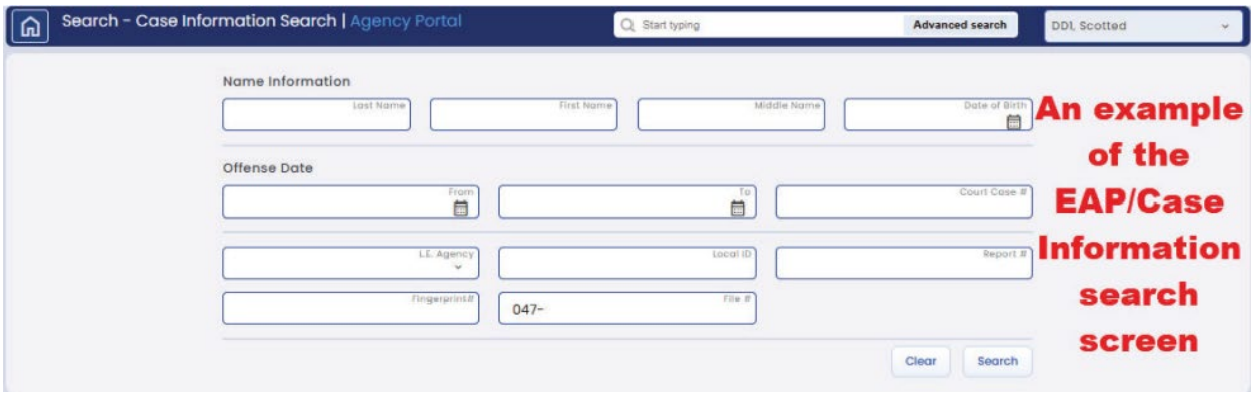
Attaching Follow-up to a Case

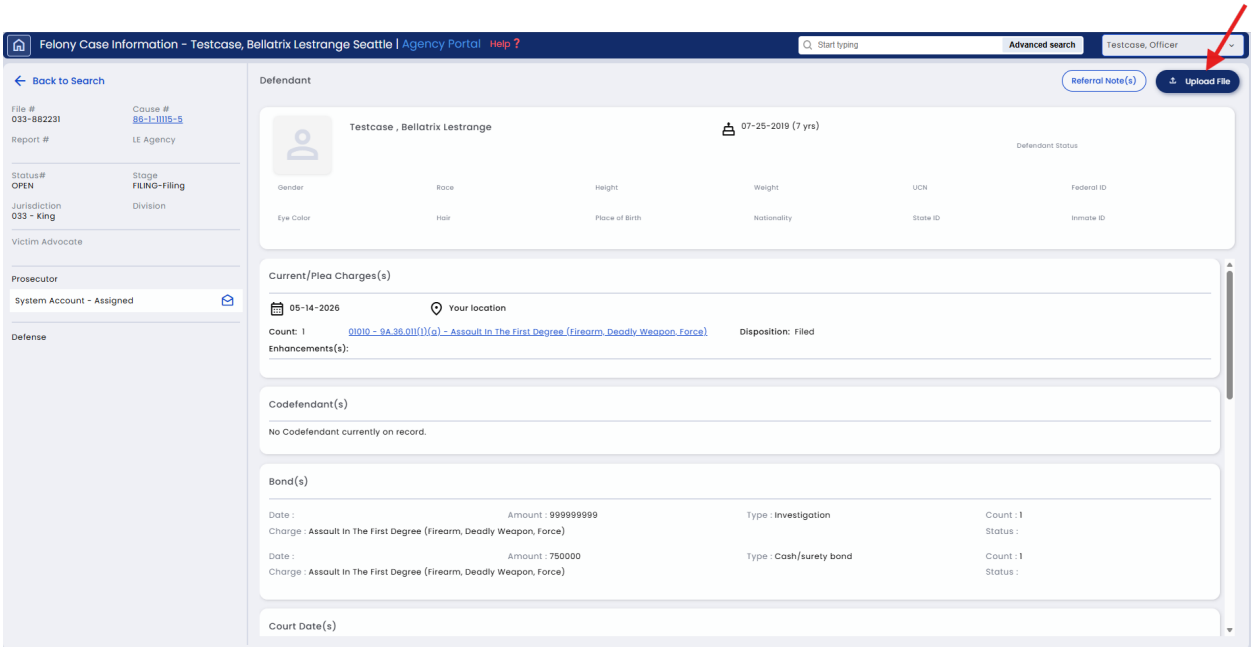
1. Click **Advanced Search** to find an existing case for follow-up submission.



2. On the Advanced Search Page, search for the existing referrals using a defendant's information, arrest details, or other available case information such as Report # or Court Case #.



3. From the Case Information screen, click **Upload File.**

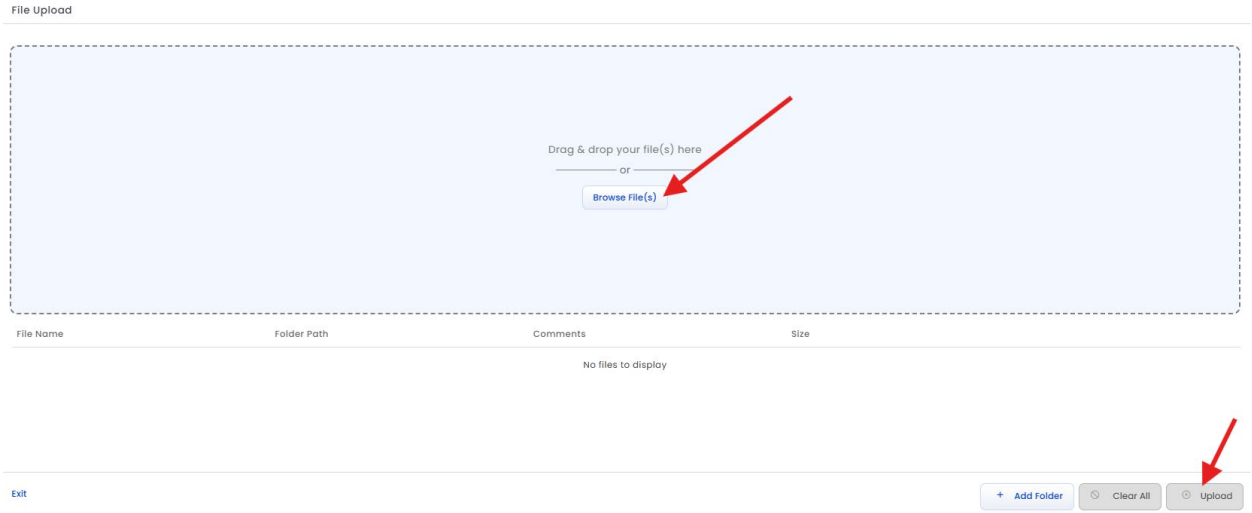


4. On the File Upload screen:
   - Drag and drop files into the upload area or click Browse File(s) to select the follow-up documents you want to submit.
   - Use the Comments field to identify any files that are Not for Discovery or to add relevant notes, such as:

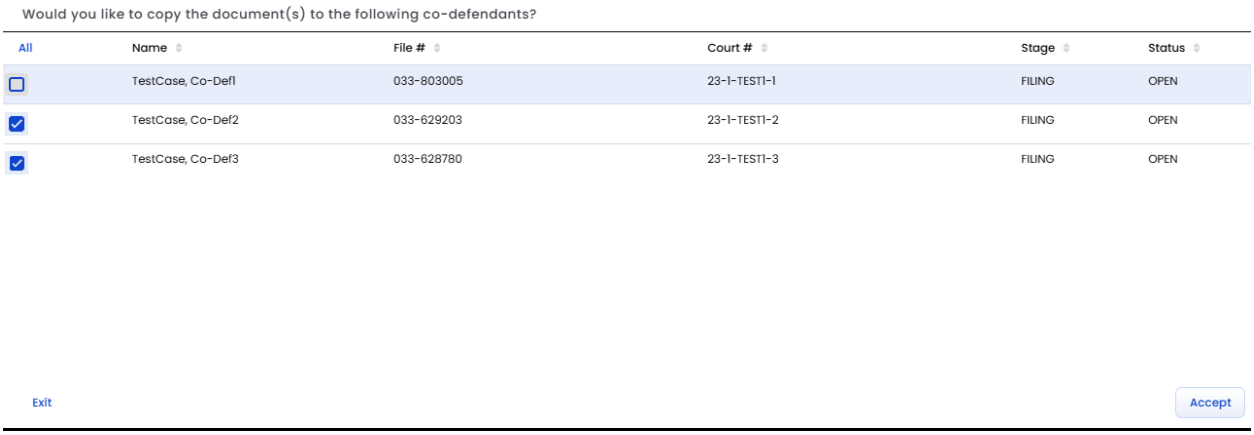
  - Zip file containing Search Warrant returns
  - Zip file containing multiple photos
- Click **Upload** to submit the files.

Upload Guidelines

- Files of any size or type can be uploaded directly to existing cases.
- If your agency uses evidence.com, use that platform to submit digital evidence files.
- Use the **Add Folder** option only when files must remain grouped together, such as:
  - Search Warrant records;
  - Multiple related photographs.
- Do not use the **Add Folder** option to submit an entire case file.



5. Uploading file into existing case with Co-Defendant(s)
   - When uploading follow-up to a case that includes co-defendants:
     - A prompt will appear asking whether you want to copy the follow-up to all co-defendant cases.
     - Select the applicable co-defendant case(s).
     - Click **Accept** to complete the upload.



6. Once the upload is complete, you will be returned to the Case Information page.