

Co-Defendant Referrals

On the person search screen, search for Co-Defendant 1 to determine if the record exists in the PAO case management system, then click on **Search**.

Person Search - New Referral Creation

Saeteum, Jamie | Logout

Name Information Testcase Co-Def1 Middle Name

Exit Clear Search

If a person record is **not** found, you will see the screen below.

Person Search Results - New Referral Creation

Saeteum, Jamie | Logout

No results were returned for the search criteria. Please adjust criteria and try search again.

Name	Race	Sex	Birth Date	SSN	UCN	State ID	DL Number
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File #	Court #	Charge	Type	Offense	Status	Stage	Disp Date
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Exit Create New Person

If there is a person record that matches in PAO's case management system, verify the name and identifiers. If it is the correct person, click on the [person's name](#) to proceed to the next screen. If not, click on **Create New Person**.

Person Search Results - New Referral Creation

Search:

Name	Race	Sex	Birth Date	SSN	UCN	State ID	DL Number
TestCase, Co-Def1	A	F	01-01-1900	021-00-3202			WDLTESTDLN*00

File #	Court #	Charge	Type	Offense	Status	Stage	Disp Date
033-629202	99-9-CODEF-1	02503 - 9A.56.030(1)(a) and 9A.56.020(1) - Theft In The Fir... M		03-16-2018	CLOSED	PLEA	10-01-2018
033-641807	99-1-CODEF-1	02815 - 9A.56.160(1)(a) and 9A.56.140(1) - Possessing Sto...		02-08-2018	OPEN	SOC	
033-643679	CODEF-9	77860 - Direct Appeal - Direct Appeal		08-13-2018	CLOSED	CL	09-23-2022
033-643680	CODEF-1	77860 - Direct Appeal - Direct Appeal		08-13-2018	OPEN		
033-643681	99-1-CODEF-1	88888 - 9.94A.885 - Clemency proceeding re 99-1-CODEF-...		08-13-2018	OPEN		
033-643682	22-6-02193-9	88888 - 9.94A.885 - Clemency placeholder - see 033-643681		08-13-2018	OPEN	COVIDFTA	
033-663282	123123	07659B - 46.20.342(1)(c) - Driving While License Suspense...		12-06-2017	CLOSED	CL	

Exit Create New Person

If you selected the [person's name](#), on the next screen, verify the address and contact information. Update the screen as needed, but do **not** update the UCN field. Click on **Add Case**.

TestCase, Co-Def1 - New Referral Creation

Entity: Name: TestCase, Co-Def1

Int. Address 1: 1211 E Alder Street - Ste 4015

Address 2: Seattle, WA 98122

City: Seattle State: WA Zip: 98122

DOB: 01-01-1900 Age: 123.35

Place of Birth: 021-00-3202

SSN: [Redacted]

UCN: [Redacted]

State ID: [Redacted]

Federal ID: [Redacted]

Inmate #: [Redacted]

Employer: [Redacted]

Defendant Status: [Redacted]

Exit Upload Mugshot **Add Case**

On the New Referral Creation screen, enter the Referral information within the **Referral, Arrest, Charge and Witness** tab then upload files under the Documents tab. The co-defendant should be added after all information and file uploads. This will ensure the files are uploaded to the co-defendant case.

Fill out the following:

- Report #
- Police and Agency
- Venue
- Charge(s)
- Witness tab
- Upload documents - Prior to submittal you can also click on individual co-defendants and then upload specifics there... but it is not ideal. One way to do it

currently is to click on the Co-Defend tab, then the name of the co-defendant, then upload documents for each co-defendant in that manner.

Case TestCase, Co-Def1 - New Referral Creation

Sacteurm, James | Logout

Defendant Information

Entity	JCN	TestCase, Co-Def1	Name	01-01-1900	DOB	123.42	Age	Place of Birth	021-00-3202	SSN
Int.	1211 E Alder Street - Ste 4015		Address 1	Asian/Pacific Islander	Female	Gender	5'01"	Height	125	Weight
	Seattle		Address 2	Gray or Partially Gray	Eye	(206)477-7557	Phone		State ID	
	City	WA	State	98122	Zip	State-License#	WAWDLTESTDLN*00	License/Class/Exp	Federal ID	
			Employer			Defendant Status			Female #	

Referral Information

Referral	Arrest
Referred	06-07-2023
Report #	2023-COD1
Police	KCTESTDSN-Testcase, PAO
Agency	King County Prosecuting Attorney
TCN	
Venue	SEA-Seattle
Date Time	06-01-2023
Arrest#	
Booking PD	
	<input type="checkbox"/> Hour Hold

Charge Witness Documents Co-Defend

Date	Charge	Mod	Enh	Location	City/State/Zip
06-07-2023	01054			Custodial Assault	513 3rd Ave Seattle WA 98104

Add Charge

Exit Preview Referral Refer Case

To add a co-defendant, click on the Co-Defend tab and click on Add Defendant.

Case TestCase, Co-Def1 - New Referral Creation

Sacteurm, James | Logout

Defendant Information

Entity	JCN	TestCase, Co-Def1	Name	01-01-1900	DOB	123.42	Age	Place of Birth	021-00-3202	SSN
Int.	1211 E Alder Street - Ste 4015		Address 1	Asian/Pacific Islander	Female	Gender	5'01"	Height	125	Weight
	Seattle		Address 2	Gray or Partially Gray	Eye	(206)477-7557	Phone		State ID	
	City	WA	State	98122	Zip	State-License#	WAWDLTESTDLN*00	License/Class/Exp	Federal ID	
			Employer			Defendant Status			Female #	

Referral Information

Referral	Arrest
Referred	06-07-2023
Report #	2023-COD1
Police	KCTESTDSN-Testcase, PAO
Agency	King County Prosecuting Attorney
TCN	
Venue	SEA-Seattle
Date Time	06-01-2023
Arrest#	
Booking PD	
	<input type="checkbox"/> Hour Hold

Charge Witness Documents Co-Defend

Report #	Defendant	Codefending	All

+ Add Defendant Accept

Exit Preview Referral Refer Case

Search for the co-defendant record using the fields below. Name search is the most common. Then click on **Search**.

Codefendant Search Saeteurn, Jamie | Logout

Person Identifiers

SSN	Local ID	SID	FBI
	Testcase	Co-Def2	Middle Name
	Address	Employer	DL#
<input type="checkbox"/> International	Race	Sex	Date Of Birth
	Phone Number		Child

If the defendant is found, click on the name. If not, click on **Add CoDefendant**.

CoDefendant Search Results Saeteurn, Jamie | Logout

Name	Address	DOB	Race	Sex	SSN	Local	SID	DL Number
TestCase_Co-Def2	513 Third Ave S	01-01-1900	U	M	206-47-7196			CA6523853

File #	Court #	Charge	Type	Offense	Status	Stage	Disp Date
033-650323		Violation of the Uniform ...	F	10-25-2018	CLOSED	CL	10-25-2018
033-629203	CODEF2	Theft In The First Degre...	F	03-16-2018	OPEN	FILING	
033-663283	123123	Driving While License S...	M	12-06-2017	CLOSED	CL	12-09-2017

After clicking on the defendant name, verify and update the address as needed then click on **Add Codef**.

TestCase, Co-Def2 - New Referral Creation Saeteurn, Jamie | Logout

<input type="checkbox"/> Entity	JCN	TestCase , Co-Def2	Name	01-01-1900	DOB	123.35	Age	CA~California	Place of Birth	206-47-7196	SSN
<input type="checkbox"/> Int.		513 Third Ave S	Address 1	Unknown	Race	Male	Gender	5'08"	Height	180	Weight
			Address 2	Bald	Hair	Green	Eye	(206)477-1965	Phone		State ID
		Seattle	City	WA	State	98104	Zip	State-License#	CACA6523853	Lic#Class/Exp	Federal ID
			Employer					Defendant Status			Inmate #

If you need to make changes, upload specific documents or add different charges for one co-defendant only, click on the Co-Defendant name that needs the change then make the necessary changes.

If you need to remove a Co-Defendant from a referral, click on the Co-Defend tab and delete the **Report #** under the Co-Defend tab then click on **Accept**.

Once the referral is complete, you can **Preview Referral** to ensure everything is entered correctly then click on **Refer Case**.

Date	Charge	Mod	Enh	Location	City/State/Zip
06-07-2023	01054			9A.36.100(1)(d) - Custodial Assault	

After clicking on Refer Case, it will ask if you would like the charges to apply to the co-defendant referral. If yes, leave the box checked. If no, uncheck the box.

Report#	Name
2023-COD1	TestCase, Co-Def2

Report#	Name
2023-COD1	Testcase, Co-Def2

Co-Defendant cases to be added at a later time

If a referral was previously submitted for a co-defendant case and it is later determined that another co-defendant is to be added to the already referred case(s), please submit the new co-defendant referral without linking any of the previously submitted co-defendant(s). Once the referral is submitted and referred, email the Filing Unit with the details to link the new referral to the previously submitted co-defendant case. It is helpful to list the LE report # and co-defendant name in the email to the Filing Unit.

Note: create initial referral, get all charges set, witnesses set, add all files/documents, and only then (very last thing) add the co-defendant(s).... Then, when case is referred, each co-defendant is referred with ALL uploaded documents.