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 Referr	al Creation					👤 Saeteurn, Jan	nie Logout 🗮
	Name Information	Testcase	Co-Def1	Middle Name			
	Exit			(Clear	Search	

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

Pe	rson Search Results -	- New Referral Crea	ation							👤 Saeteurn, Jamie Logout 🔳
Г	Q									
ľ N	amo lo results were returned for	the search criteria. Plea	Race se adjust criteria and try sea	Sex rch again.	Birth Date	SSN	UCN	State	D	DL Number
G F	tile # ▲	Court #	Charge			Туре	Offense	Status	Stage	Disp Date
	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 <u>person's name</u> to proceed to the next screen. If not, click on **Create New Person**.

Person Search Re	esults - New Refer	ral Creation							👤 Saeteurn, Jamie Logout
Q									
Name		Race	Sex	Birth Date	SSN	UCN	Sta	te ID	DL Number
TestCase, Co-Def1		A	F	01-01-1900	021-00-3202				WDLTESTDLN*00
Q									
File # 🔺	Court #	Charge			Туре	Offense	Status	Stage	Disp Date
033-629202	99-9-CODEF-1	02503 - 9A.56.030(1)(a) and 9A.56.02	0(1) - Theft In Ti	he Fir M	03-16-2018	CLOSED	PLEA	10-01-2018
033-641807	99-1-CODEF-1	02815 - 9A.56.160(1)(a) and 9A.56.14	0(1) - Possessin	g Sto	02-08-2018	OPEN	soc	
033-643679	CODEF-9	77860 - Direct Appeal	 Direct Appeal 			08-13-2018	CLOSED	ÇL	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 - C	lemency procee	ding re 99-1-CO	DEF	08-13-2018	OPEN		
033-643682	22-6-02193-9	88888 - 9.94A.885 - C	lemency placeh	older - see 033-6	643681	08-13-2018	OPEN	COVIDETA	
033-663282	123123	07659B - 46.20.342(1)	(c) - Driving Wh	ile License Susp	ende	12-06-2017	CLOSED	CL	\backslash
Exit									Create New Person

If you selected the <u>person's name</u>, on the next screen, verify the address and contact information. Update the screen as needed, but do <u>not</u> update the UCN field. Click on **Add Case**.

TestCase, C	Co-Def1 - New Referral Creation		L Saeteum, Jamie Logout
D Entity	JCN TestCase , Co-Def1 Name	01-01-1900 DOB 123.35 Age Place of Birth	021-00-3202 SSN
D Int.	1211 E Alder Street - Ste 4015 Address 1	Asian/Pacific Sig Female Gender 5'01" Height 125 Weight	UCN
	Address 2	Gray or Partially Gray Eve (206)477-7557**	State ID
	Seattle City WA ^{State} 98122 Zip	State-License# WAWDLTESTDLN*00 Lice/Class/Exp	Federal ID
	Employe	Defendant Status	Inmate #
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 codefendant 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 codefendants 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	TestC	Case, C	co-Def1 -	New R	eferral (Creation														💄 Sae	teurn, Jan	nie Logou	.t ≣
Defendar	nt Infor	mation																					
D E	Entity		JCN T	FestCase	, Co-De	if1		Name	01-01-1900	DOB	123.42	Age			Place of Birth	021-00-3202							SSN
0	Int.	1	1211 E Ald	er Streel	t - Ste 40	15		Address 1	Asian/Pacific Isla	iñç Fema	ale ^G	Gender 5	'01"	Height 125	Weight								UCN
								Address 2	Gray or Partially	Gr Gray	/	Eye		(206)	477-7557 ^{Phone}							S	tate ID.
		\$	Seattle		Ci	ty WA Sta	98122	Zip	State-License#	WAW	VDLTEST	DLN*00)		Lic#/Class/Exp							Fed	ieral ID
								Employer							Defendant Status							In	mate #
Referral I	Informa	ation																					_
Refer	rral												Arrest										П
Refe	ferred	06-07	-2023										Date Time	06-01-202	23			at					
Rep	port #	2023-	COD1										Arrest#							Hour Hold	i i		
Po	olice	KCTE	STDSN-T	estcase,	PAO		Ager	cy King	County Prosecutin	ng Attorn	юу	•	Booking PD				•						
Т	CN						Lab	#															
Ver	nue	SEA~	Seattle				•																
Char	rae	Witnes	Docur	ments 0	Co-Defen	d																	-
Date			Charge	Mod	Enh								Lor	ation						City/State	Zin		
08.0	7 2023	2 100	01054	Mou		ustadial A	secult						E 42 2m							City/State/		08404	
06-0	11-202:		01054			ustodial A	ssault						513 310	Ave					-	Seattle	VVA	98104	
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													_						-			<u> </u>	
				1									_										11
				1															-				1
				1																			1
] -
Add	Charge	е																					
	Exit																			Preview Re	ferral	Refer Case	
	Exit																			Preview Re	ferral	Refer Case	

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

С	ase Test(Case, (Co-Def1	- New Referr	al Creation													👤 Saeteurn,	
Defe	ndant Infor	rmation																	
	Entity		JCN	TestCase , Co	o-Def1		Name 0	1-01-1900	^{DOB} 📰 123.4	2 Age			Place of Birth	021-00-3202					SSN
	Int.		1211 E AI	lder Street - Ste	e 4015	Ado	iress 1 A	sian/Pacific Islan	Female	Gender	5'01"	Height 125	Weight						UCN
						Ado	dress 2 G	Gray or Partially	f Gray	Eye		(206)4	77-7557 ^{Phone}						State ID
			Seattle		City WA State	98122	Zip	State-License#	WAWDLTES	TDLN*0	00		Lic#/Class/Exp						Federal ID
						Err	ployer						Defendant Status						Inmate #
Refe	rral Inform	ation																	
	Referral										Arrest								
	Referred	06-07	7-2023								Date Time	06-01-202	3			at			
	Report #	2023	-COD1								Arrest#						0	Hour Hold	
	Police	КСТЕ	STDSN-	Testcase, PAO	,	Agency	King Co	ounty Prosecuting	Attorney	•	Booking PD				•				
	TCN					Lab #													
Ē	Venue	SEA~	Seattle																
1	Charge	Witne	SS Doci	uments Co-De	efend @														
	Report #				Defendant				Codefending	a				All					
					Dorondani				obacionality	9				7.01					
L																			
L																			
L																			
	+									Add Def	fendant								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#
	Race	Sex	Date Of Birth
International	Phone Number		Child
Exit Clear			Search

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

CoDefendant Sear	ch Results							👤 Saeteurn, Jamie Logout 🧮
۹								
Name	Address	DOB	Race	Sex	SSN	Local	SID	DL Number
TestCase, Co-Def2	513 Third Ave S	01-01-1900	U	М	206-47-7196			CA6523853
Q.	Court #	Charge	Ture		Offense	Status	Change	Dian Data
033-650323	Court #	Violation of t	he Uniform E	1	0.25.2018	CLOSED	Cl	10-25-2018
033-629203	CODEE2	Theft In The	First Degre F	0	3-16-2018	OPEN	FILING	10-20-2010
033-663283	123123	Driving While	e License S M	1	2-06-2017	CLOSED	CL	12-09-2017
Exit								Add CoDefendant

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

TestCase, C	Co-Def2 - New Referral Creation		🎗 Saeteurn, Jamie Logout 🗮
D Entity	JCN TestCase , Co-Def2 Name	01-01-1900 DOB 123.35 Age CA~California Place of Birth	206-47-7196 SSN
D Int.	513 Third Ave S Address 1	Unknown Race Male Gender 5'08" Height 180 Weight	UCN
	Address 2	Bald Hair Green Eye (206)477-1965 ^{ne}	State ID
	Seattle City WA ^{State} 98104 Zip	State-License# CACA6523853 Lic#Class/Exp	Federal ID
	Employe	Defendant Status	Inmate #
Exit			Add Codef
EAR			

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

· · · · ·				
Charge Witness Docume	ents Co-Defend @			
Report #	Defendant	Codefending	All	
	TestCase, Co-Def1	1.2.3.4	1,2,3,4	
2023-COD1	TestCase, Co-Def2	1.2.3.4	1,2,3,4	
+		Add Defendant		Accept

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**.

Charge	Witness	Documents	Co-Defend Q			
Report #			Defendant	Codefending	All	
			TestCase, Co-Def1	1.2,3,4	1,2,3,4	
2023-CC	DD1		TestCase, Co-Def2	1.2.3.4	1,2,3,4	
+				Add Defendant		Accept
				Add Delandain		Ассерг

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

Case Test	Case,	Co-Def1 - I	New R	eferra	al Creation																
Defendant Info	ormation	ı																			
Entity		JCN TO	estCas	e , Co-	Def1		Name	01-01-1900	DOB	123.42 ^q	е			Place of Birth	021-00-3202						SSN
Int.		1211 E Alde	er Stree	t - Ste	4015	A	idress 1	Asian/Pacific Islan	Fem	ale Gende	5	5'01"	Height 12	5 Weight	1						UCN
						A	idress 2	Gray or Partially	f Gray	Ey	÷		(20	6)477-7557 ^{Phone}	1						State ID
		Seattle			City WA State	98122	Zip	State-License#	WAW	DLTESTDL	V*00	0		Lic#/Class/Exp	1						Federal ID
						E	mployer							Defendant Status	1						Inmate #
Referral Inform	nation																				
Referral												Arrest									
Referred	06-0	7-2023									ľ	Date Time	06-01-2	2023		at					
Report #	2023	-COD1										Arrest#	_					72 Hour	Hold		
Police	кст	ESTDSN-Te	stcase.	PAO	-	Agency	King	County Prosecuting	Attorn	ey 🗸	۱ľ	Booking PD									
TCN						Lab #															
Venue	SEA	Seattle																			
Venue	OLA	ooutio			•																
Charge	Witne	ss Docum	nents	Co-Def	end																
Date		Charge	Mod	Enh								Loc	ation				_	City/Sta	te/Zip		
06-07-20	23 📰	01054			9A.36.100(1)(d) - Custodial	Assau	It									_			_	î
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				-												 				_	•
Add Charg	ge																				_
Exit																		Preview	/ Referral	Refer Ca	ise

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

Case TestCase,	Co-Def1 - New Ref	ferral Creation		L Saeteurr
Defendant Informatio	Please select the c	odefendants for which this charge applies		
Entity				
Int.	_	Report#	Name	
		2023-COD1	TestCase, Co-Def2	
Referral Information Referral Referred 06-C Report # 2022 Police KCT TCN Venue SEA Charge Witten Report #	77 33 E			
2023-COD1				
	Exit			Accept
Case TestCase,	Co-Def1 - New Ref	erral Creation		L Saeteur
Defendant Information	Please select the co	odefendants for which this charge applies		
Entity				
Int.		Report#	Name	
Referral Information		2023-COD1	lestCase, Co-Def2	
Referred 06-0				
Report # 2023				
Police KCT				
TCN				
Venue SEA-				
Charge Witne				
Report #				
2023-COD1				
	Exit			Accept

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.