PAO Case Info Application on Ingress
External View for Law Enforcement Case Information & Referral (formerly known as eLODI)

eLODI (the method by which law enforcement can electronically submit cases to the PAO for review) transitioned to the PAO Case Info Application on August 7, 2021. Please review the information below for instructions on how to use the PAO Case Info Application.

ONCE INGRESS IS SETUP, TO LOGIN:

1. Please login to https://ingress.kingcounty.gov using either Google Chrome or Microsoft Edge. If you are using VPN, disconnect from it.

2. Enter your email address and password.
**For password resets, contact your Agency Registrar(s).

3. Click on **Log In.**

4. Click on **PAO Case Info.**

Referring New Cases via External View (eLODI)

5. Click on **Create New Referral** to be taken to the Person Search screen.

6. Enter the suspect/defendant person name and click **Search**. When searching, always use the most simplistic search terms, i.e., without the middle initial or middle name of the person. Punctuation, spacing and salutation matter; periods do make a difference in searches, but capitalization does not. For names such as Michael/Mike, James/Jim, etc. search all related nicknames and possible spelling variations/aliases.

   For any case with an unidentified suspect;

   - Enter the suspect **last name** as "Suspect"
   - Enter the suspect **first name** as the law enforcement incident number. Example: 2021-012356

7. After a thorough search and a record is not found, the screen below will appear. Click on **Create New Person** to add the suspect/defendant.

8. Enter suspect/defendant pedigree information as shown below, then click on **Add Case.**

   For any case with an unidentified suspect;

   - Enter the suspect **last name** as "Suspect"
   - Enter the suspect **first name** as the law enforcement incident number. Example: 2021-012356
   - Enter the DOB as 1/1/1900

9. If a suspect/defendant is found, you will see the following screen. The search using the Person's Last Name and First Name resulted in the example below. If the suspect/defendant has multiple cases, the cases will be listed on the bottom half of the screen. In this example, the suspect/defendant has one record with PAO. Verify the suspect/defendant SSN, DOB, DL Number, etc. If the identifiers do not match, click on **Create New Person** and add suspect/defendant pedigree information.

10. If the suspect/defendant name is selected, the person screen below will appear. Verify the suspect/defendant SSN, DOB, DL Number, etc. and/or edit as necessary (Do NOT edit the UCN Field). *Always* confirm existing information before adding a new record. Then click on **Add Case.**

Badguy, MRJC - New Referral Creation					jamie.saeteurn	Logout	☰
☐ Entity	JCN Badguy , MRJC Name	01-01-1900 DOB 📅 121.70 Age	US~United States of America Place of Birth	123-45-6789 SSN
☐ Int.	516 3rd Ave Address 1	White/Caucasi Race Male Gender 5'08" Height 165 Weight	12345678 UCN
	Address 2	Gray or Partia Hair Hazel Eye	(206)477-1234 Phone WA12061786 State ID
	Seattle City WA State 98104 Zip	State-License#WABADGUYMRJC337D7 Lic#/Class/Exp	401122EA6 Federal ID
	Employer	Defendant Status	806860 Inmate #

Exit | Upload Mugshot | Add Case

➢ Match any identifiers you have such as middle name, DOB, SSN. Edit/enter as much information you have as follows:
   o Use Proper Case when entering Last, First, Middle name or Initial.
   o Enter the full Middle name if you have it.
   o When entering a middle initial, use a period after the initial, i.e. **J.**

➢ To edit the "**Name**" field click within the field and it will show you the individual fields. In this example, we added the Middle Name, Prefix and Suffix.

Pr Badguy Last Zebra First Animal Mi Sr Su

   o **PR** (Prefix) - to be entered for professional designations only such as Dr.
     Do NOT add Mr./Mrs./Ms, etc.
   o **SU** (Suffix) - to be entered for Jr., Sr., II, III, IV. No professional designations.

➢ To edit/enter the address fields, follow the Post Office Rules.
   o If an address is unknown, enter "**No Known Address or "Unknown Address.**" Do NOT use HOMELESS as the address.
   o If a street name is spelled out, capitalize the **First letter only**, i.e. California, James, etc.
   o Abbreviations are written in caps, i.e., AVE, SW, E, ST, APT
   o Do not use periods in between abbreviations, i.e **N.E, E., W**
   o Apartment or Suite numbers are entered in Address line 1.

555 California AVE SW Seattle WA 98136-1234	PO BOX 1234 Seattle WA 98136-1234
555 E 4TH ST Seattle WA 98136-1234	1234 W James ST, APT 1A Seattle WA 98004-1234

10.11.21

o When using "in care of" or "attention of" enter in "Address line 1" and the street address in "Address line 2."

Address Line 1:	**c/o**: John Doe or **Attn**: Fraud Department
Address Line 2:	123 N 200TH AVE, APT 45

- ➤ **Employer:** If the person is an employee of an entity victim (corporation/franchise business) or is a representative of that employer, then employer name is entered.
- ➤ **DOB:** If you don't have it and one is required to leave a screen in PbK, enter the **default date of 01-01-1900**.
- ➤ **Sex:** There are four options to select from: 1) Female; 2) Male; 3) Non-Binary; and 4) Unknown. Also, under the "**Person Type**" tab, there are Person Reporting Types (PN-HE, PN-SHE, PN-THEY).
- ➤ **Other fields:** State License number, SSN, UCN (a new number replacing the CCN), State ID, Federal ID

UCN - Defendant ID Number

Please do not edit or otherwise enter any information in the UCN field for defendants. UCN numbers are automatically, and can <u>only</u> be, generated by the King County jail. If that number is changed, edited, or removed it prevents us from accurately linking cases to defendants who are in custody. This can, and has, caused problems with the timing of filings and case processing.

New Referral Creation screen

11. After you click on *Add Case*, the *New Referral Creation* screen will appear. Enter the following detailed information about the case:
   - **RUSH Filings and RUSH for Warrant**
     - o Click the **72 Hour Hold** box in the Arrest section and/or note RUSH in the Comments field for the Certification for Determination of Probable

Cause under File Upload. Use this method to flag a referral for immediate review.

- **Referral Information**
  - Report #: LE Incident number (i.e., 2021-001234)
    - Do NOT abbreviate the incident number. Many officers enter 2021 as 21 or drop the zeroes off of the front of the second part (entering 001234 as 1234).
    - It is very important that the full, correct, incident number be entered in order for follow-up to be processed, evidence.com video to be attached, and to link the case to a defendant booked into jail.
  - Police: Lead Law Enforcement Officer
  - Agency: Law Enforcement Agency is auto-filled
  - Venue: Select one of the court locations below, so that the referral can be routed to the appropriate PAO Filing Unit.
    - King County Superior Court Felony Cases
      - **KNT** – Maleng Regional Justice Filing Unit
      - **SEA** – King County Courthouse Seattle Filing Unit
    - King County Juvenile Court Cases
      - **JUV** – Children and Family Justice Center (CFJC) Filing Unit
    - King County District Court Misdemeanor Cases
      - **DCE** (District Court East) – Redmond Courthouse
      - **DCS** (District Court South) – Maleng Regional Justice Center
      - **DCV** (District Court Vashon) – Vashon cases are handled by District Court at the Maleng Regional Justice Center.
      - **DCW** (District Court West) – King County Courthouse – Seattle
      - **DVC** (Domestic Violence Court) – Handles unincorporated King County misdemeanor Domestic Violence cases
- **Arrest Information** (Enter the date of arrest if suspect was arrested)
  - If the defendant is in custody on a **72 Hour Hold**, please check that box in this section.
  - Checking this box will mark the referral as red in PAO's import system and alert PAO the case is a **RUSH filing**.
- **Charge(s)**
  - Please enter all charges you are recommending or requesting the PAO consider.
    - First Charge and subsequent charges
    - Date: Crime Date or if unknown, use date investigation is created

- Charge - click on the "Charge" button for a searchable list of crimes
- Modifiers – A modifier is an attribute that makes the charge an anticipatory or "inchoate" charge: a criminal attempt, conspiracy, or solicitation. Generally, this reduces the seriousness of the crime, but not always.
- Enhancements – An enhancement is a special allegation or aggravator that adds to the seriousness of the crime and/or punishment.
- Location (that crime occurred) and /City/State/Zip

- **Witness(es) and Victim(s)**
  - VICTIMS – please enter as much detail as possible for all victims
  - Add Victim/Witness
    - Name
    - Address
    - DOB
    - Witness Type
  - Entity Victims (Corporation/franchise business victim)
    - To search for an Entity Victim that PAO has verified:
    - Search in the Last Name field: "Master Entity"
    - Search in the First Name field: First letter or name of Entity
    - If the Entity is found, select the entity and Witness Type: Entity Victim
    - If the Entity is not found using the search method above, add the Entity into the system.
  - Add as many witnesses as necessary.
- **Upload documents/files**
  - For a case to be reviewed, the following four things must be submitted separately:
    - Certification for Determination of Probable Cause
      - A Probable Cause Certification submitted to Superior Court must include the "under penalty of perjury" language AND contain one of the following types of signatures:
        - Be **physically signed** (RCW 9A.72.085), scanned in, and added in the Documents section.
        - *The above is the only option currently available. We are working on obtaining approval for other digital signature types.*
      - *If uploading case with a **RUSH for WARRANT**, please notate that in the Comments field of the Certification.*

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- Superform – ***You on <u>no longer required</u> to submit a Superform with each felony referral. The data on the suspect/defendant that you enter during the process of creating a new referral will be used to automatically populate a Superform. However, this makes it even more important for you to confirm that you have entered the most up to date contact information for each suspect/defendant. Do not rely on previously existing addresses in the PAO system.***
- Police Report(s)
- WACIC-NCIC
- Additional Notes:
    - Comments Field: It is on the file upload screen. After you upload file(s), the screen with the comments field will appear and you will be allowed to add comments for the file.
    - If uploading Non-Discoverable files, be sure to add "Not for discovery" in the comments field of the file(s).
    - If uploading SROs with a known suspect, be sure to add "SRO" in the comments field of the file(s).
    - In the naming convention of files, do not use special characters (#, $, &, ;, etc.) in the name or capitalize the extension at end of files (i.e.: ".PDF; .JPEG;.JPG, etc.").
        - Symbols, accent marks, and punctuation marks are considered special characters.
    - File size: When creating a new referral, you cannot upload files larger than 1 gigabyte (GB). Attempting to do so will result in an error. HOWEVER, you can upload files of any size as follow-up. It is only the initial submittal of the referral that has this limitation.
    - Digital Media Files: Include the player/reader for the file, if one is available.
- **Co-Defend**
    - Click on the "add defendant" button in the Co-Defend tab to search for and add or create a new person to be a co-defendant on a case.
- **Preview Referral**
    - To see the Police Referral Summary Report. This preview is loaded with all the data that you've provided. Case can be referred on this screen (optional)

- **Once the referral information is entered and all files are attached**, click on *Refer Case.* The Referral will be sent to a Referred Queue for the PAO to retrieve. Note: After a case has been referred, edits or changes cannot be made to the referral.

For more information on eLODI, the electronic Log of Detective Input used to submit referrals electronically to the King County Prosecuting Attorney's Office. Here is a link to the training video: https://kingcounty.gov/depts/prosecutor/elodi.aspx.

Reminders

Referring a Case for a Filing Decision

When formally referring a case for filing, you MUST always create a new referral. This applies even if a defendant was booked and there is a "case" in PAO Case Info for that law enforcement incident number. That "case" is a shell created for the booking only; it is not something we review for a filing decision. If you add files to an existing booking, our Filing Unit will NOT be notified and your case may not be reviewed. The PAO is only notified that you have submitted a case requiring a filing decision is if you click "Create New Referral" and refer the case using that process. Do not ever use the follow-up discovery process for creating a new referral.

Superform Requirements

You are no longer required to submit a Superform with each felony referral. The data on the suspect/defendant that you enter during the process of creating a new referral will be used to automatically populate a Superform. However, this makes it even more important for you to confirm that you have entered the most up to date contact

information for each suspect/defendant. Do not rely on previously existing addresses in the PAO system.

Issues

If you have any issues with the portal and are using VPN, try disconnecting from VPN and see if it will resolve your issues within the portal. In addition, try clearing your browser cache then log out and back into the portal.

Reopen and review referrals that are partially or not fully entered

To access a referral that was not fully submitted via the new system or that your login timed out, on the main search screen of PAO Case Info, click **Referral History** to be taken to the Referral History screen. This will allow you to resume working on a unreferred case. External View will time out after 1-hour and 40-minutes.

Locate the Defendant Name, then double click anywhere in the row to open the unreferred case.

Once you are in the case, you can finish the referral then click on **Refer Case.** Note: After a case has been referred, edits or changes cannot be made to the referral.

If the case has been referred to PAO, you will be prompted with the following message. You will not be able to resume working on the referral.

Referral History

Referral history and case status is visible in PAO Case Info. To view cases you have referred to the PAO, on the main search screen of PAO Case Info, click **Referral History** to be taken to the Referral History screen.

Hover over the **Referral icon** to see the names of the documents that were submitted with this referral. You cannot edit any information on this screen. Click on the **Referral icon** to see the Referral Summary.

Referral History - Referral Summary

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Wednesday August 11 2021   1:50 PM

Referral Summary

Report Number	2021-0123456T	SSN	555-55-5555	License Number	TESTCASET123HK	
Name	TestCase Jr, Testy A	DOB	12/31/2000	Place of Birth	Status	
Address	100 5th Ave Apt 302	Race	W	Sex M	Height	5'08"
	Seattle WA 98104	Hair	BLK	Eyes BRO	Weight	150
Referral Date	7/29/2021 12:00:00 AM					
Arrest Date	07/28/2021 02:00:00 PM	ORI			DSN	1070
Booking #		CCN	10000983	State ID	PCN	

Referred Charges

Count	Docket Number	Charge Code	Enh Code	Statute	Severity	Description	Date
1		00393	CDV	9A.36.021(1)(g)		Assault In The Second Degree (Strangulation effective - 7-22-07; Suffocation effective - 7-22-11)	07-27-2021
1		00393	HDV	9A.36.021(1)(g)		Assault In The Second Degree (Strangulation effective - 7-22-07; Suffocation effective - 7-22-11)	07-27-2021
2		00458C IP		26.50.110(1)		Domestic Violence Misdemeanor Violation Of A Court Order - Intimate Partner (Gross Misdemeanor)	07-27-2021

Referred Witnesses / Victims

Name	Race	Sex	DOB	SSN	Witness Type
TestcaseVictim , Test			01/01/2000		Property/injury victim

Referral Documents

File Name	Comments
Test Certification.pdf	RUSH for warrant
Test Detective Comments.pdf	NOT Discovery
Test Reports.pdf	
Test Superform.pdf	
Test WACIC-NCIC.pdf	

Notes:

Exit

Law Enforcement General Access to External View

12. This is the basic search screen. To view a defendant's case, there are various ways to search. The most common way is a ***Name Search***. Other search options available are: *Court Case # (using hyphens), UCN (a new number replacing the CCN), Report #, etc.* In the example below, the Last Name and First Name is used to search for the defendant. Click on the "Search" button on the right side of the screen after entering the search criteria. Click **Court** to see past and future court dates you are assigned to as a witness.

13. If a defendant record is found, the search results screen is displayed. In the example below, the search using the defendant's Last Name and First Name shows one case linked to the defendant. If the defendant has multiple cases, it would show on the bottom half of the screen. From this screen, you cannot click on the defendant's name. Use the name and identifiers to verify it is the correct defendant then click on the **File #** link, to view the defendant's Case Information.

14. If a defendant record is not found, you will see the following screen. The defendant's name or identifier used in the search, did not match a record in PAO's case management system.

Note: When searching, always use the most simplistic search terms, i.e. without the middle initial or middle name of the person. For names such as Michael/Mike, James/Jim, etc. search all related nicknames and possible spelling variations.

- When searching punctuation/spacing and salutation matters.
- Periods do make a difference in searches, but capitalization does not

Search - Party Search Results										jamie.saeteurn	Logout
Name		CCN	Address		Status		DL Number	Race	Sex	DOB
No results were returned for the search criteria. Please adjust criteria and try search again.										

Jurisdiction ▲	File #	Court #	Report #	Charge		Type	Issued	Status	Stage	Disp Date

Exit

Case Information and Attaching Files as Follow-up

15. Once you click on the File # link, you will be presented with the following case information:
    a. Current status & stage of case.
    b. Disposition of each charge.
    c. Upcoming court dates and all court dates associated to the case.
    d. List of all documents uploaded on case.
    e. DPA/Paralegal/Defense attorney assignment along with their email addresses.
    f. *Attach File* button for follow-up investigation materials. Files of any size or type (zip files, etc.) can be uploaded directly into existing cases.

Uploading Files/Documents into existing case as Follow-up

16. To attach and upload files to an existing case, click on **Attach File**.

17. Click **Add files** to add the desired files to case. On the next window, navigate to the files you want to upload to the case. Select the desired files and click Open. To select multiple files, click on Ctrl and select the files and click Open. Or select the files, drag and drop into the File Upload screen. When the upload is complete the Upload screen disappears.
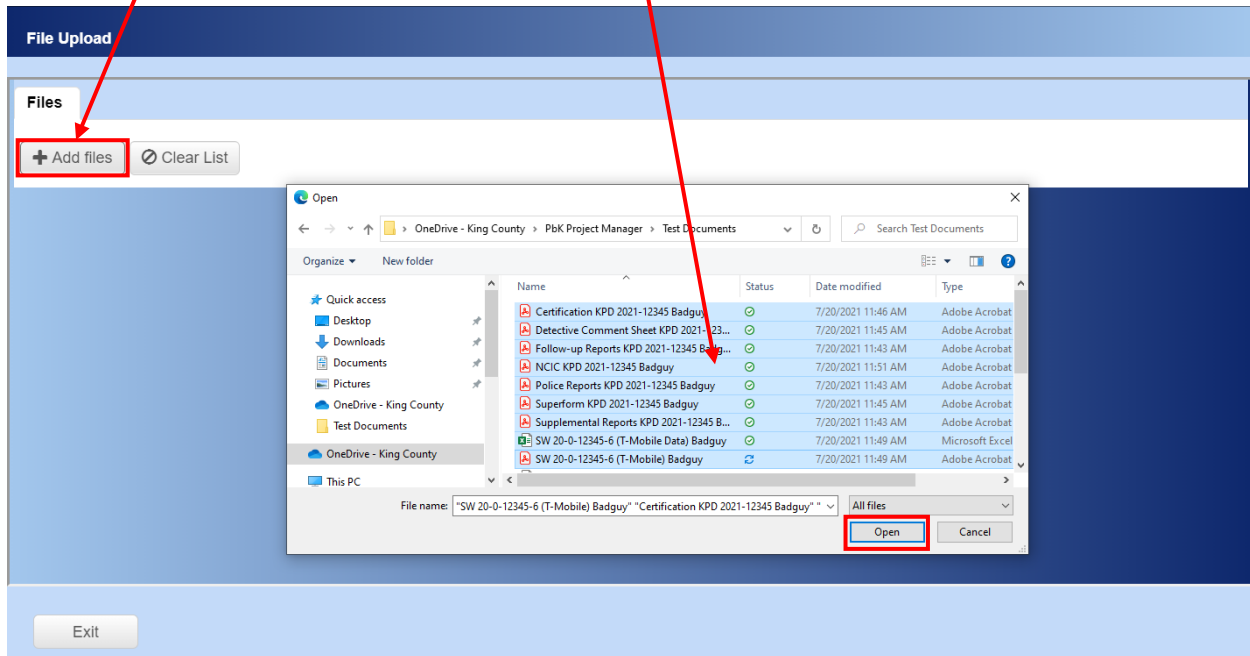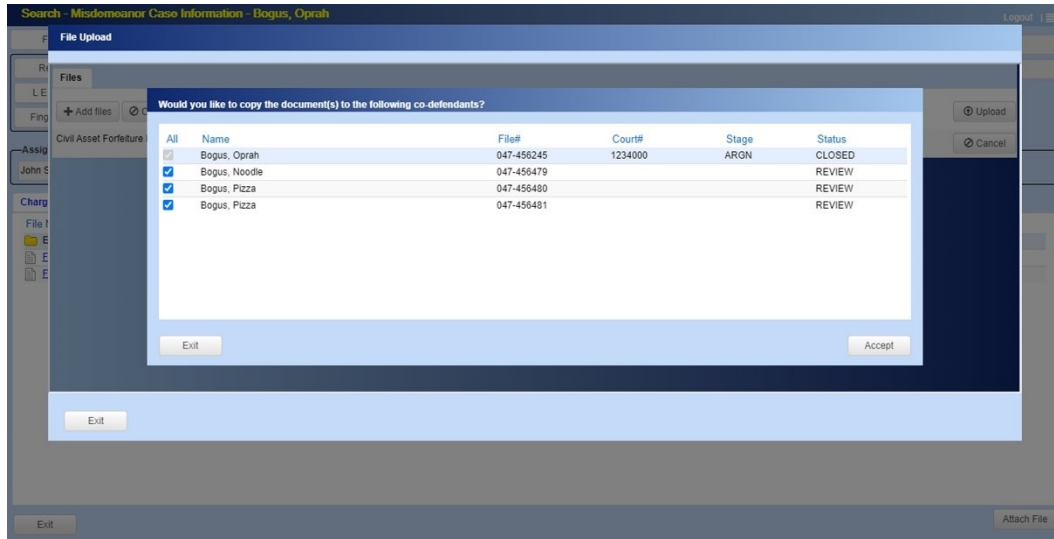

18. On the File Upload screen, the files selected will appear. Use the Comments field to notate *Not for discovery* files and/or to provide additional notes on the files (I.e.: zip files for Search Warrant returns) then click on Upload.

10.11.21
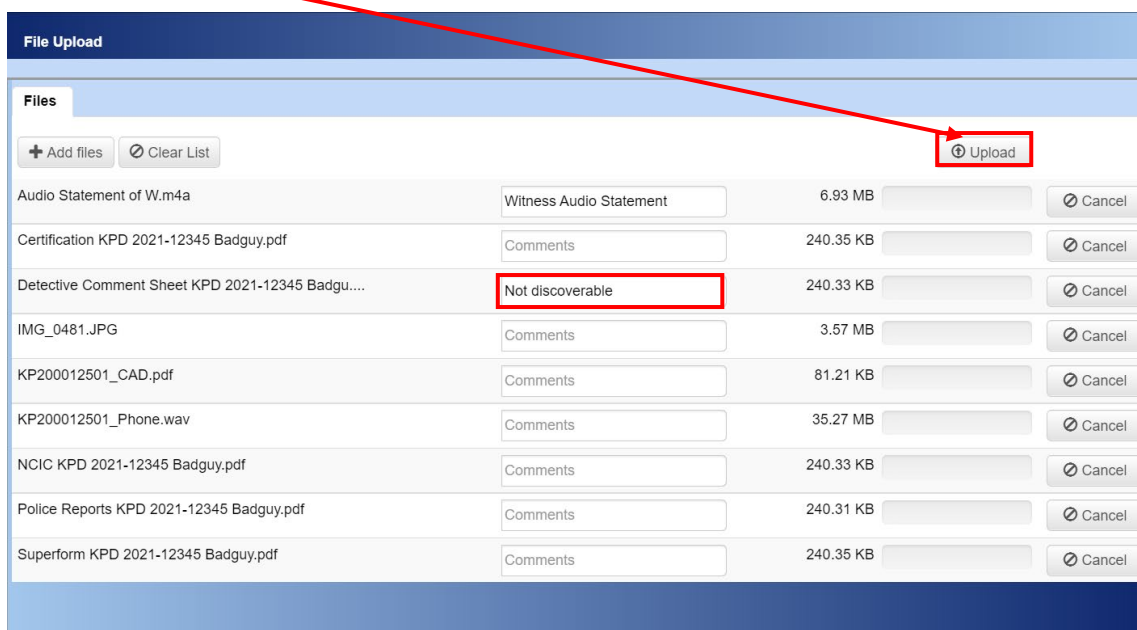
19. Uploading file into existing case with Co-Defendant(s)
    a. When you upload a document with a Co-Defendant(s), you will be prompted to copy that document to all other co-defendant cases

When you upload documents to a case that has Co-Defendant(s) you will receive the ***"Would you like to copy the document(s) to the following co-defendants?"*** prompt with All Names selected by default.

Sample Charges Results

Sample Co-Defendant Results

When you upload a document, you will be prompted to copy that document to all other co-defendant cases.

Search - Felony Case Information - Badguy, MRJC Kent					jamie.saeteurn	Logout |≡

File #	033	700148		Cause	18-1-01865-4		Case Worker	Case Worker
Report #	2018-82842		Status	OPEN		Stage	TRIALSET-Trial set
L E Agency	Seattle Police Department		Jurisdiction	033	King	Division	KNT

L E Agency

Assigned
David A. Baker   David-PAO.Baker@kingcounty.gov

Def. Atty
More Staff Defense Test   PAOPbkOfficerUpdates@kingcounty.gov

Charge	CoDefendant 🔍	Court Date	Bond	Documents

PA	File Number	Defendant		Counts
		Badguy, MRJC	1	
033	700289	Badguy, Co-Def1	1	

Exit   Attach File

Sample Court Date Results

Search - Felony Case Information - Badguy, MRJC Kent					jamie.saeteurn	Logout |≡

File #	033	700148		Cause Number	18-1-01865-4		Case Worker	Case Worker
Report #	2018-82842		Status	OPEN		Stage	TRIALSET-Trial set
L E Agency	Seattle Police Department		Jurisdiction	033	King	Division	KNT

Assigned
David A. Baker   David-PAO.Baker@kingcounty.gov

Def. Atty
More Staff Defense Test   PAOPbkOfficerUpdates@kingcounty.gov

Charge	CoDefendant	Court Date 🔍	Bond	Documents

Setting	Description	Div	Event	Judge	Date
GATS	Courtroom GA		KNT	Trial set Superior Court continued to new date	08-30-2021 09:00 AM
GAOH	Courtroom GA		KNT	Omnibus hearing continued	07-30-2021 08:30 AM
GAOH	Courtroom GA		KNT	Omnibus hearing continued	07-30-2021 08:30 AM
GACS	Courtroom GA		KNT	Case setting hearing	07-12-2021 01:00 PM
GAAR	Courtroom GA		KNT	Arraignment Superior Court	07-06-2021 09:00 AM

Exit   Attach File

Sample Bond Results

Sample Documents Results

Folders will not be displayed on this tab and you cannot upload either.

Please contact David Baker and Jamie Saeteurn if you have any questions or concerns (David-PAO.Baker@kingcounty.gov and Jamie.Saeteurn@kingcounty.gov)

Note: If you have any issues with the portal and are using VPN, try disconnecting from VPN and see if it will resolve your issues within the portal. In addition, try clearing your browser cache then log out and back into the portal.