

Prosecutor by Karpel (PbK) External View

eLODI and Law Enforcement General Case Information

ONCE INGRESS IS SETUP, TO LOGIN:

1. Please login to <https://ingress.kingcounty.gov>
2. Enter your **email address and password**.

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Ingress Distributed Security Gateway

Account Log In

User ID: PAOPbkOfficerUpdates@kingcounty.gov

Password:

[Forgot your password](#)

Legal Notice

All information contained within King County that was submitted by law enforcement to be shared only by other law enforcement agencies, which agencies are both permitted and restricted by law to handle Criminal History information and Juvenile information and other confidential information within the context of state and federal law, is to be considered "sensitive law enforcement" information. In order to maintain the integrity of

[Log In](#)

3. Click on **Log In**.
4. Click on **PAO Case Info**.

Personal Information

Services

Services for which you currently have access.

Service	Description
PAO CASE INFO	PROSECUTORbyKarpel External Law Enforcement Case Information
PORTAL	King County's Criminal Justice Portal
SEARCH-WARRANT-RESOURCE-CENTER	The Search Warrant Resource Center provides law enforcement access to search warrant templates, electronic surveillance order templates, contact information for judges and prosecutors, search warrant numbers and other warrant-related resources.

Referring New Cases via External View (eLODI)

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

Search - Case Information Search jamie.saeteum

Name Information	Last Name	First Name	Middle Name
Offense Date	From	To	Court Case #
L. E. Agency	Agency	CCN	Report #
PCN	FPPC		Court

Create New Referral Referral History Clear Search

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.

Person Search - New Referral Creation jamie.saeteum | Logout |

Name Information	Badguy	MRJC	Middle Name
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Exit Clear **Search**

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.

Person Search Results - New Referral Creation

jamie.saetern | Logout

Search

Name	Race	Sex	Birth Date	SSN	Local ID	State ID	DL Number
No results were returned for the search criteria. Please adjust criteria and try search again.							

Search

File #	Court #	Charge	Type	Offense	Status	Stage	Disp Date
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Exit

Create New Person

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

Badguy, MRJC - New Referral Creation

jamie.saetern | Logout

☐ Entity JCN Badguy, MRJC Name 01-01-1900 DOB 121.54 Age Place of Birth 123-45-6789 SSN

☐ Int. 516 3rd Ave Address 1 White/Caucasian Male Gender 5'08" Height 165 Weight 0050226 CCN

Address 2 Gray or Partially Hazel Eye Phone WA12061786 State ID

Seattle City WA 98104 Zip State-License# WABADGU YMRJC337D7 Lic#/Class# 101122EA6 Federal ID

Employer Defendant Status 806860 Inmate #

Exit

Upload Mugshot

Add Case

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.

Person Search Results - New Referral Creation jamie.saeteurn | Logout |

Name	Race	Sex	Birth Date	SSN	Local ID	State ID	DL Number
Badguy, MRJC	W	F	03-27-1967	422-65-1280	0050226	WA12061786	BADGUYMRJC337D7

File #	Court #	Charge	Type	Offense	Status	Stage	Disp Date
033-700148	18-1-01865-4	02535 - 9A.56.350(1)(c), (2), (4) - Organiz...M		09-16-2016	OPEN	TRIALSET	

Exit Create New Person

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. **Always** confirm existing information before adding a new record. Then click on **Add Case**.

Badguy, MRJC - New Referral Creation jamie.saeteurn | Logout |

<input type="checkbox"/> Entity	JCN	Badguy, MRJC	Name	01-01-1900	DOB	121.53	Age	US~United States of America	Place of Birth	123-45-6789	SSN
<input type="checkbox"/> Int.	516 Third Avenue		Address 1	Unknown	Race	Male	Gender	5'08"	Height	165	Weight
			Address 2	Gray or Partial	Hair	Hazel	Eye	(206)123-4567	Phone		CCN
	Seattle	City	WA	State	98104	Zip					State ID
		Employer		State-License#							Federal ID
											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:
 - Use Proper Case when entering Last, First, Middle name or Initial.
 - Enter the full Middle name if you have it.
 - 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
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- **PR (Prefix)** - to be entered for professional designations only such as Dr.
Do NOT add Mr./Mrs./Ms, etc.
- **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.
 - If a street name is spelled out, capitalize the **First letter only**, i.e. California, James, etc.
 - Abbreviations are written in caps, i.e., AVE, SW, E, ST, APT
 - Do not use periods in between abbreviations, i.e. **N.E, E., W**
 - 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

- 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

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:

- **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

- **Arrest Information** (Enter this information if suspect was arrested)

- **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)**

- 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**
 - For a case to be reviewed, the following four things must be submitted:
 - 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.*
 - Superform
 - Police Report(s)
 - WACIC-NCIC
 - Note: if uploading ***Not for discovery*** files, please notate in Comments field
- **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, click on **Refer Case**. The Referral will be sent to a Referred Queue for the PAO to retrieve.

Case Badguy, MRJC - New Referral Creation jamie.sateurn | Logout

Defendant Information

<input type="checkbox"/> Entity	JCN	Badguy, MRJC	Name	01-01-1900	DOB	121.55	Age	Place of Birth	123-45-6789	SSN			
<input type="checkbox"/> Int.		516 3rd Ave	Address 1	White/Caucasian	Race	Male	Gender	5'08"	Height	165	Weight	0050226	CCN
			Address 2	Gray or Partial	Hair	Hazel	Eye		Phone	WA12061786		State ID	
	Seattle	City	WA	State	98104	Zip		State-License#	WABADGUYMRJC337D7	Lic#/Class/Exp	401122EA6	Federal ID	
		Employer						Defendant Status	806860			Inmate #	

Referral Information

Referral				Arrest			
Referred	07-21-2021			Date Time	07-21-2021		at 00:00 AM
Report #	2021-1234			Arrest#			<input type="checkbox"/> 12 Hour Hold
Police	01-test, karpel	Agency	Auburn Police Department	Booking PD			
PCN		Lab #					

Charge Witness Documents Co-Defend

Date	Charge	Mod	Enh	Location	City/State/Zip
07-21-2021	03041			Identity Theft in the First Degree	516 3rd Ave Seattle WA 98104

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>.

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.

Search - Case Information Search

Name Information: Last Name: First Name: Middle Name:

Offense Date From: To:

L. E. Agency: Agency: CCN: Court Case #:

PCN: FPPC: Report #:

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.

Search - Party Search Results

Name: CCN: Address: Status: DL Number: Race: Sex: DOB:

Badguy, MRJC	0050226	6723 Delridge Way SW		BADGUYMRJC337D7 W		F	03-27-1967
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Search - Party Search Results

Jurisdiction	File #	Court #	Report #	Charge	Type	Issued	Status	Stage	Disp Date
King-KNT	033-700148	18-1-01865-4	SEATT 2018-82842	02535 - 9A.56.350(1)(c), (2), (4) - 02535 - O...	M	12-10-2020	OPEN	FILING	

14. If a defendant record is not found, you will see the following screen. The defendant 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 saeteum | Logout

Search

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
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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 can be uploaded directly into existing cases.

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

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

CNT	Date	Current/Plea Charge	Type	Class	Disposition
1	09-16-2016	02535 - 9A.56.350(1)(c), (2), (4) - 02535 - Organized Retail Thef...F	B		Filed

Exit

Attach File

Uploading Documents Through External View into existing case

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

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

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

Assigned

David A. Baker

David-PAO.Baker@kingcounty.gov

Def. Atty

More Staff Defense Test

PAOPbkOfficerUpdates@kingcounty.gov

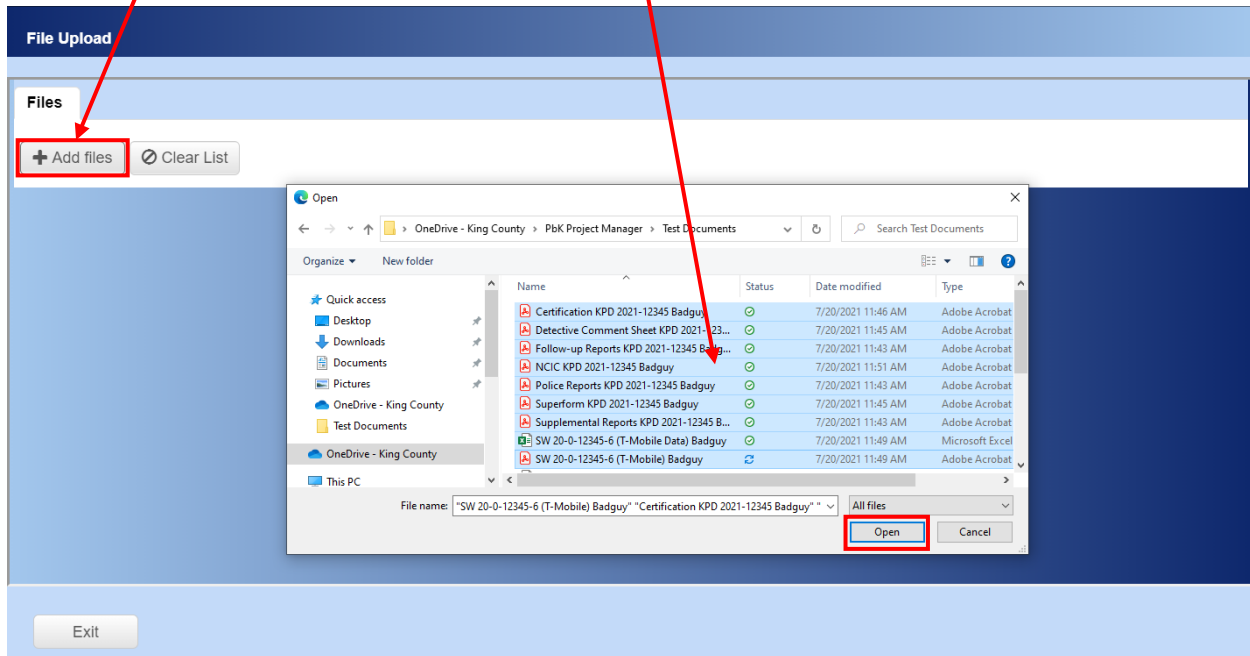
Charge 🔍 **CoDefendant** **Court Date** **Bond** **Documents**

CNT	Date	Current/Plea Charge	Type	Class	Disposition	Sentence
1	09-16-2016	02535 - 9A.56.350(1)(c), (2), (4) - 02535 - Organized Retail Thef...F	B		Filed	

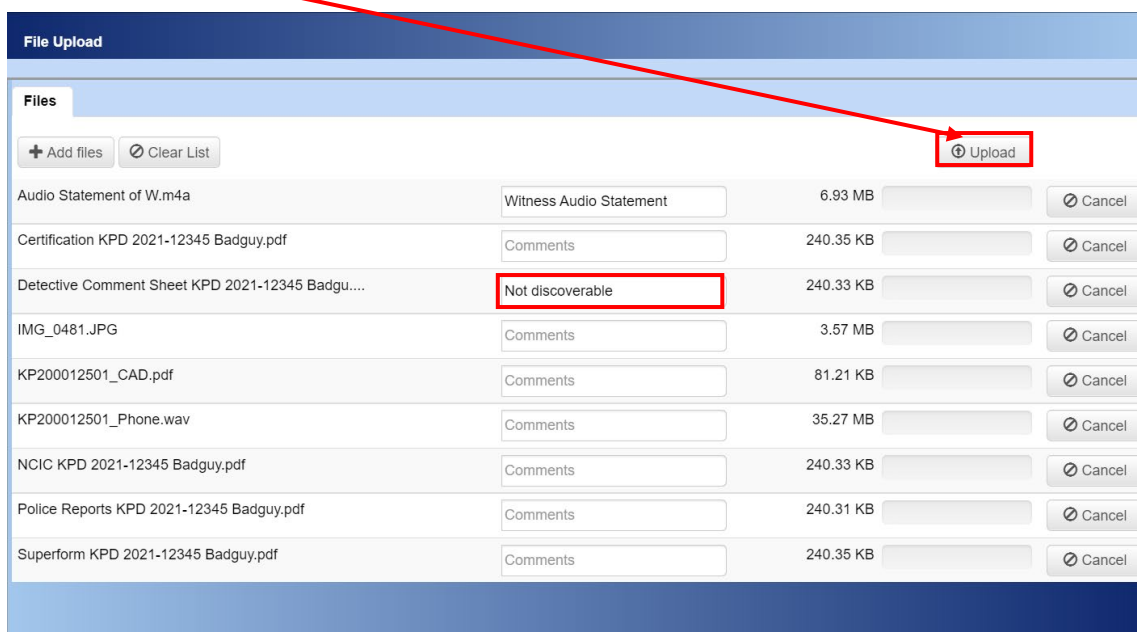
Exit

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.



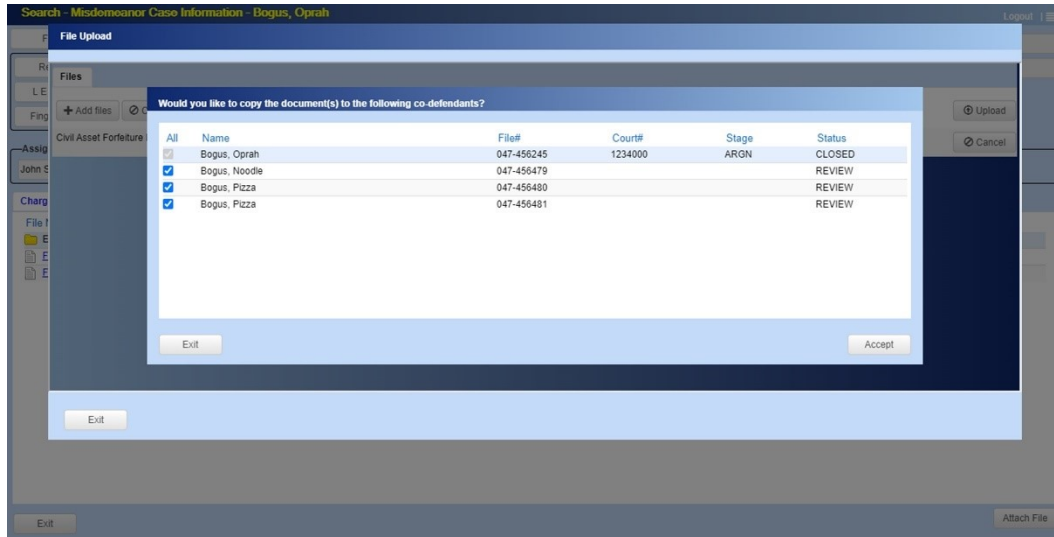
18. On the File Upload screen, the files selected will appear. Use the Comments field to notate **Not for discovery** files and/or to provide additional notes on the files then click on Upload.



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

Search - Felony Case Information - Badguy, MRJC Kent
jamie.saeteum | 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

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

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

Charge CoDefendant Court Date Bond Documents

CNT	Date	Current/Plea Charge	Type	Class	Disposition
1	09-16-2016	02535 - 9A.56.350(1)(c), (2), (4) - Organized Retail Theft In The ... F	B		Filed
2	09-16-2016	03041 - 9.35.020(1), (2) - Identity Theft in the First Degree F	B		Filed
3	09-16-2016	02546 - 9A.56.040(1)(c) and 9A.56.020(1)(a) - Theft in the Seco... F	C		Filed
4	09-16-2016	02640 - 9A.56.340(1), (2) - Theft With Intent To Resell In The Fir... F	B		Filed
5	09-16-2016	02636 - 9A.56.360(1), (4) - Retail Theft With Special Circumstan... F	C		Filed

Exit Attach File

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.saeteum | 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 Staf 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.saeteum | 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	Def. Atty
David A. Baker David-PAO.Baker@kingcounty.gov	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

Search - Felony Case Information - Badguy, MRJC Kent jamie.saeteum | 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

Assigned	Def. Atty
David A. Baker David-PAO.Baker@kingcounty.gov	Defense Test PAOPbkOfficerUpdates@kingcounty.gov

Charge **CoDefendant** **Court Date** **Bond** **Documents**

Count	Charge	Date	Amount	Type
1	02535 - Organized Retail Theft In The First Degree (Aggregated thefts within 180 days)	07-14-2021	20000.00	Cash only In custody

[Exit](#) [Attach File](#)

Sample Documents Results

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

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

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

File Name	This Case ...	Comments	Created	Size
TEST Document 1.docx		Not discoverable	07-28-2021	11 KB
SW 20-0-12345-6 (T-Mobile) Badguy.pdf			07-28-2021	234 KB
SW 20-0-12345-6 (T-Mobile Data) Badguy.xlsx			07-28-2021	15 KB
Supplemental Reports KPD 2021-12345 Badguy.pdf			07-28-2021	234 KB
Superform KPD 2021-12345 Badguy.pdf			07-28-2021	234 KB
Police Reports KPD 2021-12345 Badguy.pdf			07-28-2021	234 KB
NCIC KPD 2021-12345 Badguy.pdf			07-28-2021	234 KB
NCIC KPD 2021-12345 Badguy - Copy.pdf			07-28-2021	234 KB

Exit
Attach File

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