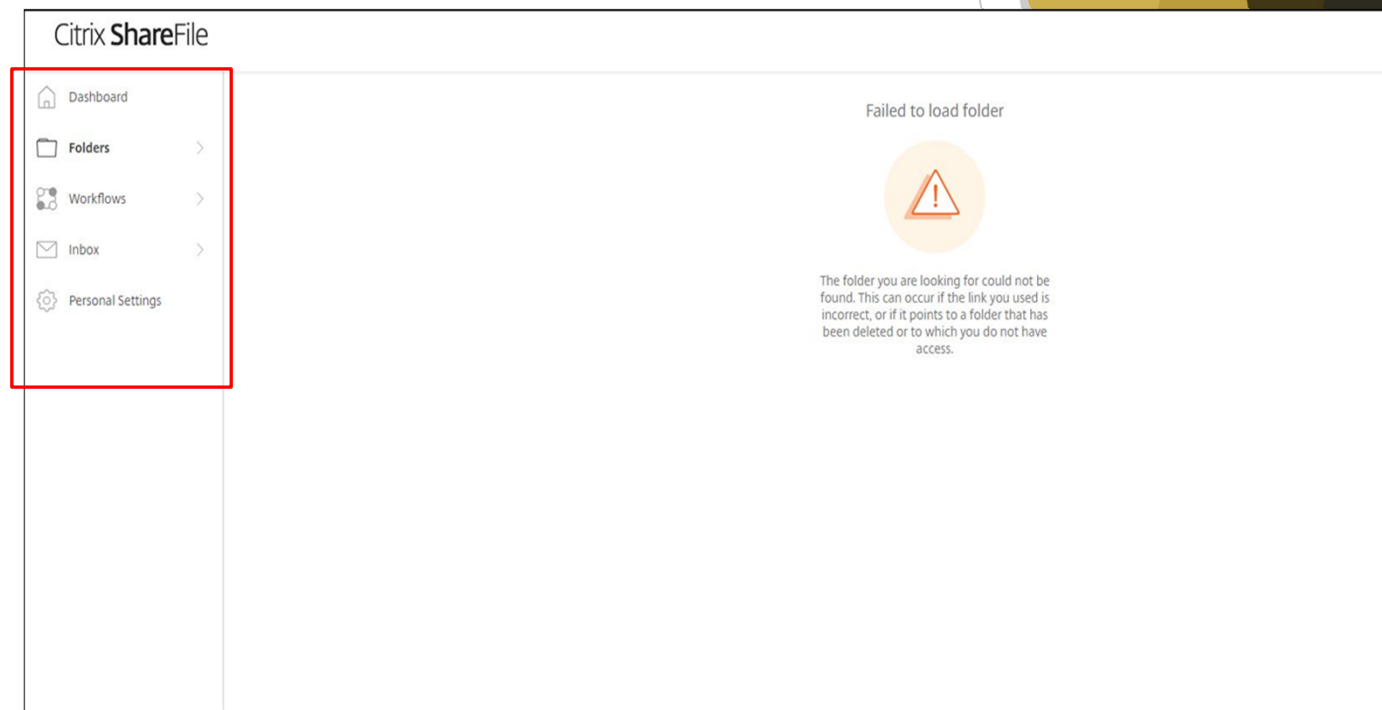
Accessing ShareFile via Website

- ▶ You also can save the hyperlink as a favorite.

A screenshot of the ShareFile login page. The page is divided into two main sections. On the left, under the heading 'SAO Employee Sign In', there is a small circular logo at the top right, a paragraph of text stating 'ShareFile is a safe, secure method for sharing files. To access, use your Active Directory credentials.', and a large dark grey 'Sign In' button at the bottom. On the right, under the heading 'Sign In', there are two input fields: 'Email' and 'Password'. Below these fields is another large dark grey 'Sign In' button. At the bottom right of the right section, there are two links: 'Remember Me' with a checkbox icon and 'Forgot Password?'. The entire login form is enclosed in a light grey border.

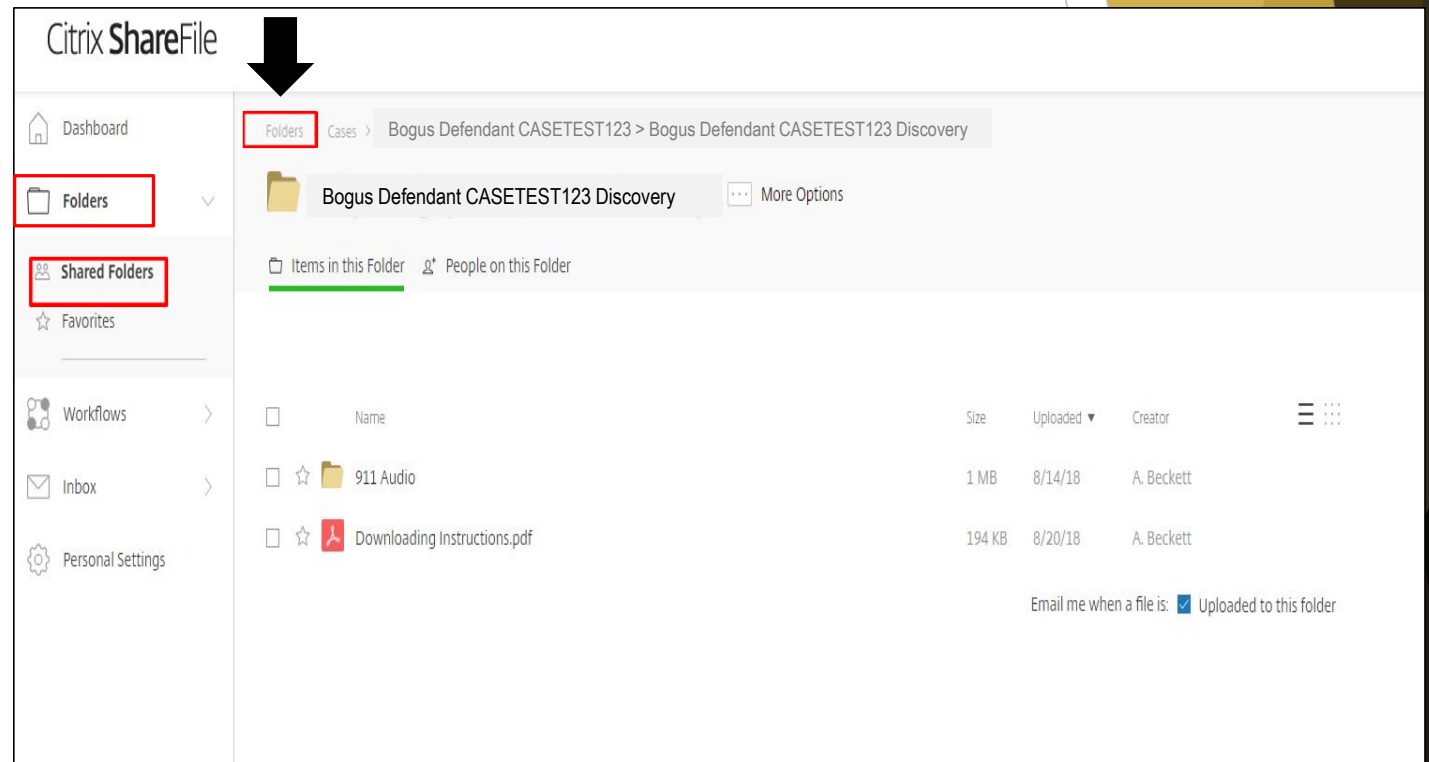
Accessing ShareFile via Website

- ▶ When you sign in, you will have a menu tree to the left of the screen where you can access any case folder to which you currently are assigned.



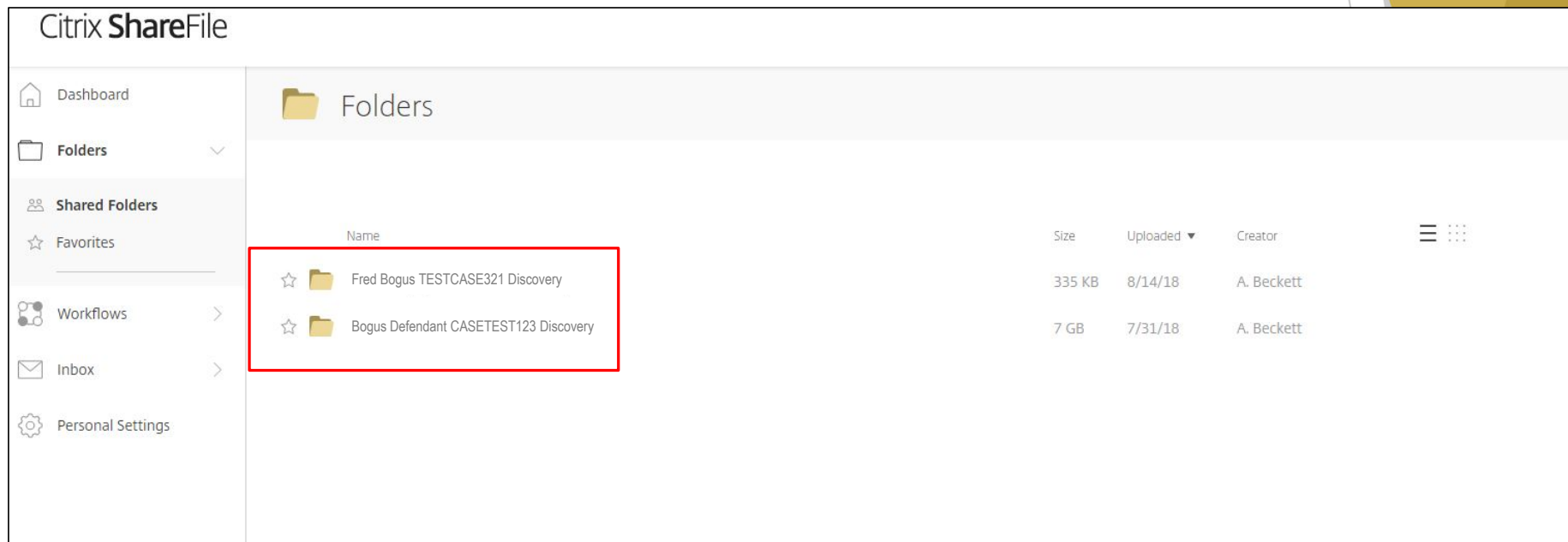
Accessing ShareFile via Website

- ▶ If you sign in using the hyperlink, you may be brought to the last folder you opened.
- ▶ Click on “**Folders**” or “**Shared Folders**”, and you will be brought to a list of cases you are currently assigned.



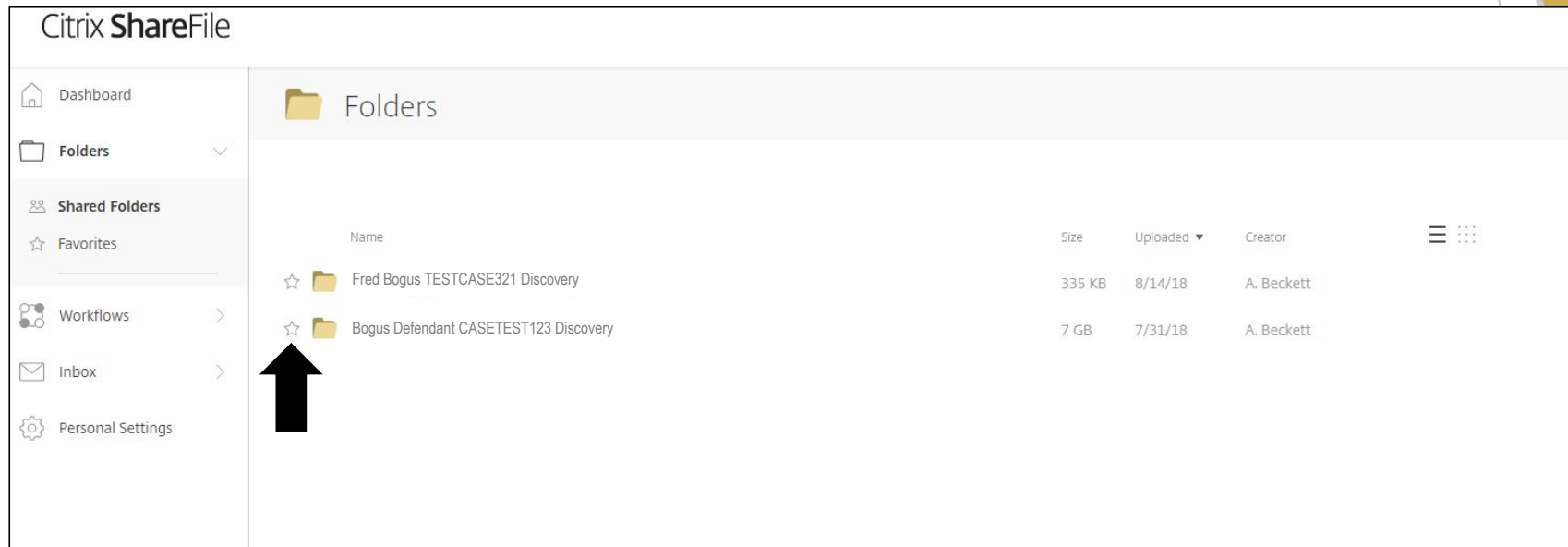
Accessing ShareFile via Website-

Display of Case Folders



- ▶ After clicking “**Folders**” or “**Shared Folders**”, you will see the list of cases available for you to access.

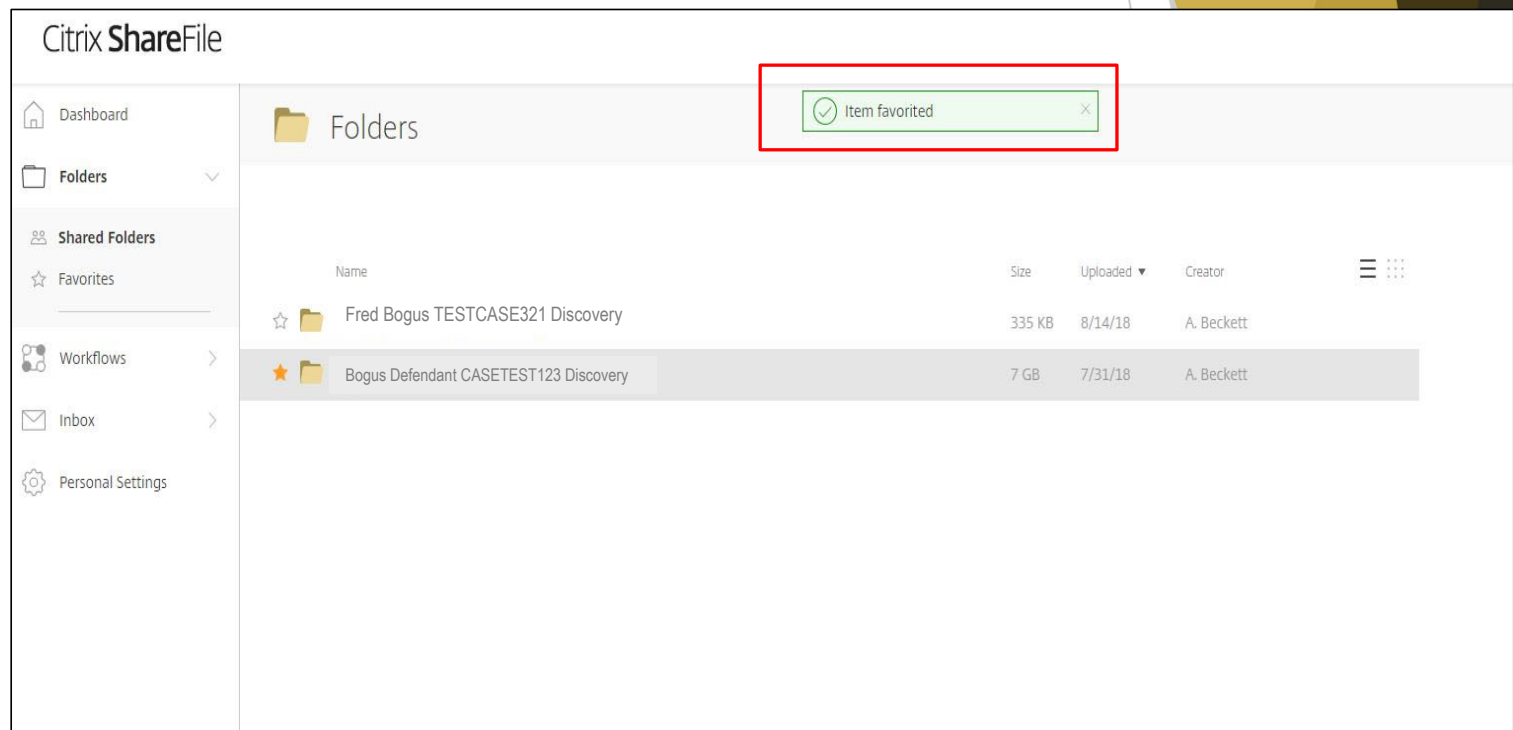
Case Folder Favorites



- To mark a case folder as a favorite, click on the “★” next to the case folder.

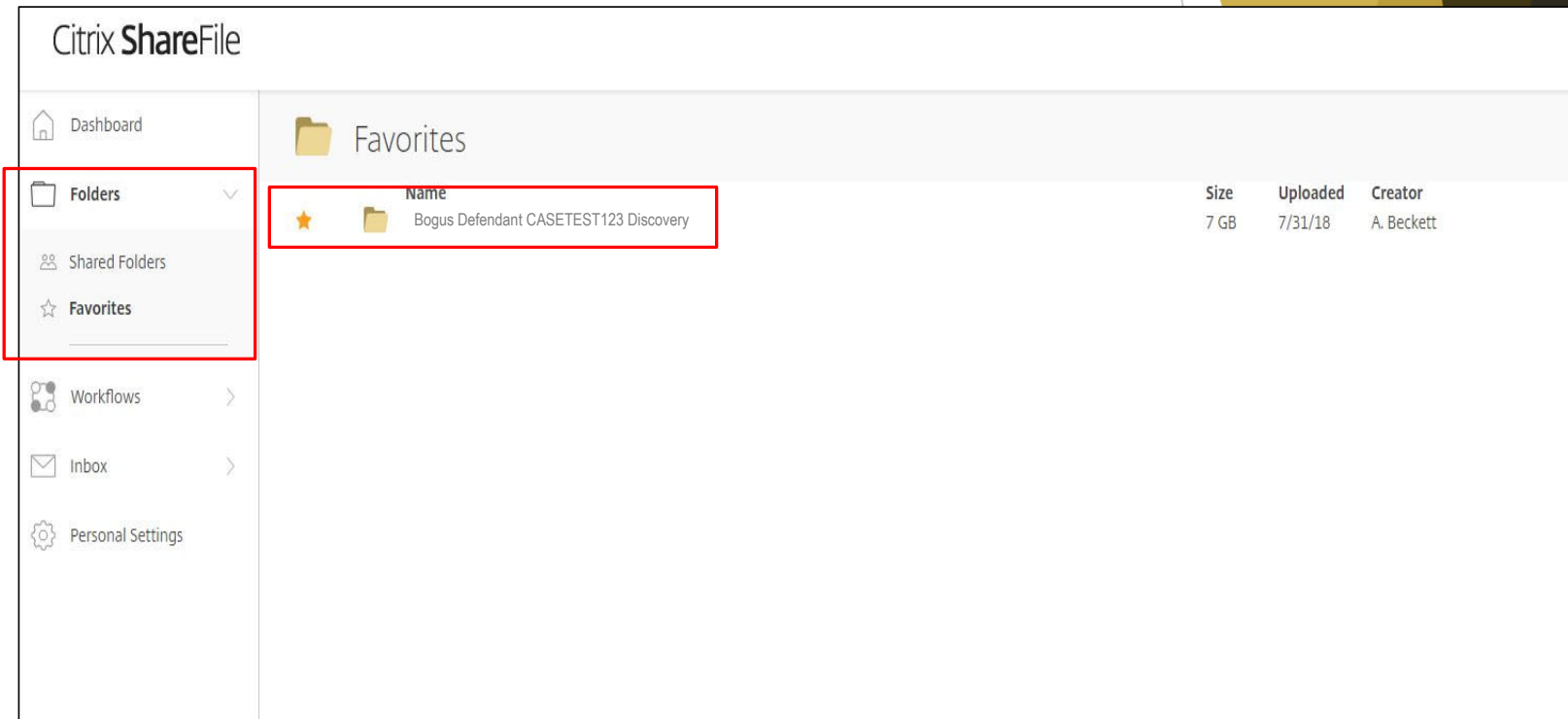
Case Folder Favorites

- ▶ After clicking on the “★” a prompt appears stating “Item **favorited**”.





Case Folder Favorites

- ▶ On the Menu Tree, click on **Favorites** from the Folders options.
- ▶ The case(s) you marked as a favorite will be listed here.

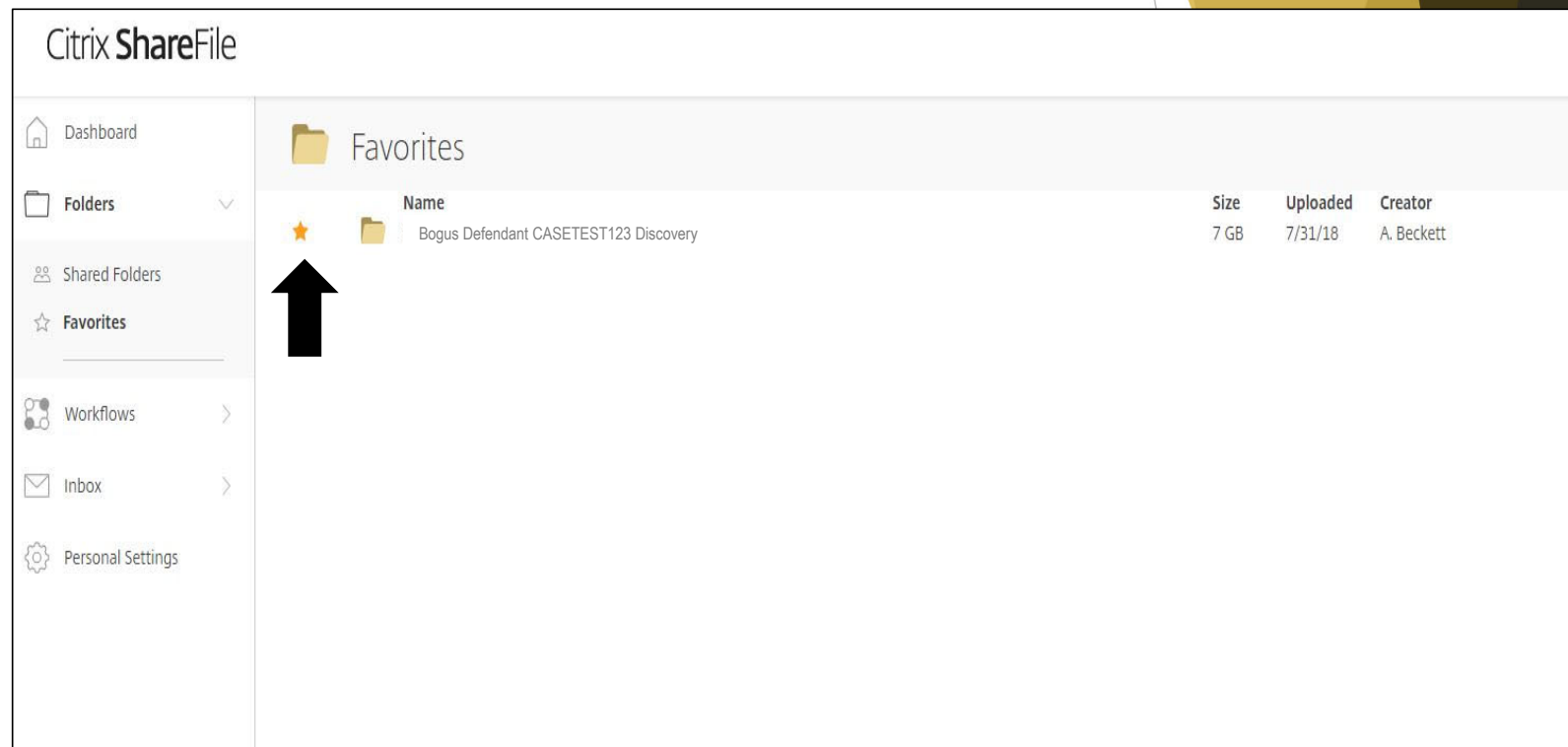


The screenshot displays the Citrix ShareFile web interface. On the left, a menu tree is visible with options: Dashboard, Folders (selected), Shared Folders, Favorites, Workflows, Inbox, and Personal Settings. The main content area is titled 'Favorites' and contains a table listing favorite folders. A red box highlights the 'Favorites' option in the menu tree and the first entry in the table.

Name	Size	Uploaded	Creator
  Bogus Defendant CASETEST123 Discovery	7 GB	7/31/18	A. Beckett

Case Folder Favorites

- If you no longer want a case marked as a Favorite, check the “★”.

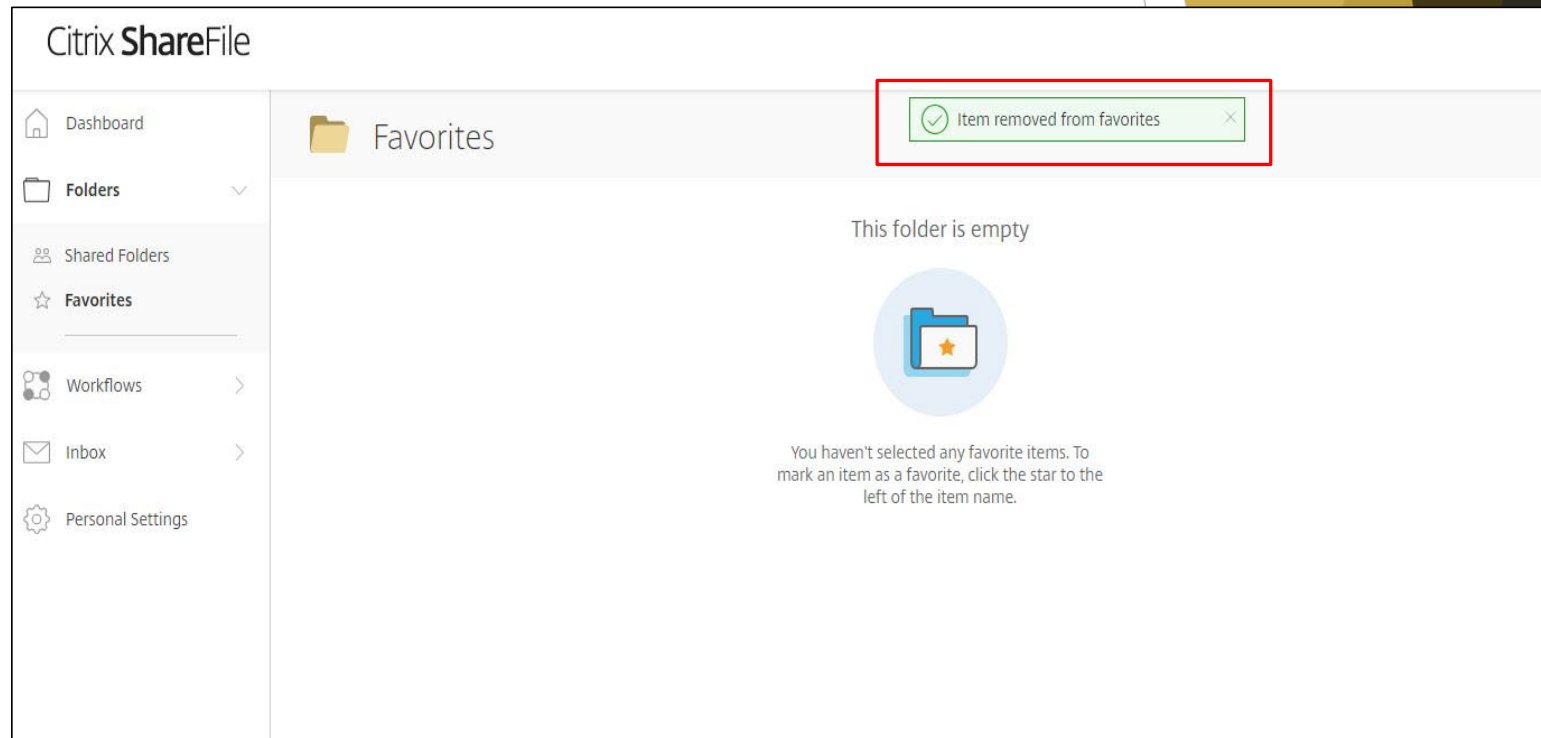


The screenshot shows the Citrix ShareFile interface. On the left is a navigation sidebar with options: Dashboard, Folders, Shared Folders, Favorites, Workflows, Inbox, and Personal Settings. The 'Favorites' section is selected. The main area displays a table of favorite folders. A black arrow points to the star icon next to the folder 'Bogus Defendant CASETEST123 Discovery'.

Name	Size	Uploaded	Creator
Bogus Defendant CASETEST123 Discovery	7 GB	7/31/18	A. Beckett

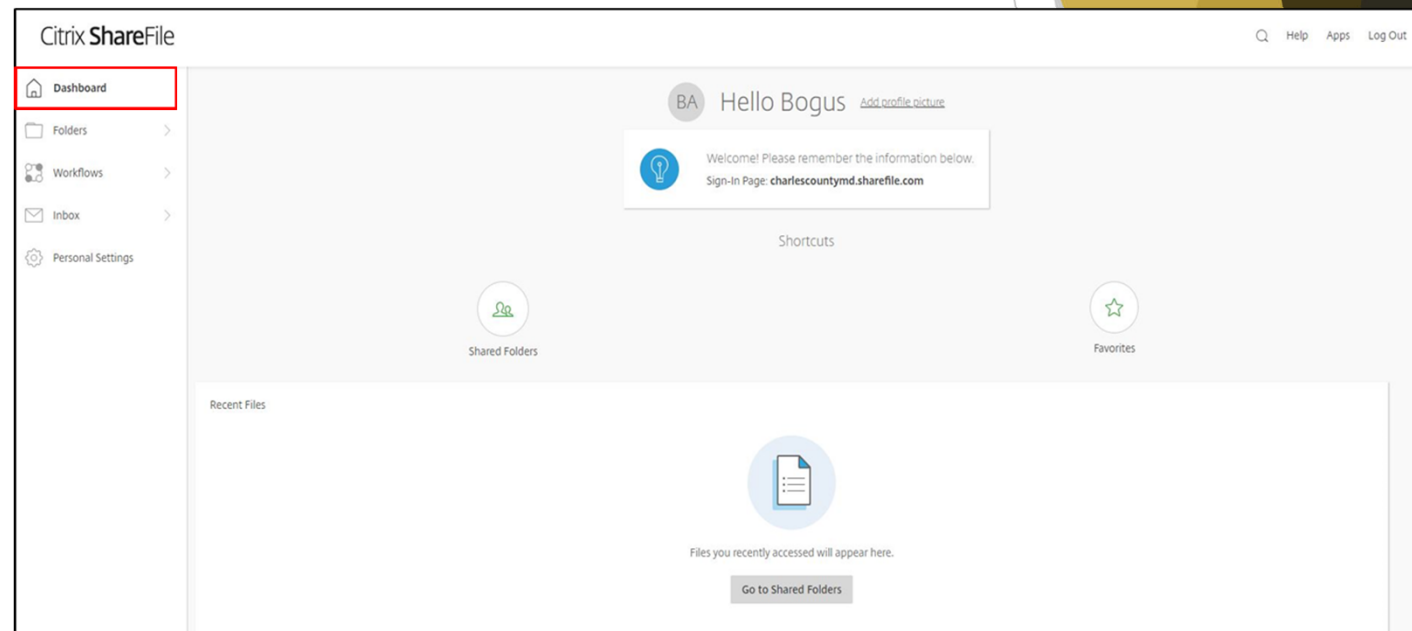
Case Folder Favorites

- ▶ You will receive a prompt stating “**Item removed from favorites**”.



Dashboard

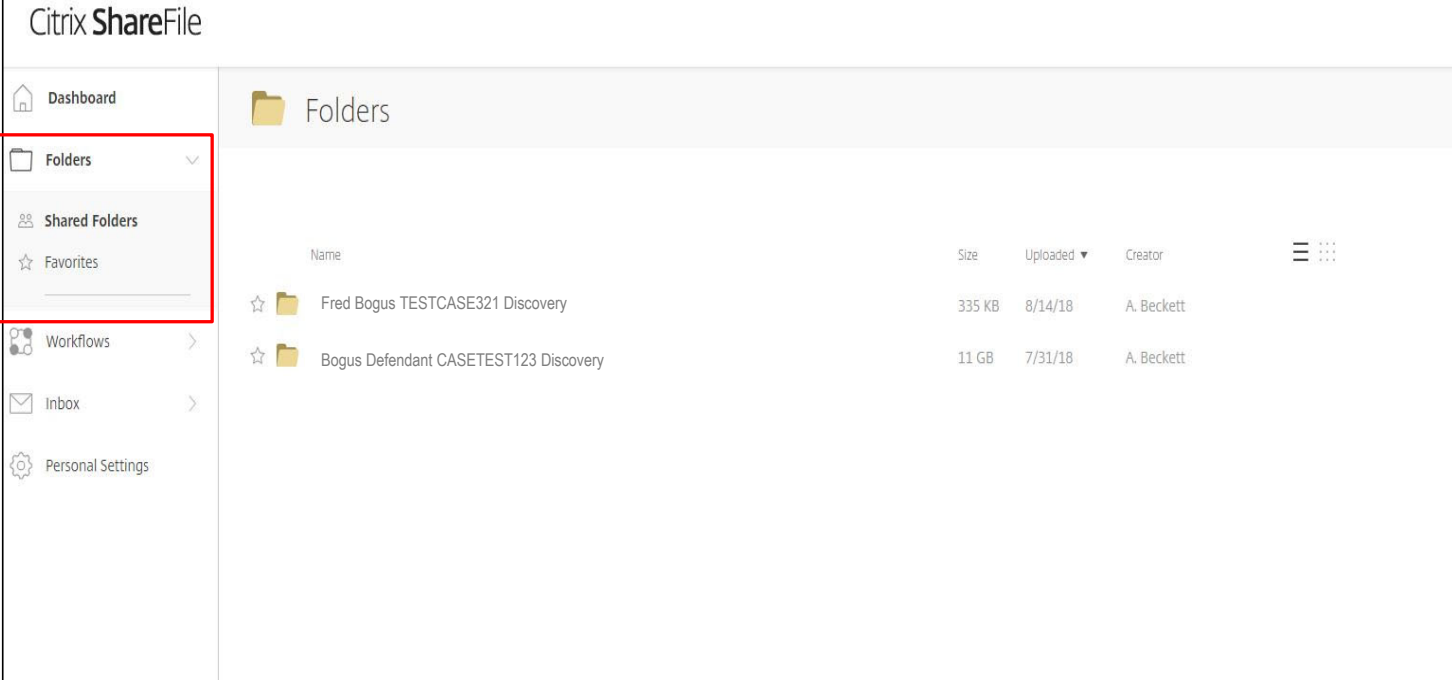
You will find Shortcuts and any recently accessed files on the Dashboard.



Folders

Shared Folders-displays Discovery folders to which you have been added.

Favorites-displays cases you have marked as favorites



Citrix ShareFile

Dashboard

Folders

Shared Folders

Favorites

Workflows

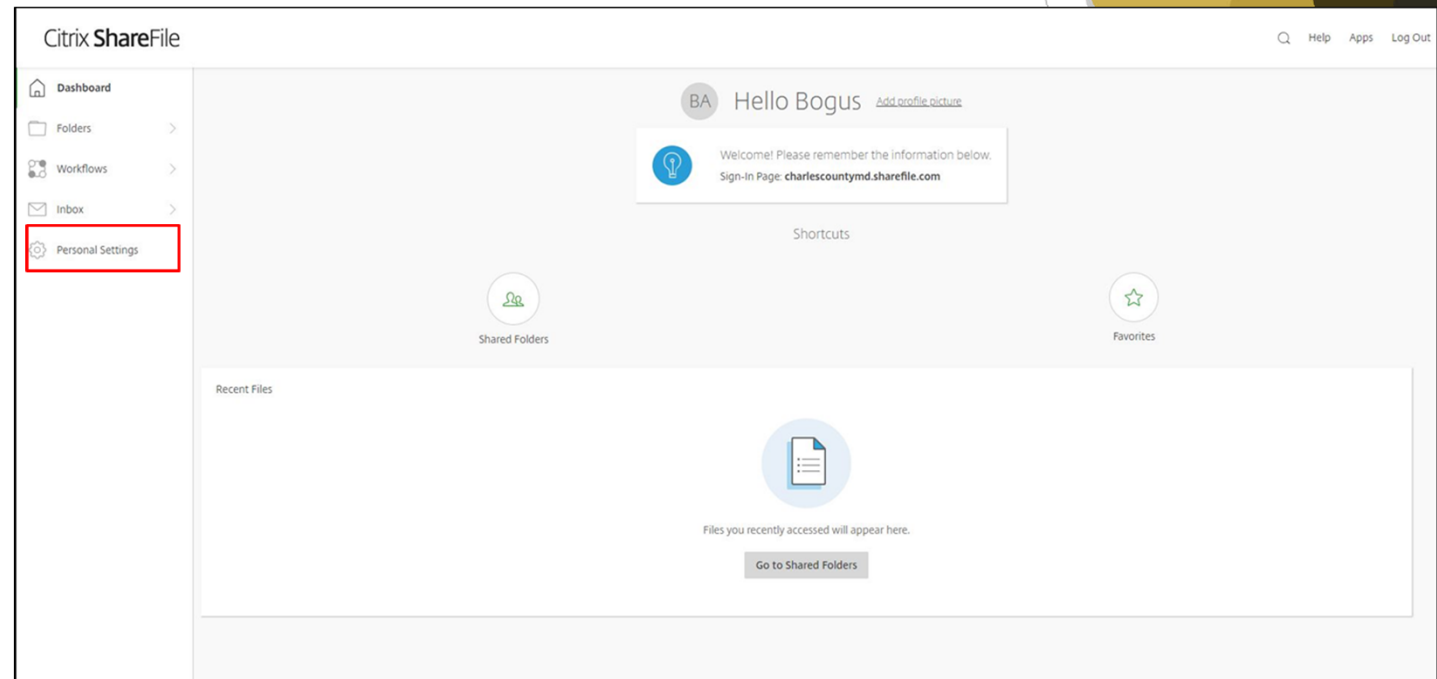
Inbox

Personal Settings

Name	Size	Uploaded	Creator
☆ Fred Bogus TESTCASE321 Discovery	335 KB	8/14/18	A. Beckett
☆ Bogus Defendant CASETEST123 Discovery	11 GB	7/31/18	A. Beckett

Personal Settings

To update your personal information (ie. password and email address), click on “**Personal Settings**”.



Personal Settings

► **Edit Profile**

You can update your name, password and email address.

Your listed email is what has been provided to the SAO from your pleadings.

You cannot use one email address for several attorneys in your company.

It is your responsibility to keep your profile updated.

Citrix ShareFile

Edit Profile

Two-Step Verification

Advanced Connections

My Apps & Devices

Edit Profile

Name and Company Details

First Name:*

Last Name:*

Company:

Profile Picture:

BA

Upload

Change Password

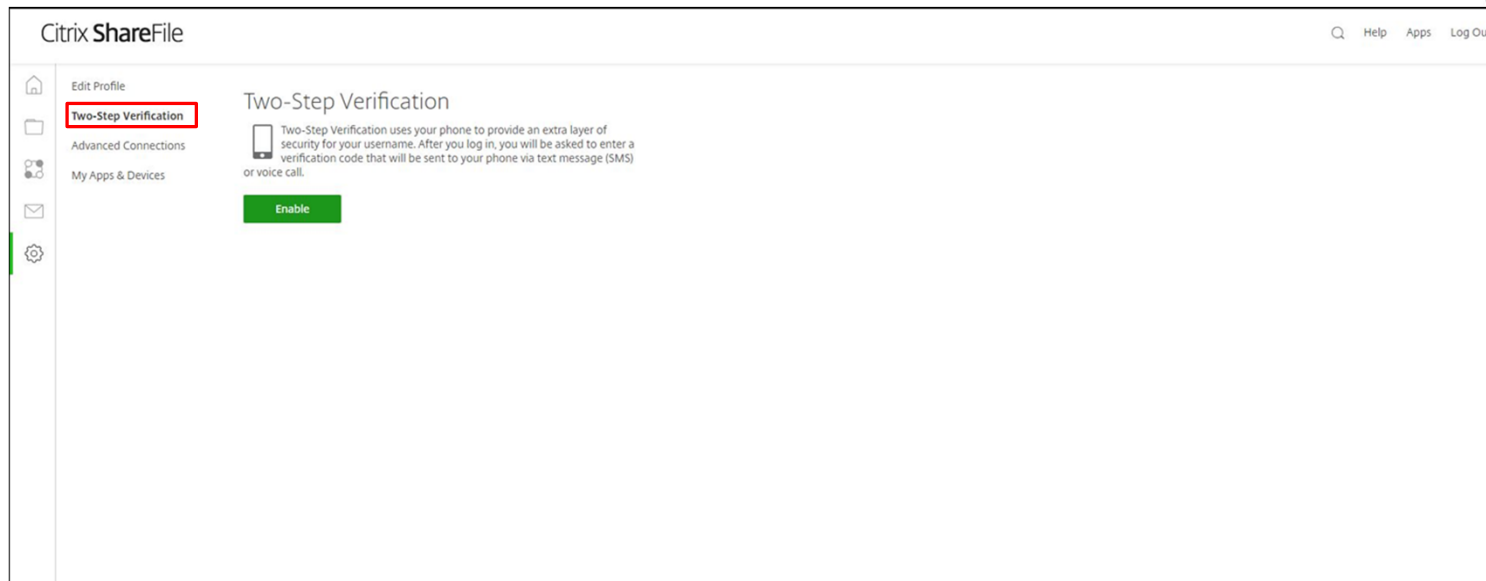
Old Password:*

New Password:*

Confirm Password:*

Save

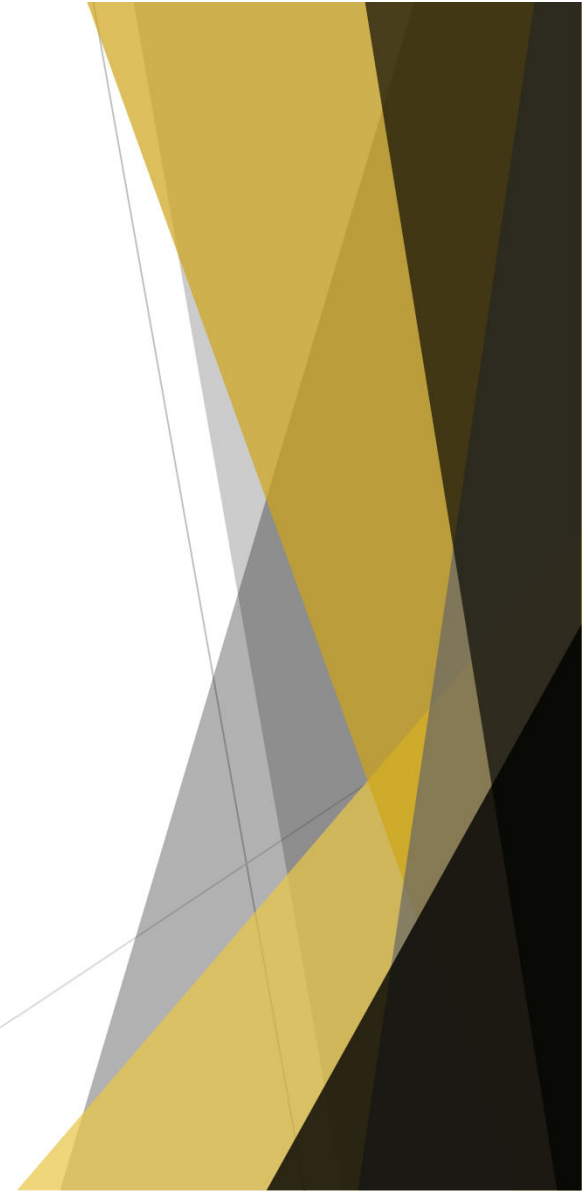
Personal Settings



- ▶ Click on **Two-Step Verification**.
- ▶ You can set up a phone number where a verification code will be sent to your designated phone number as an extra layer of protection to signing into ShareFile.

Account Lock-Out

- ▶ If you get locked out of your account, the SAO cannot unlock you.
- ▶ Contact ShareFile Support at 1-800-424-8749 to get unlocked.



New Defense Attorney Enters on Case

- ▶ If a new defense attorney enters on a case where discovery has already been provided to the previous defense attorney, the previous defense attorney will be removed from the discovery folder and the new defense attorney will be added.
- ▶ When the new defense attorney is added, they will receive an email notification giving them access to the discovery folder and they will be able to download any discovery that is in that folder.
- ▶ For any discovery material that was provided outside of ShareFile, it is the responsibility of the new defense attorney to retrieve the material from the previous defense attorney.

