

# Creating a New Referral

## PAO Case Info Application

### Creating a New Referral on the PAO Case Info Application

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.

#### Creating a New Referral – Suspect or Defendant Search

1. On the Case Information Search screen, click on **Create New Referral**

The screenshot shows the 'Search - Case Information Search' interface. It features a search form with fields for Name Information (Last Name, First Name, Middle Name, Date of Birth), Offense Date From (From, To), L.E. Agency, Agency, UCN, Court Case #, Report #, Fingerprint#, and FPPC. There are also buttons for 'Create New Referral' (highlighted with a red box), 'Referral history', 'Clear', and 'Search'.

2. Input the suspect’s or defendant’s name, then select **Search**.
  - a. For any case with an unidentified suspect;
    - i. Enter the suspect **last name** as “Suspect”
    - ii. Enter the suspect **first name** as the law enforcement incident number. Example: 2025-012356
  - b. 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.

The screenshot shows the 'Person Search - New Referral Creation' interface. It features a search form with fields for Name Information (Last Name, First Name, Middle Name) and buttons for 'Exit', 'Clear', and 'Search' (highlighted with a red box).

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3. If no records are found after a thorough search, the following screen will appear. Select **Create New Person** to add the suspect or defendant.

The screenshot shows a web application interface titled "Person Search Results - New Referral Creation". It features two empty search result tables. The top table has columns: Name, Race, Sex, Birth Date, SSN, UCN, State ID, and DL Number. The bottom table has columns: File #, Court #, Charge, Type, Offense, Status, Stage, and Disp Date. At the bottom right, there is a button labeled "Create New Person".

4. Enter the suspect's or defendant's information as displayed, then select **Add Case**. Do not enter any information in the **Defendant Status** and **UCN** fields.
- a. For referrals with an unidentified suspect;
    - i. Enter the suspect **last name** as "Suspect"
    - ii. Enter the suspect **first name** as the law enforcement incident number. Example: 2021-012356
    - iii. Enter the DOB as 1/1/1900

The screenshot shows a form titled "Testcase, - New Referral Creation" with the following fields and values:

Entity	JCN	Testcase, New Case	Name	01-01-1935	DOB	90.42	Age	Place of Birth	123-45-6789	SSN		
Int.	401 4th Ave N		Address 1	Other	Race	Female	Gender	5'05"	Height	145	Weight	State ID
	Kent		City	WA	State	98032	ZIP	WA-WDL1234567	Employer	(206)477-0000	Phone	UCN
												Federal ID
												DOC #

Red X marks are placed over the UCN, Federal ID, and Defendant status fields. The "Add Case" button is highlighted in red.

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- If a suspect or defendant is located, the following screen will appear. The search based on the individual's last and first name yielded the example shown below. If the person has multiple cases, they will be displayed in the lower half of the screen. Verify the DOB, SSN, DL Number, and other identifying details. If you determine that this is the correct suspect or defendant, select the blue highlighted name otherwise select **Create New Person** to add a new suspect or defendant record.

Person Search Results - New Referral Creation

TestCase, Officer | Logout

Name	Race	Sex	Birth Date	SSN	UCN	State ID	DL Number
TestCase, John Doe	W	M	01-01-1900	111-11-1111			

  

File #	Court #	Charge	Offense	Status	Stage	Disp Date	Type
033-841211				REVIEW			M
033-789544		01037 IP - 9A.36.041(1), (2) - Assault In T...	05-26-2023	OPEN	FILING		M
033-787273		INV01397 - 1397 - Investigation Assault ...	04-20-2023	REVIEW			M
033-783001		02305C - 9A.52.020 - Burglary In The Fir...	05-01-2023	OPEN	PTRTRCK		M
033-752627	12345-678-9	01070 - 9A.44.083 - Child Molestation In ...	08-17-2019	OPEN	JWARRANT		M
033-732544	00-0-00000-0	01036 - 9A.36.041(1), (2) - Assault In The...	06-01-2021	DISPOSED	DISP	07-17-2023	M
033-673723	18-8-45678-9	02310 - 9A.52.025 - 02310 - Residential ...	02-14-2016	OPEN	JWARRANT		M
033-673721	18-8-12345-6			CLOSED	CL	07-28-2020	M
033-616183	998999991	JV672 - Murder 2	05-01-1997	CLOSED	JREVIEW	03-10-1999	
033-616182	123456789	JV7 - 9A.32.030 - Murder 1	09-07-1996	CLOSED	JARR	09-08-1996	
033-616181	000123545	JV2110 - Taking Motor Vehicle	06-01-1999	CLOSED	JARR		
033-616180	998999990	JV427 - 9A.48.080 - Mal Mischief 2	01-01-2015	CLOSED	JWARRANT		

Exit Create New Person

- The person screen will appear as shown below. Review the suspect's or defendant's SSN, DOB, DL Number, and other details, making edits if necessary (**Do not enter any information in the Defendant Status and UCN fields**). Always verify existing information before creating a new record. Then, select **Add Case**.

TestCase, John Doe - New Referral Creation

TestCase, Officer | Logout

<input type="checkbox"/> Entity	1230 <sup>th</sup>	TestCase, John Doe	Name	01-01-1900	DOB	125.41 <sup>lbs</sup>	Age	Place of Birth	111-11-1111	SSN		
<input type="checkbox"/> Int.	215 21st Avenue		Address 1	White/Ca...	Race	Male	Gender	5'10"	Height	185	Weight	State ID
	Seattle		Address 2	Brown	Hair	Brown	Eyes	(206)555-4321	Phone		UCN	
	City	WA	State	98122	ZIP	WA	License State	WDL00001111	License #		Defendant status	DOC #

Exit Upload Mugshot Add Case

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### 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 only 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

7. Once you select **Add Case**, the New Referral Creation screen will appear. Provide the required detailed information about the case.:
  - **RUSH Filings and RUSH for Warrant**
    - To flag a referral for immediate review, select the **72 Hour Hold** checkbox in the Arrest tab and/or add "RUSH" in the **Referral Notes**
  - **Referral Information**
    - **Report #:** LE Incident number (i.e., 2025-001234)
      - 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).
      - Use the correct prefix so the Filing Unit can connect your case with the correct bookings and other evidence. Abbreviating or leaving out parts of report numbers makes this impossible.
      - 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:** Provide the name of the Lead Law Enforcement Officer (this field is required).
    - **Agency:** The Law Enforcement Agency field is automatically populated when a LI is selected.
    - **Venue:** Select and identify the Court (aka Venue) that your case is being referred to. Identifying the appropriate Court/Venue speeds up PAO's processes, reduces errors and routes the referral to the appropriate PAO Filing Unit. (this field is required).
      - 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
- **Referral Notes:** Use this field to enter notes for the reviewing attorney, such as Detective Comments. These notes are visible only to the PAO.
- **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 to consider. **First charge should be the most serious offense; when submitting a referral with a felony and misdemeanor offense, the felony offense should always show as the first charge.**
    - First Charge and subsequent charges
    - Date: Offense Date or if unknown, use date of investigation
    - Charge - click on the "Charge" button for a searchable list of crimes or type in keywords in the fifth column to the right
      - When the drop-down menu appears, use the arrow down button on the keyboard or the scroll wheel on the mouse to move up or down the charge list
      - The down arrow that appears on the bottom right corner of the list is not meant to be clicked on to scroll. It is just an indicator that there are more charges.
      - Do not enter a charge manually. If a charge code is not available in the dropdown menu, 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 aggravator that adds to the seriousness of the crime and/or punishment.
- Location (that crime occurred) and /City/State/Zip
- **Victim(s) and 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, 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.
- **Upload documents/files**
  - 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-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.
  - **Save Draft**
    - Select this button if you are not ready to submit the referral and wish to save your draft for later retrieval.
  - **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.

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Case TestCase, John Doe - New Referral Creation

TestCase, Officer | Logout

### Defendant Information

Entity	1230	TestCase, John Doe		Name	01-01-1900	DOB	125.41	Age	Place of Birth	111-11-1111	SSN
Int.	215 21st Avenue		Address 1	White/Ca...	Race	Male	Gender	5'10"	Height	165	Weight
		Seattle		City	WA	State	98122	ZIP	Brown	Hair	Brown
		SEA-Seattle		Venue	WA-WDL00001111	Employer	(206)555-4321	Phone			
											State-Licensed#
											Federal ID
											DOC #

### Referral Information

Report #	2025-0001234	Arrest	Date		at	
Police	KCTESTDSN - TestCase, PAO PAO	Agency	King County Prosecuting Attorney	Arrest#		<input type="checkbox"/> 72 Hour Hold
TCN		Lab #		Booking PD		
Venue	SEA-Seattle	Referral Notes				

### Charge

Date	Charge	Mod	Enl	Description	Location	City/State/Zip
05-12-2025	03041			Identity Theft in the First Degree	516 3rd Ave	Seattle WA 98104

Buttons: Exit, Save Draft, Preview Referral, Refer Case

- You will receive an email receipt 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>.
  - 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.
- ❖ Please contact the PAO Data and Analytics team if you have any questions or concerns (paodataanalytics@kingcounty.gov).