Attaching Follow-up Files

PAO Case Info Application

Attaching Follow-up Files on the PAO Case Info Application

- 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.

Search - Mademeanor Case Information - TestCase, John Doe Seattle 💿 🕹 TestCose, Other Logout 🚍														
F	ile #	033 732544				Cause #	00-0-00000-0			Victim Advoc	ate	Victim Advocate		
R	eport #	12-345678			1	Status	DISPOSED			Stage		DISP-Disposed		
LE	L E Agency L E Agency					Jurisdiction	033	к	King		Division		JUV	
Le rigeroy														Referral Notes
Assigned						David-	More Staff					naanbkofficarundatas @kingsauntu gau		
David A. B	aker					PAO.Baker@kingcounty.gov	aker@kingcounty.gov							paopokoniceropuates@kingcounty.gov
Charge 🍳	CoDefendant	Court Date	Bond	Documents	Witness									
CNT	Date	Current/Plea Charge					Type Class		s i	Disposition	1		entence	1
1	06-01-2021	01036 - 9A.36.0	41(1), (2) - As	sault In The Fourth	h Degree		м	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				of Court: Violation of Anti-Harass	м	GM		Dismissal as Part of Plea Agreeme	nt			
Exit														Attach Files

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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 int the File Upload screen.
 - d. The Upload screen will disappear once the upload is complete.



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4. 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."

Search - Misdemeanor Case Information - TestCase, John Doe Seattle 🔍 😑 : 🚊											
File # 033 732544			Cause #	00-0-00000-0		Victim Advocate	Victim Advocate				
			Status	DISPOSED		Stane	DISP-Disposed				
	File Opload										
	Files									lotes	
-Ass Dav	+ Add Files	+ Add Folde	r 🖉 Clear List						• Upload		
	Supplemental Reports KPD 2021-12345 Testcase.pdf Folder Path			Folder Path		Comments	кв	O Car			
Charg	Police Reports Suspect 2021-012356.pdf Foldur P Police Reports KPD 2021-12345 Testcase pdf Foldur P Photos in Zip.zip Foldur P Detective Comment Sheet KPD 2021-12345 Testcase pdf Foldur P			Folder Path		Comments	234.7	3 КВ		Ø Cancel	
CN				Folder Path		Comments	Comments 234,68 KB			O Cancel	
2				Folder Path		Zip file containing multiple photos	KB	O Cancel			
				Folder Path		Not for discovery	iscovery 234.7 KB				
	Exit										
E	cit									Attach Files	

- 5. Uploading file into existing case with Co-Defendant(s)
 - a. 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.

Search - Medemeanor Case Information - TestCase, John Doc Seattle 💿 ± TeatCase, John Doc Seattle												
	File #	033	732544		Cause	#	25-1-00000-0		Victim Advocate			
	Decet 4	40.045070				s	NISPOSED		Stane	DISP-Disposer		
.	File Upload	_	_		_							
	Files											lotes
Ass	+ Add Elles + Add Folder O Clear Liet						0 / 5 Completed - 00:0			۲	Upload	
Des			Would you like		ty.gov							
Dan			All 🛧	Name		File #	Court #		Stage	Status		
Cha	Supplemental Rep	orts KPD 2021-	0	TestCase, John Doe		033-732544	25-1-00000-0		DISP	DISPOSED	Øc	ancel
PA			0	TestCase, Co-Def1		033-830735				REVIEW	0	
021	Police Reports Sus	spect 2021-012									00	ancer
03.	Police Reports KPI	D 2021-12345 T									Ø C.	ancel
	Photos in Zip.zip										Ø C.	ancel
	Detective Commer	nt Sheet KPD 20									Ø C.	ancel
			Exit							Accept		
				-								
	Exit											
E	dt.											Attach Files