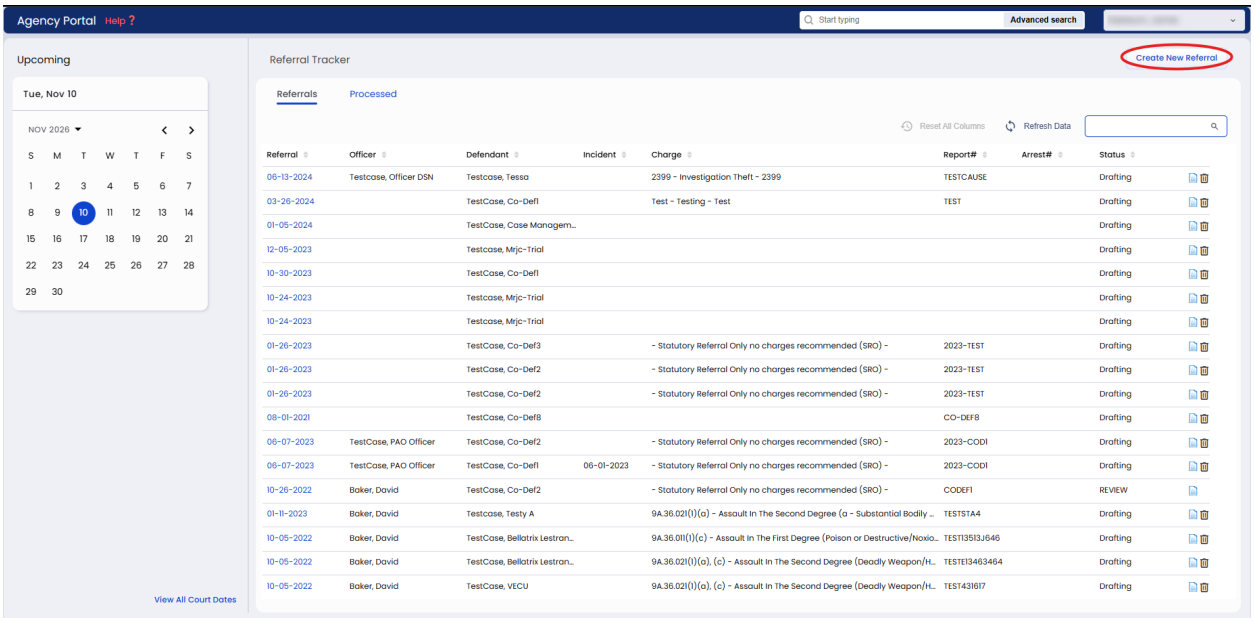
Creating a New Referral on the PAO Case Info Application

When formally referring a case for filing, you must always create a new referral, even if a defendant was booked and a case already appears in the PAO Case Info Application under the same law enforcement incident number. The existing booking case is only a shell file and is not reviewed for filing decisions. If you add documents to the shell file, the Filing Unit will not receive notification and your case may not be reviewed. The only way to notify the PAO that a case requires a filing decision is to select **Create New Referral** and submit the case through the referral process. Do not use the Follow-Up Discovery process to create a new referral. Follow-Up Discovery should only be used for cases that have already been formally referred.

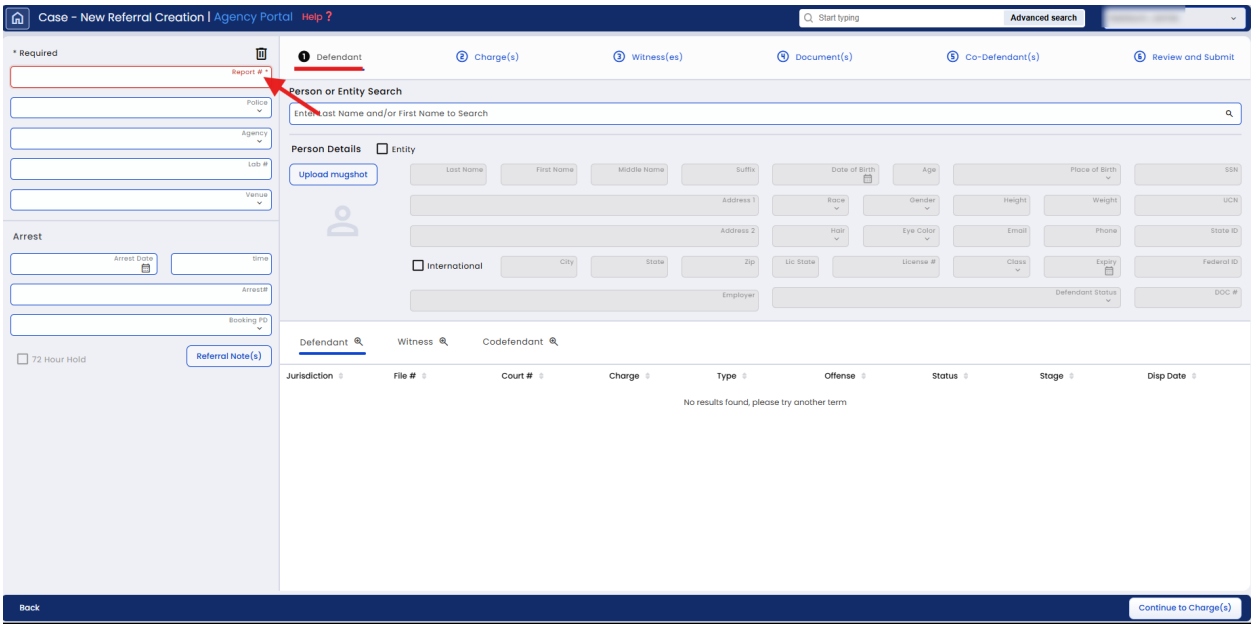
Creating Referrals

1. On the screen below, click on **Create New Referral**.



New Referral / Defendant tab

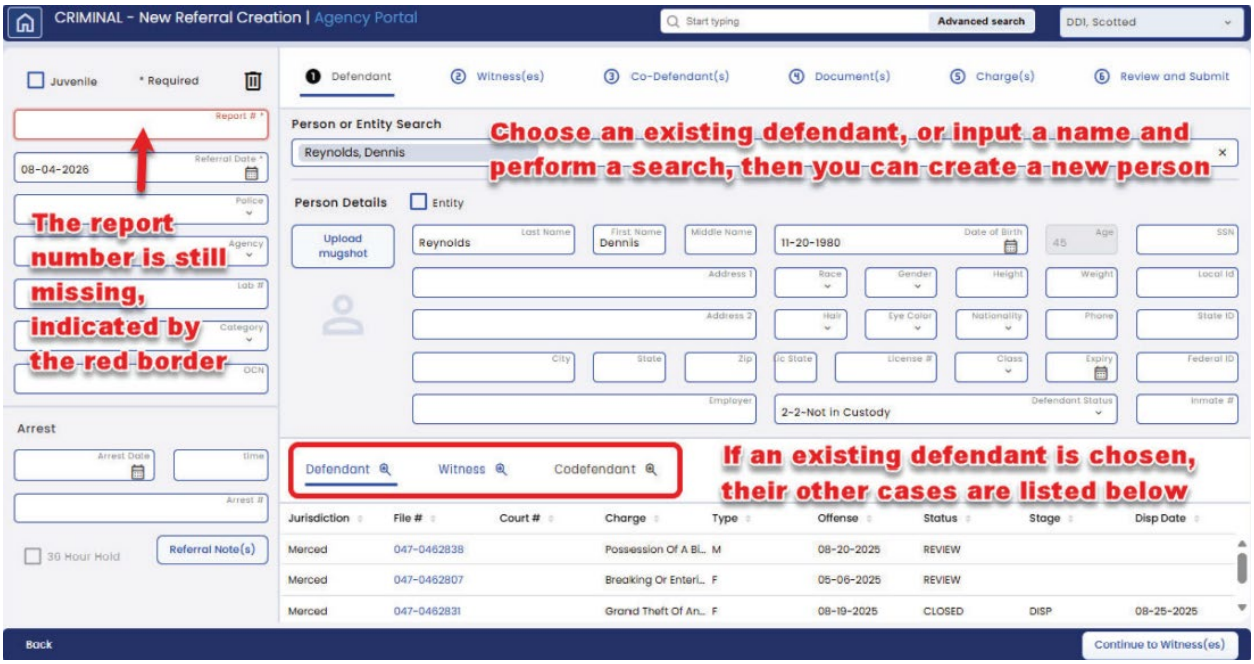
2. The first tab on the Referral creation page captures the Defendant's information. The Report Number field is required when creating a new referral. You must enter your agency report number before you can proceed, as the system will not allow the referral to be created without it.



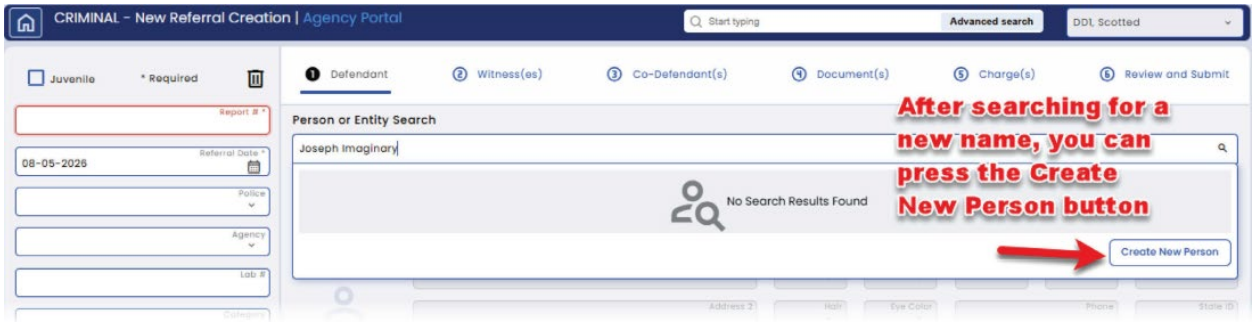
Case Information

3. On the **New Referral Creation screen**, complete the fields on the left side of the page. The following fields are required:
    - **Report #:** Enter the law enforcement incident number (for example: 2026-001234 or C26000000).
        - Do not abbreviate the incident number. For example, do not enter 2026 as 26 or remove leading zeros from the second portion of the number (for example, entering 001234 as 1234).
        - Enter the complete incident number, including any required prefix. The Filing Unit uses this information to match your referral to bookings, evidence, and related records.
        - Entering the full and correct incident number is critical for: Processing follow-up submissions, attaching Evidence.com videos, and linking the case to defendants booked into jail
    - **Police:** Select the Lead Investigator assigned to the case. This field is required.
    - **Agency:** The Agency field will automatically populate after a Lead Investigator is selected.
    - **Venue:** Select the appropriate Court (Venue) for the referral. This field is required. Choosing the correct venue helps: Route the referral to the appropriate Filing Unit, reduce processing errors and improves processing times.
        - **King County Superior Court Felony Cases**
            - **KNT** – Maleng Regional Justice Center, Kent 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
4. **Arrest Information** (Complete the Arrest Information section as applicable)
    - **Arrest Date and Time**
        - Enter the date and time of arrest if the suspect was arrested.
    - **72-Hour Hold**
        - If the defendant is currently in custody on a 72-Hour Hold, select the 72-Hour Hold checkbox.
    - **Rush Filing Notification**
        - Selecting the 72-Hour Hold checkbox will flag the referral in the PAO import system and notify the PAO that the case requires rush filing review.
    - **Booking PD**
        - Select the appropriate Booking PD.
5. **Referral Notes**
    - Use the Referral Notes field to provide information for the reviewing attorney, such as detective comments or case-specific information. Referral Notes are visible only to the PAO.
6. **Suspect Information**
    - Search for an Existing Person
        - In the Person or Entity Search field, begin typing the suspect's name. Matching results will appear in a drop-down list. If multiple results are displayed, use the scroll bar to view additional entries.
    - Select or Create a Person
        - If the suspect appears in the search results, select their name.
        - If the suspect does not appear, click Create New Person.
    - Unidentified Suspects
        - For cases involving an unidentified suspect:
            - Enter "Suspect" as the Last Name.
            - Enter the law enforcement incident number as the First Name.
            - Example:
                - Last Name: Suspect
                - First Name: 2026-012356
                - DOB: 01/01/1900



7. If no matching records are found after entering the person's name in the search field, the system will display the option to create a new person. Click **Create New Person** to add a new record. Do not enter any information in the Defendant Status and UCN fields.



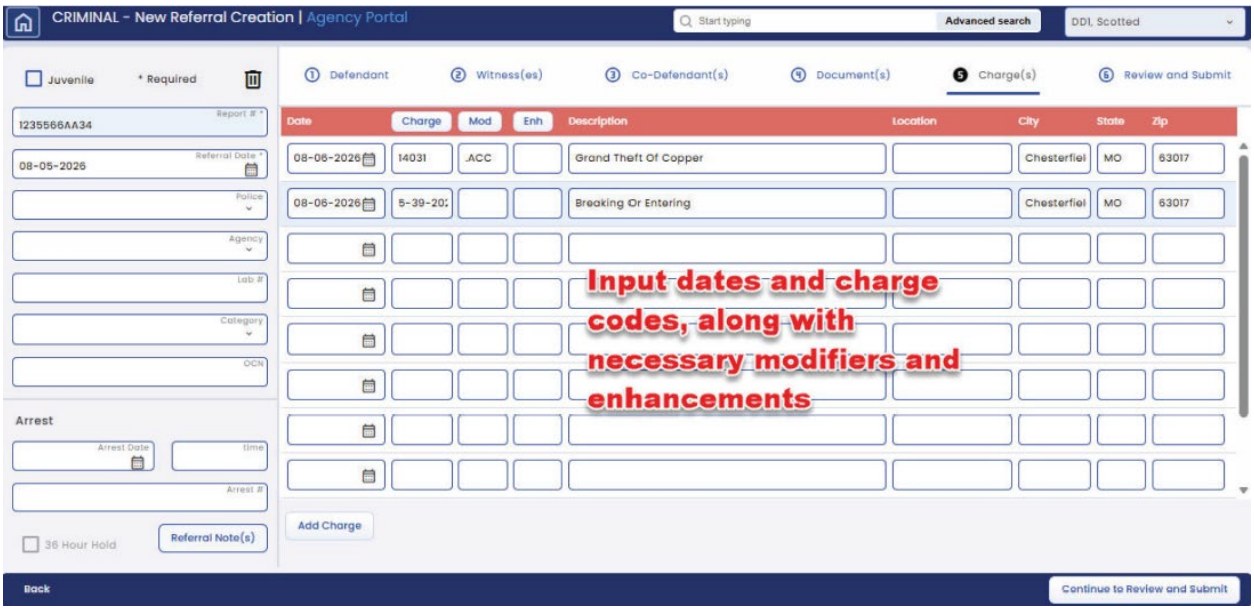
Charge(s) Tab

After filling in or verifying the defendant's information, and after entering a valid report number, you can click on the second tab for Charge(s) or press the **Continue to Charge(s)** button. This will allow you to add charges to the case.

8. Enter all charges you are recommending or requesting the PAO to consider. List charges in order of seriousness. The first charge should be the most serious offense. If the referral includes both felony and misdemeanor offenses, the felony offense must be entered as the first charge.
    - For each charge, enter the following:

- Date: Enter the offense date. If the offense date is unknown, use the date of investigation.
- **Charge:** Select the Charge button to search for and select the appropriate crime. You may also enter keywords in the search field to locate a charge.
  - Tips for selecting a charge:
    - When the charge list appears, use the Down Arrow key on your keyboard or your mouse scroll wheel to navigate through the available charges.
    - The down arrow displayed in the lower-right corner of the list is only an indicator that additional charges are available. It is not intended to be clicked for scrolling.
    - Do not manually enter charge information.
    - If the charge you need is not available in the drop-down list, contact the PAO Data and Analytics Team for assistance.
- **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 aggravating factor that may increase the seriousness of the offense and/or the potential punishment.
- **Location:** Enter the location where the offense occurred, including:
  - Location
  - City
  - State
  - ZIP Code

- If you need more lines for additional charges, you can press the **Add Charge** button at the bottom of the tab.

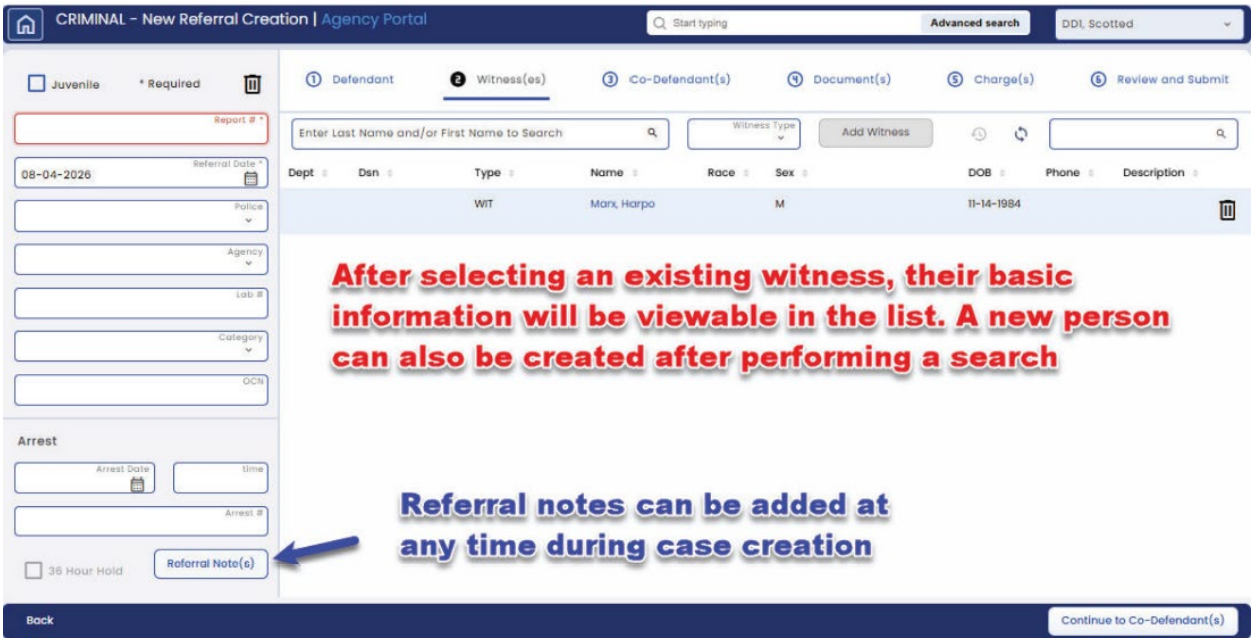


- Similar to the Charge statutes, pressing the Mod or Enh buttons opens search popups for modifications or enhancements.
- After inputting the first charge date, if you need to add more charges, that date will be copied down to the next line if you hit the Tab key after filling out each charge. This helps when adding multiple charges.
- When entering charge locations, if you enter a zip code, the city will fill in automatically.



Witness(es) Tab

9. After entering the charge information, you can click on the third tab for Witness(es) or press the **Continue to Witness(es)** button to begin entering any Witness details about the case. Similar to the search functions on the Defendant's tab, you can search for an existing name, or you can press the **Create New Person** button after searching to build a new Witness entry. As shown below, the sidebar information remains editable as you work through each of the tabs. The Referral Notes can be edited at any time.
    - VICTIMS – please enter as much detail as possible for all victims
        - 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, manually add it to the system. When creating an Entity business record, ensure that the Entity checkbox is selected. Add as many witnesses as necessary.

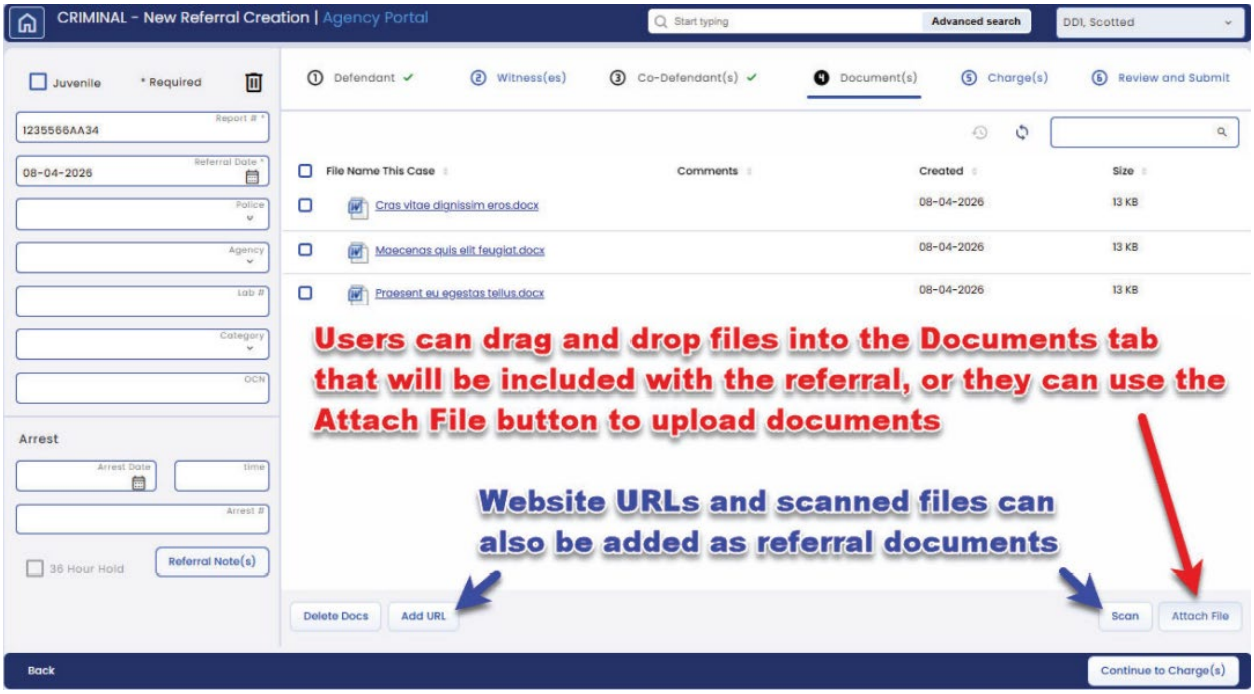


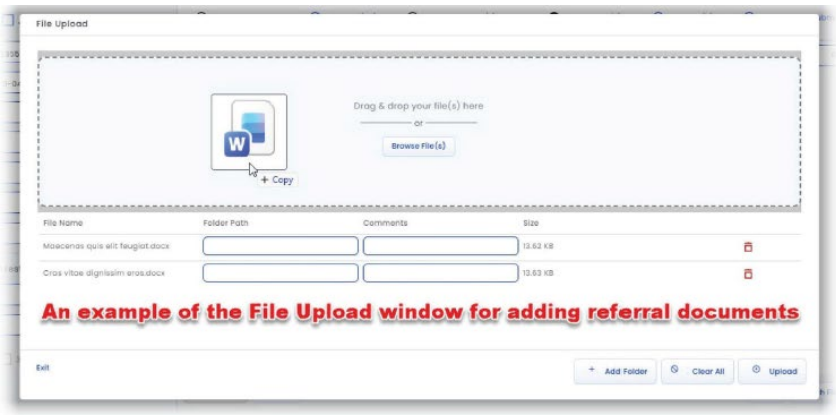
Document(s) Tab

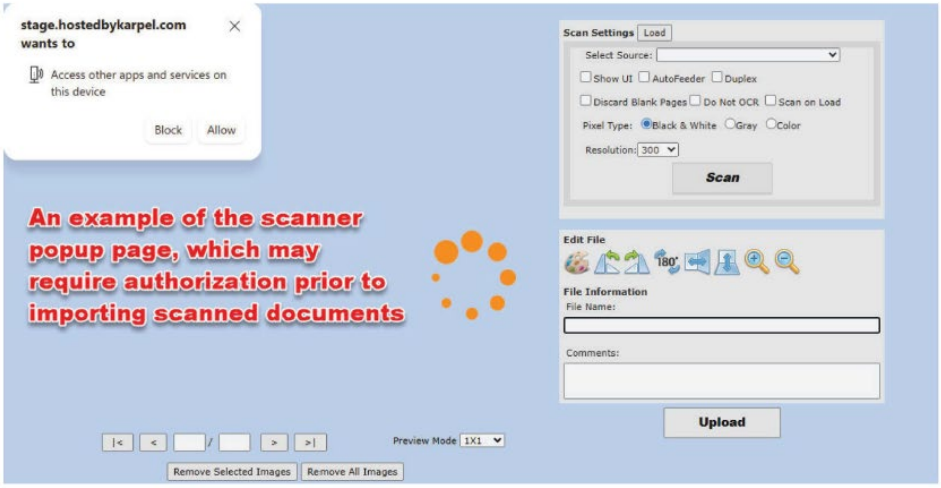
10. After entering all of the person data for a referral, you can upload relevant documents about the case. Files can be dragged and dropped into the Documents tab from your desktop, or they can be added by pressing the Attach File button. You can also press the Add URL button to add a website hyperlink to the documents list. By pressing the Scan button, you'll open a separate page that links to your desktop scanner, which can import and perform OCR on documents (with the proper setups). You will be able to press the Delete button to remove any document(s) prior to sending a referral.
    - To initiate a case review, submit each of the following three items separately:
        - **Police Report(s)**
        - **WACIC-NCIC**
        - **Certification for Determination of Probable Cause**
            - Sign the Certification for Determination of Probable Cause under penalty of perjury and note the date and place (City and State) that it was signed.
            - Add the following language to the bottom of the Certification for Determination of Probable Cause: *"This document was submitted to the Prosecutor through the Prosecutor by Karpel External View Portal system under GR 30 and LGR 30."*
            - Certification for Determination of Probable Cause is not a required document for King County District Court Misdemeanor referrals. If the Venue starts with a "D," you are submitting a misdemeanor case.
        - 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.

- Files in evidence.com should just be left there (they are automatically sent to PAO).
- If your agency utilizes evidence.com, use it to upload your digital files.

▪ Digital Media Files: Include the player/reader for the file, if one is available.

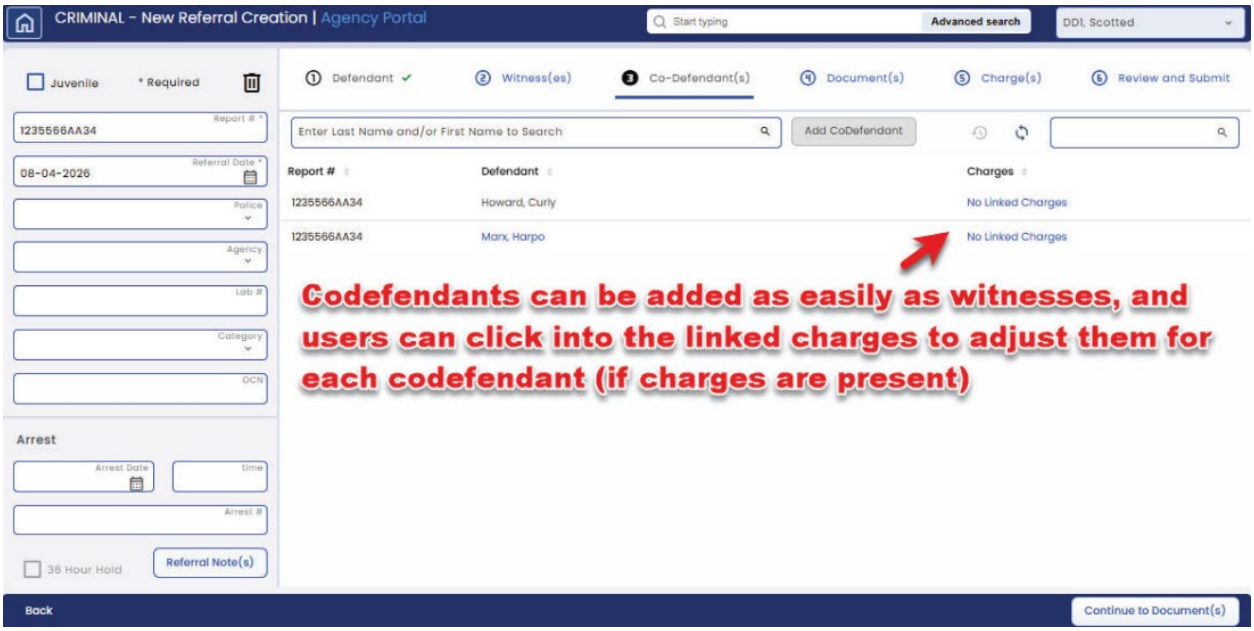






Co-Defendant(s) Tab

Next, you will proceed to the Codefendant(s) tab. This tab works similarly to the Witness tab, so you can search or create codefendant entries as needed. Once charges are inputted, you can also click into the Linked Charges column, and adjust the charges as needed for each co-defendant on the case.



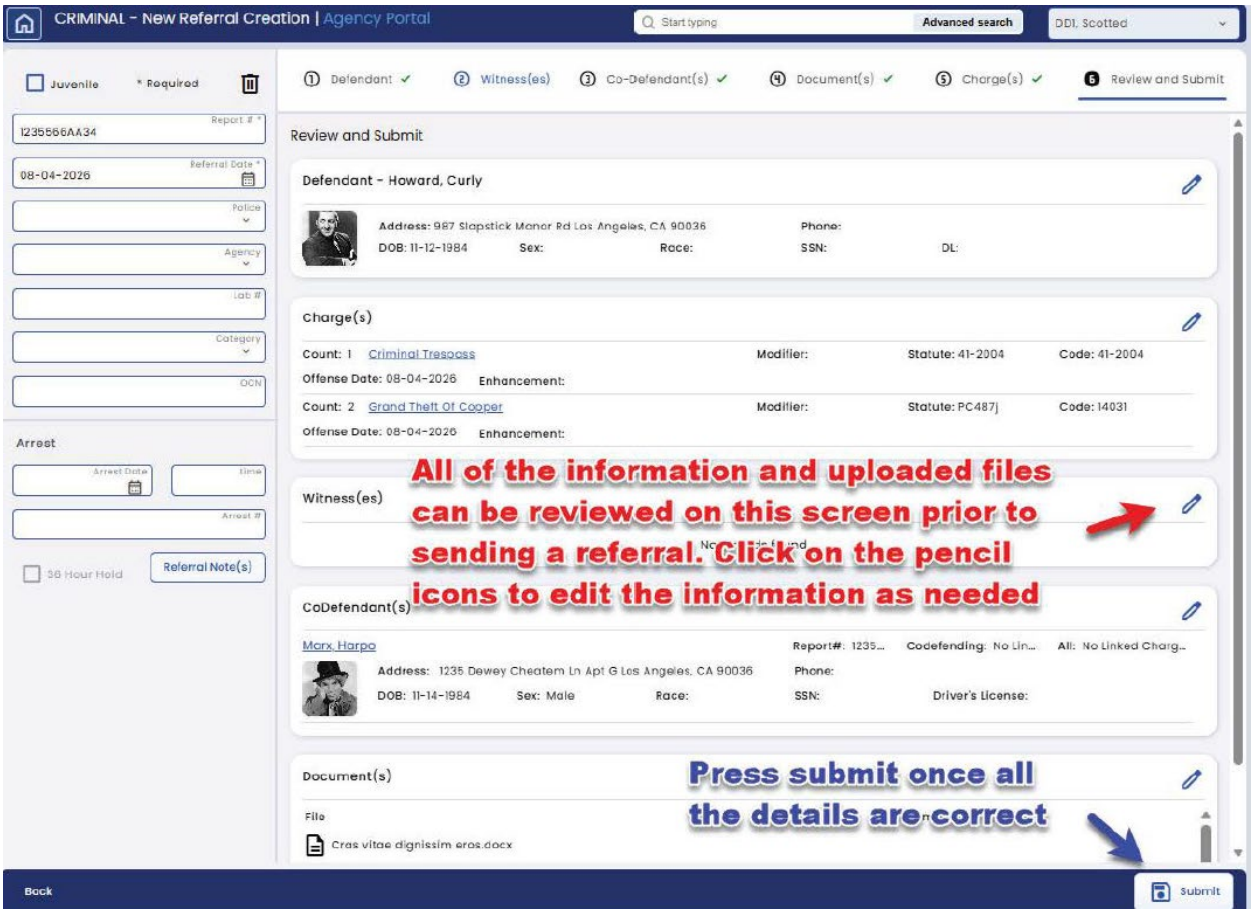
- Our example shows that there are currently no linked charges on the codefendants. This is normal, if you are building a new case with new persons involved.
- After you've entered charges during a later step in the referral creation process, you can return to this tab to adjust the charges.

Review and Submit

The Review and Submit tab displays all of the information entered about the referral. If you need to adjust the charges for individual codefendants, you'll be able to do so after pressing the Codefendant tab to update the charge data.

Once all of your codefendant charges are properly set up, you can return to the Review tab. You can click on hyperlinked names to edit person information, and you can review documents on screen in case you need to make any quick edits. Once all of the information and documentation is correct, press the **Submit** button to send the case over to the PAO for review. After a case has been referred, edits or changes cannot be made to the referral.

You will receive an email once the referral has been received and processed by the PAO.



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.

- Please contact the PAO Data and Analytics team if you have any questions or concerns (paodataanalytics@kingcounty.gov).