

### Accessing Saved Draft Referrals on the PAO Case Info Application

- To retrieve a referral that was not fully submitted or if your session timed out, navigate to the main search screen of PAO Case Info and select **Referral History**. This will direct you to the Referral History screen, allowing you to continue working on an unrefereed case. Note that the PAO Case Info application will automatically time out after 1 hour and 40 minutes.

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

- Find the suspect's or defendant's name, then double-click anywhere in the row to access the unrefereed case.

The screenshot shows the 'Referral History' table. The table has columns for Referrals, Referring Officer, Defendant Name, Incident, Charge, Report #, Arrest #, and Case Status. The 'Referrals' column is highlighted in blue. The 'Referral History' button is highlighted with a red box.

| Referrals  | Referring Officer     | Defendant Name             | Incident   | Charge                      | Report #      | Arrest # | Case Status |
|------------|-----------------------|----------------------------|------------|-----------------------------|---------------|----------|-------------|
| 06-03-2025 | TestCase, PAO Officer | TestCase, Co-Def1          |            | 9.35.020(1), (2) - Ident... | 2025-0001234  |          | Drafting    |
| 06-03-2025 | TestCase, PAO Officer | TestCase, John Doe         |            | 9.35.020(1), (2) - Ident... | 2025-0001234  |          | Drafting    |
| 06-13-2024 | TestCase, Officer DSN | Testcase, Tessa            |            | 2399 - Investigation Th...  | TESTCAUSE     |          | Drafting    |
| 06-07-2023 | TestCase, PAO Officer | TestCase, Co-Def2          |            | - Statutory Referral Onl... | 2023-COD1     |          | Drafting    |
| 06-07-2023 | TestCase, PAO Officer | TestCase, Co-Def1          | 06-01-2023 | - Statutory Referral Onl... | 2023-COD1     |          | Drafting    |
| 10-26-2022 | Baker, David          | TestCase, Co-Def2          |            | - Statutory Referral Onl... | CODEF1        |          | REVIEW      |
| 01-11-2023 | Baker, David          | Testcase, Testy A          |            | 9A.36.021(1)(a) - Assa...   | TESTSTA4      |          | Drafting    |
| 10-05-2022 | Baker, David          | TestCase, Bellatrix Les... |            | 9A.36.011(1)(c) - Assa...   | TEST13513J646 |          | Drafting    |
| 10-05-2022 | Baker, David          | TestCase, Bellatrix Les... |            | 9A.36.021(1)(a), (c) - A... | TESTE13463464 |          | Drafting    |
| 10-05-2022 | Baker, David          | TestCase, VECU             |            | 9A.36.021(1)(a), (c) - A... | TEST431617    |          | Drafting    |

# Accessing Saved Draft Referrals

## PAO Case Info Application

3. After accessing the case, complete the referral process and select **Refer Case**.  
Note: Once a case has been referred, no further edits or modifications can be made to the referral.

Case TestCase, John Doe - New Referral Creation

Defendant Information

|        |                   |           |                    |       |            |        |                |                |             |            |
|--------|-------------------|-----------|--------------------|-------|------------|--------|----------------|----------------|-------------|------------|
| Entity | 1230 <sup>N</sup> | Name      | TestCase, John Doe | DOB   | 01-01-1900 | DOB    | 125.41         | Place of Birth | 111-11-1111 | SSN        |
| Int.   | 215 21st Avenue   | Address 1 | White/Ca...        | Race  | Male       | Gender | 5'10"          | Height         | 185         | Weight     |
|        |                   | Address 2 | Brown              | Hair  | Brown      | Eye    | (206)555-4321  | Phone          |             | UCN        |
|        | Seattle           | City      | WA                 | State | 98122      | ZIP    | WA-WDL00001111 | Employer       |             | Federal ID |
|        |                   |           |                    |       |            |        |                |                |             | DOC #      |

Referral Information

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

Charge

| Date       | Charge | Mod | Enh | 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

4. After selecting "Refer Case," if the case has been successfully referred to PAO, a prompt will appear with a confirmation message. At this point, you will no longer be able to make further changes or resume working on the referral.

### CaseInfoSearch

This case has been referred.

OK