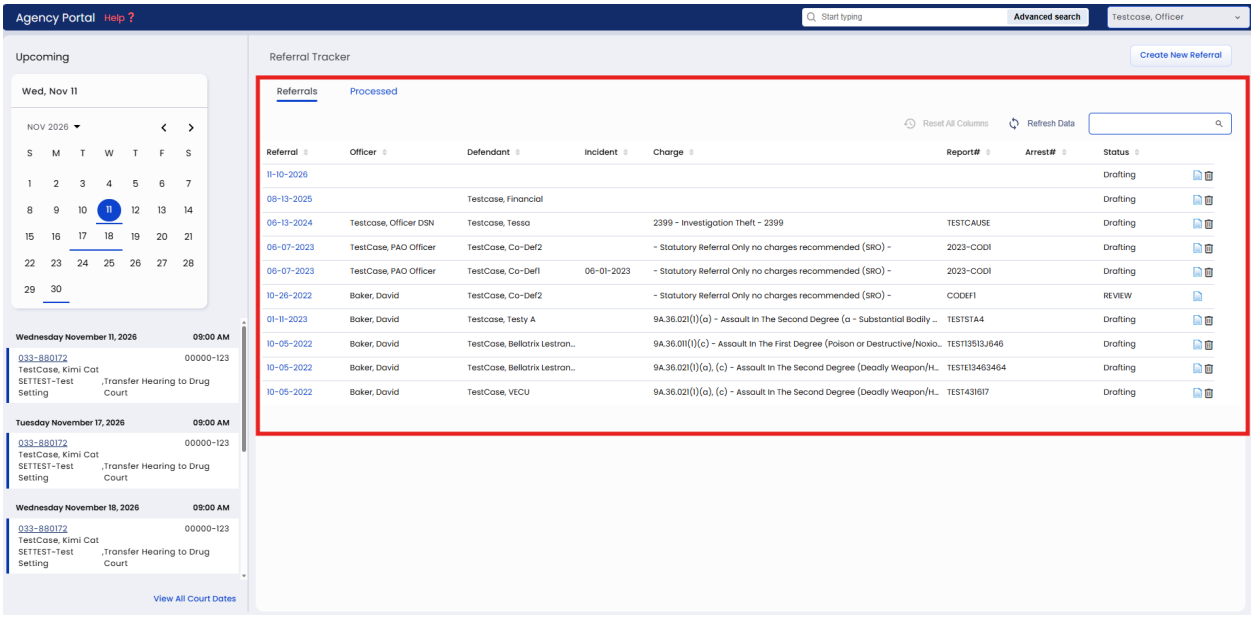
Draft Status Referrals that require review or edits

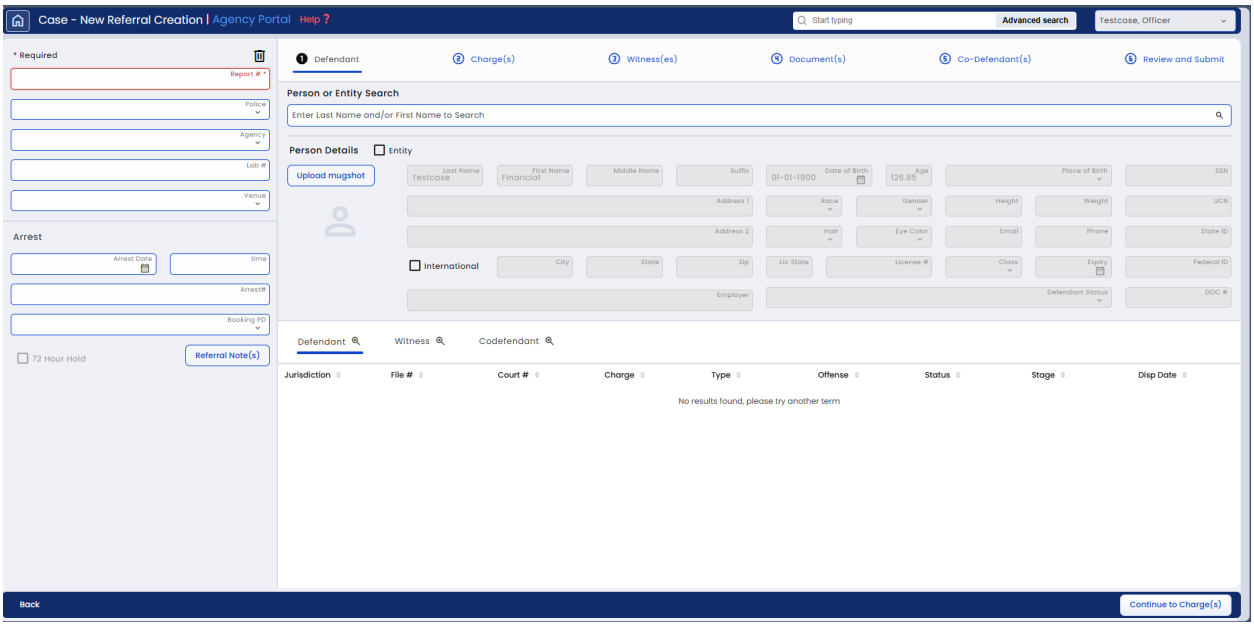
Accessing Draft Status Referrals

1. In the center of the Referral Tracker page, the referrals are split into two categories: **Referrals and Processed.**
2. Cases that have been sent over to the prosecutor's office appear under the **Referrals tab,** and any cases that have been opened and reviewed by a PBK user will appear in the **Processed tab.** Once a case has been referred, no further edits or modifications can be made to the referral.
3. Any draft status referrals that require review or edits can be selected for processing. Double-click anywhere in the row to access the unreferred case.



4. After accessing the unreferred case, complete the referral process by providing all required information in the sidebar and on each tab. Once all information and supporting documentation have been reviewed and verified, click **Submit** to send the case to the PAO for review. After a case has been submitted, the referral can no longer be edited or modified.

Draft Status Referrals that require review or edits



Note: the PAO Case Info application will automatically time out after 1 hour and 40 minutes.

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).