

Attaching Follow-up Files on the PAO Case Info Application

1. On the Case Information Search screen, find a suspect or defendant by entering their name, Report #, File #, or other search criteria. In the results, select the File # of the case where you want to upload additional files. After selecting the File #, the case details will be displayed.
2. On the Case Information screen, select the **Attach File** button to upload additional follow-up investigation materials.
 - a. Any file size or type can be uploaded directly into existing cases.
 - b. If your agency utilizes evidence.com, use it to upload your digital files.
 - c. Use the "Add Folder" upload option only when submitting files that must be kept together such as Search Warrant records or multiple photos. Do not use the "Add Folder" option to submit an entire case.

The screenshot displays the 'Search - Misdemeanor Case Information - TestCase, John Doe Seattle' interface. It includes a header with user information and a search bar. Below the header are several input fields for case details:

- File #: 033, 732544
- Report #: 12-345678
- L.E. Agency: L.E. Agency
- Cause #: 00-0-00000-0
- Status: DISPOSED
- Jurisdiction: 033, King
- Victim Advocate: Victim Advocate
- Stage: DISP-Disposed
- Division: JUV

There are also fields for 'Assigned' (David A. Baker) and 'Def. Atty' (Test Defense Attorney). A 'Referal Notes' button is visible on the right. Below these fields is a tabbed interface with 'Charge' selected. The 'Charge' table contains the following data:

CNT	Date	Current/Plea Charge	Type	Class	Disposition	Sentence
1	06-01-2021	01036 - 9A.36.041(1), (2) - Assault in The Fourth Degree	M	GM	Plea of Guilty as Amended	
2	06-01-2021	00495C - 7.21.030(4), 7.21.040, 10.14.120 - Criminal Contempt of Court: Violation of Anti-Harass...	M	GM	Dismissal as Part of Plea Agreement	

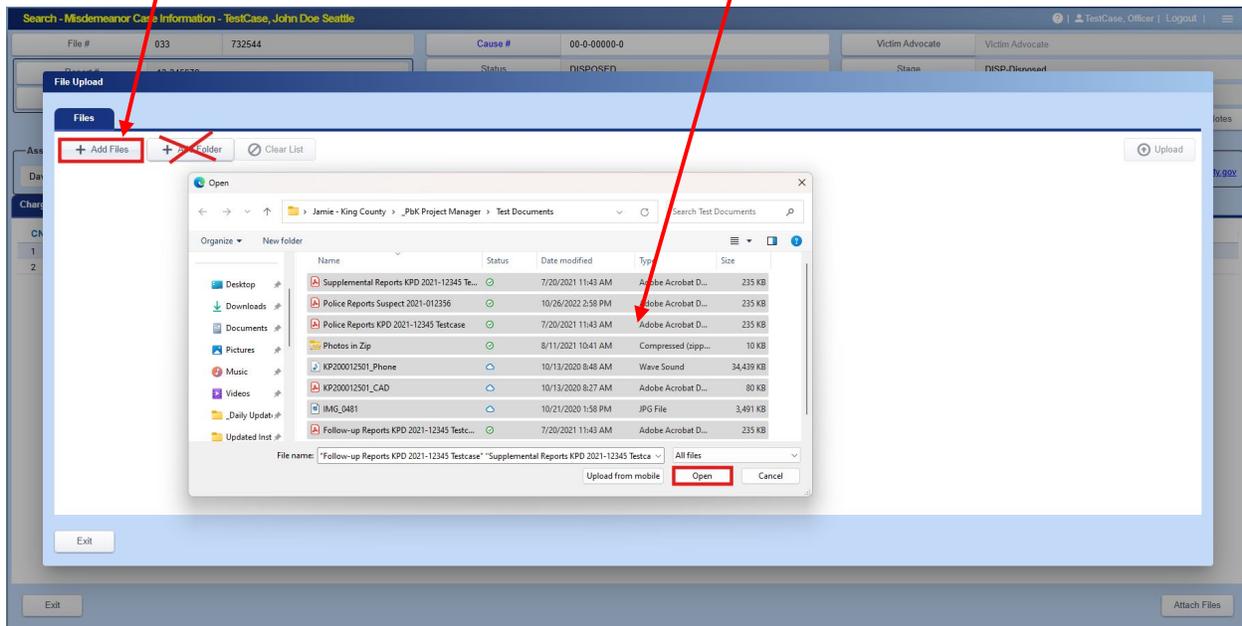
At the bottom of the interface, there are 'Exit' and 'Attach Files' buttons. The 'Attach Files' button is highlighted with a red box.

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PAO Case Info Application

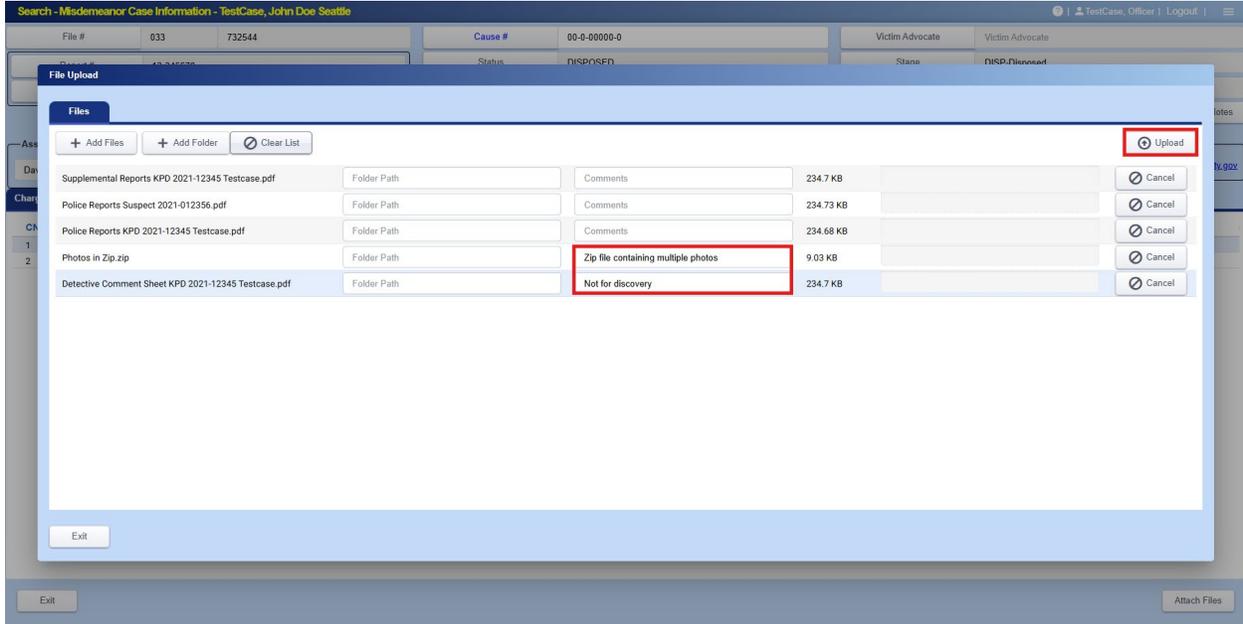
Uploading Files into existing case as Follow-up

3. Click **Add Files** to attach the additional files to the case. In the next window, navigate to the files you wish to upload, select the files, and click **Open**.
 - a. To select multiple files, hold "Ctrl" while selecting the files, then click "Open."
 - b. Alternatively, drag and drop the files into the File Upload screen.
 - c. The Upload screen will disappear once the upload is complete.



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- On the File Upload screen, the selected files will be displayed. Use the Comments field to indicate "Not for Discovery" files and/or add relevant notes (e.g., zip file for Search Warrant returns or zip file containing multiple photos). Then, click "Upload."



- Uploading file into existing case with Co-Defendant(s)
 - When uploading a document with Co-Defendant(s), a prompt will appear asking if you want to copy the document to all co-defendant cases. Select the relevant co-defendant(s) and click **Accept** to complete the upload.

