

InfoShare eDiscovery Portal Registration Guide



CSI TECHNOLOGY GROUP

Premier Software Solutions for eGovernment

INFOSHARE EDISCOVERY PORTAL REGISTRATION GUIDE

The State of New Jersey
Department of Law and Public Safety
Division of Criminal Justice



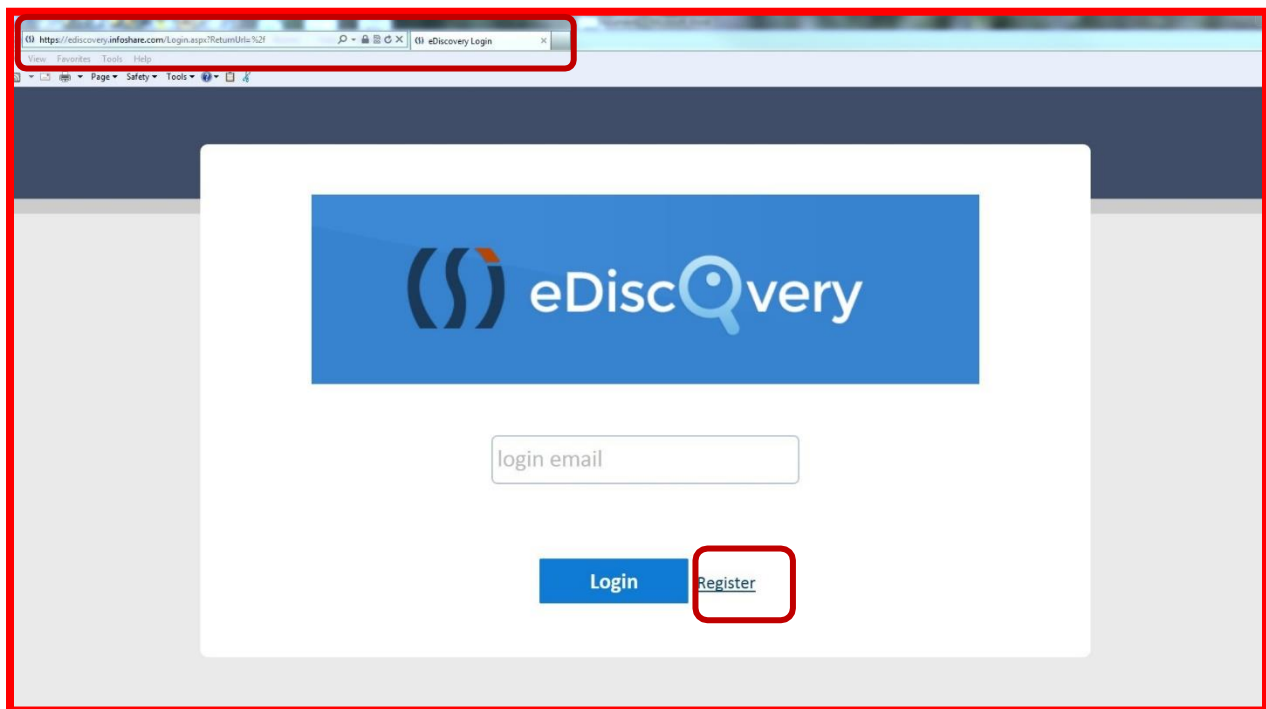
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InfoShare eDiscovery Portal Registration Guide

1. REGISTRATION:

Open a browser window on your computer and insert the URL <https://discovery.lps.nj.gov>.



The registration process begins by clicking the **Register** link on the homepage.

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2. The registration process requires the user to agree to the below user agreement.

(ALL USERS MUST READ AND AGREE TO THE FOLLOWING USER AGREEMENT IN ORDER TO COMPLY WITH THE REQUIREMENT OF INFORMATION SECURITY AWARENESS TRAINING BEFORE PROCEEDING FURTHER.)

1. All authorized personnel who have access to criminal justice information (CJI) or manage CJI systems are required to receive biennial security awareness training.
 - a. The initial training shall be required prior to accessing any CJI on this site.
 - b. Documentation of security awareness training must be maintained by the agency sponsoring this site.
 - c. For further information refer to the Federal Bureau of Investigation (FBI) Criminal Justice Information System (CJIS) Security Policy Section 5.2: Policy Area 2: Security Awareness Training.

2. The FBI CJIS Security Policy provides the minimum level of security requirements determined acceptable for the transmission, processing, dissemination and storage of Criminal Justice Information (CJI).
 - a. CJI is the abstract term used to refer to all of the FBI CJIS provided data necessary for law enforcement agencies to perform their mission and enforce the laws, including, but not limited to: biometric, identity, biographic, property, and case/incident history data.
 - b. The intent of the CJIS Security Policy is to ensure the protection of the above CJI until such time as the information is either released to the public, for example, crime report data, or is purged or destroyed in accordance with applicable statutes.

3. CJI must be properly handled throughout its life cycle whether at rest or in transit. CJI may only be disseminated to authorized recipients. CJI must be marked or identified as such and viewed only by those persons authorized to do so.
 - a. CJI must be shielded from the intentional or unintentional view of non-authorized personnel.
 - b. Improper access, dissemination, handling, or use of CJI is serious and may result in administrative sanctions including, but not limited to, termination of services, civil penalties, and state or federal criminal penalties.

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4. Access to and use of Criminal History Record Information (CHRI), commonly known as “Rap Sheets” is for authorized purposes only, including investigation, arrest, or criminal justice employment. It is not to be used for licensing purposes.
 - a. Dissemination is authorized if the other agency or party is an authorized recipient.
 - b. All CHRI must be afforded maximum security. It is intended for use by authorized criminal justice agencies for criminal justice purposes.
 - c. New Jersey Computerized Criminal History (NJCCH) can only be accessed for a criminal justice purpose: Investigation, arrest, criminal justice employment. It is not to be used for firearms permit investigations.
 - d. Interstate Identification Index (III) can only be accessed for a criminal justice purpose: investigation, arrest, criminal justice employment, and firearms permit investigations.

5. Utilizing publicly accessible computers to access, process, store or transmit CJ is prohibited. Publicly accessible computers include but are not limited to: hotel business center computers, convention center computers, public library computers, public kiosk computers, etc.
 - a. For further information refer to the FBI CJIS Security Policy Section 5.5: Policy Area 5: Access Control.

6. According to the Office of New Jersey Info Security, no personal devices are permitted to attach to any New Jersey network. This does not include access to this site for the purpose of the authorized down loading of discovery materials.
 - a. Users must be aware of the potential risk of opening E-mail attachments from unknown sources, (virus, malicious code, computer security incident).
 - b. Users must be aware of the potential risk of social engineering: The act of manipulating people to perform actions or divulging confidential information. Prior to releasing any CJ, the identity of the requestor and their right to receive the information must be verified.

I agree to abide by the above User Agreement when accessing and handling CJ through this site.

I agree to the above Terms of Use policy

[Click to Proceed with Registration](#)

This user agreement is designed to ensure that the user understands the significance of the confidentiality of some of the records posted on the site. The language closely tracks the New Jersey State Police Criminal Justice Information Systems basic user agreement for access to the NCIC client based Criminal History record System.

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Users of the eDiscovery Portal must agree to the terms of the user agreement before proceeding with registration. Checking the box will cause the blue “Click to proceed with Registration” button to become active. The user should click the button.

I agree to abide by the above User Agreement when accessing and handling CJI through this site.

I agree to the above Terms of Use policy

[Click to Proceed with Registration](#)

3. Personal/Business information.

Portal registration calls for the user to supply a couple different kinds of information. Basic personal information is added first.

Personal Information

* Login Email	<input type="text"/>
* Password	<input type="password"/>
* Confirm password	<input type="password"/>
* First Name	<input type="text"/>
* Last Name	<input type="text"/>
Middle Name	<input type="text"/>
Suffix Name	<input type="text"/> <input type="button" value="v"/>
Occupation/Title	<input type="text"/>
* Law Firm Name	<input type="text"/>
* Attorney Identification Number	<input type="text"/>

a. **We recommend you use your office email. This will be your username.**

b. Passwords should be letters and numbers only. The password re-set policy is at the discretion of the county system administrator.

c. Your firm name and Bar number are required.

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4. Contact Information is necessary for confirmation of registration and for dual authentication.

Contact Information

Street Name

Apt/Bldg/Suite

City

State ▼

Postal Code

* Receive Confirmation Code By ▼

* Cellular Number Please input your cellular number.

* Confirmation Code Cellular Carrier ▼ Please select your Confirmation Code cellular carrier.

* Confirmation Code
Please click the Request Confirmation Code button to receive the confirmation code.

Office Phone

Fax Number

Comments or Additional Information

Agency Information

We strongly recommend that you complete the registration process by selecting SMS and Email to receive your Registration Confirmation Code.

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ⁱ Dual Authentication is an industry standard security requirement that may be initiated in the future to add an extra layer of security to the site. It is not currently in use.

5. Set up your security questions.

Security Questions

* Question 1

* Answer 1

* Question 2











* Answer 2


Users should choose the security question that it is easiest for them to remember the answer to.

6. Choose an anti-spoofing icon and verify that you are not a robot.

Verify Your Registration

Security Image:

Verification Code:  [Get a new code](#)

7. To complete the process, click the green **Sign-Up** button.

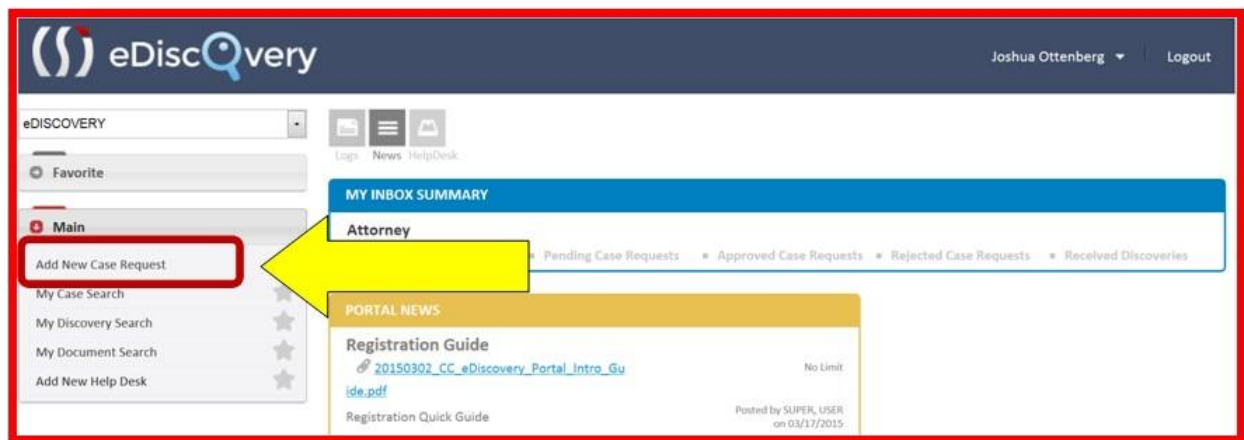
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8. The user will receive a confirmation email that their registration was successful.

9. Requesting Access to a New Case.

Once an attorney is a registered user of the Portal, they can request access to new cases through the portal. The user starts by signing on to the portal, and clicking on Add New Case Request from the home page.



The user then adds as much accurate information as they have about the new case.

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Add New Case Request Home Joshua Ottenberg Logout

ENTRY OF APPEARANCE

County (Req.) [Dropdown]
Case Number Type (Req.) [Dropdown]
Case Number (Req.) [Text]
Client Last Name (Req.) [Text]
Client First Name (Req.) [Text]
Client Middle Name [Text]
Client Suffix Name [Dropdown]
Bail Status [Dropdown]
Note [Text Area] 1500 characters left

Submit Clear Back

When the user clicks the Submit button, the request will be sent off to an inbox in InfoShare at the Division of Criminal Justice Office for review. A user can view the status of their request by looking in the inboxes on their homepage.

eDiscovery Joshua Ottenberg Logout

eDISCOVERY Favorite

Main

- Add New Case Request
- My Case Search
- My Discovery Search
- My Document Search
- Add New Help Desk

MY INBOX SUMMARY

Attorney

- My Active Cases
- Pending Case Requests
- Approved Case Requests
- Rejected Case Requests
- Received Discoveries

PORTAL NEWS

Registration Guide

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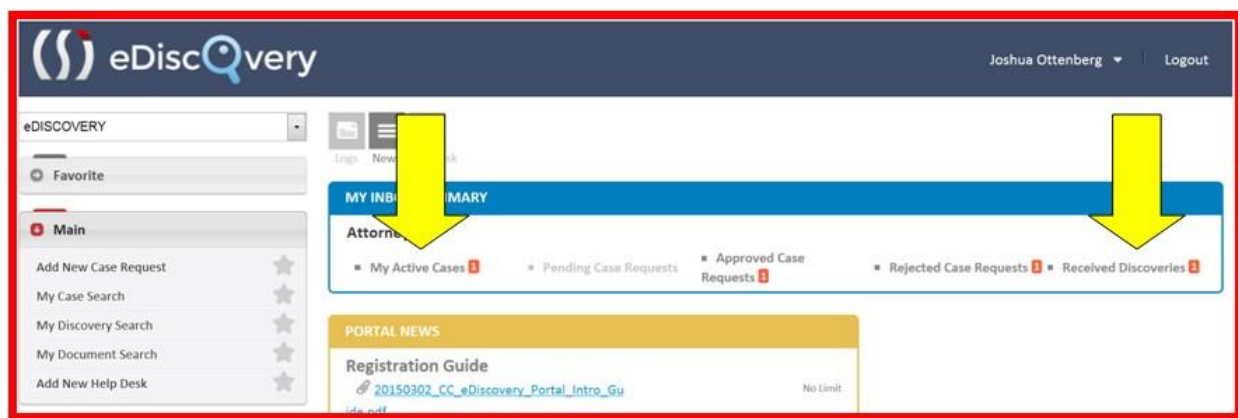
Posted by SUPER_USER

When a Request is rejected because there is not enough information to match the attorney to the case, the rejected case inbox has a “Re-Send” link that allows the user to add more detail.

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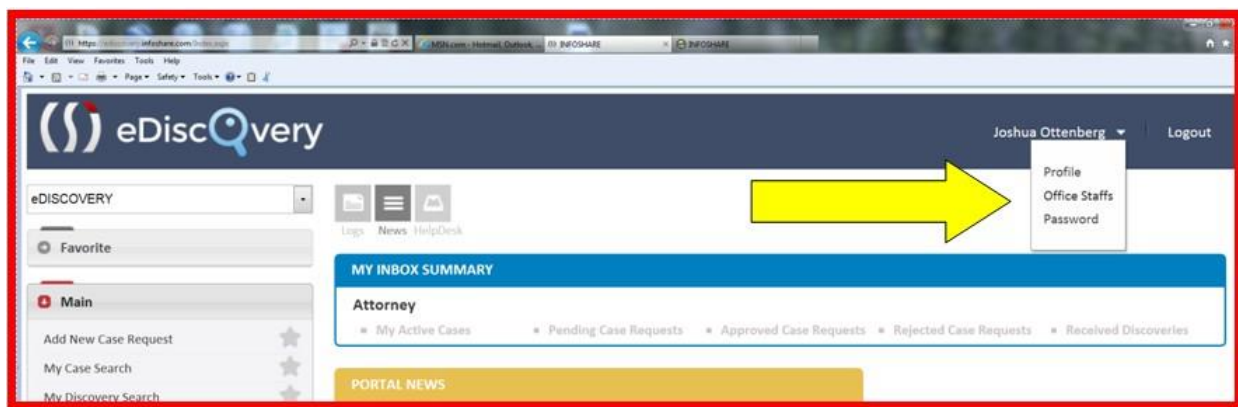


Once a Request has been accepted, the available discovery package will be added to the user's Active Case list.



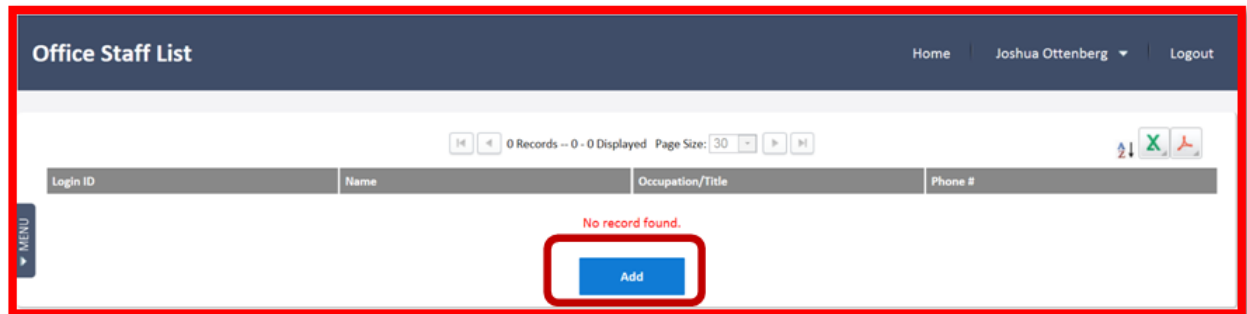
10. REGISTERING RELATED CLERICAL SUPPORT STAFF.

Attorneys are able to register their clerical support under their own registration. This is done by clicking on their name on the home page, and then the Office Staffs link under it.

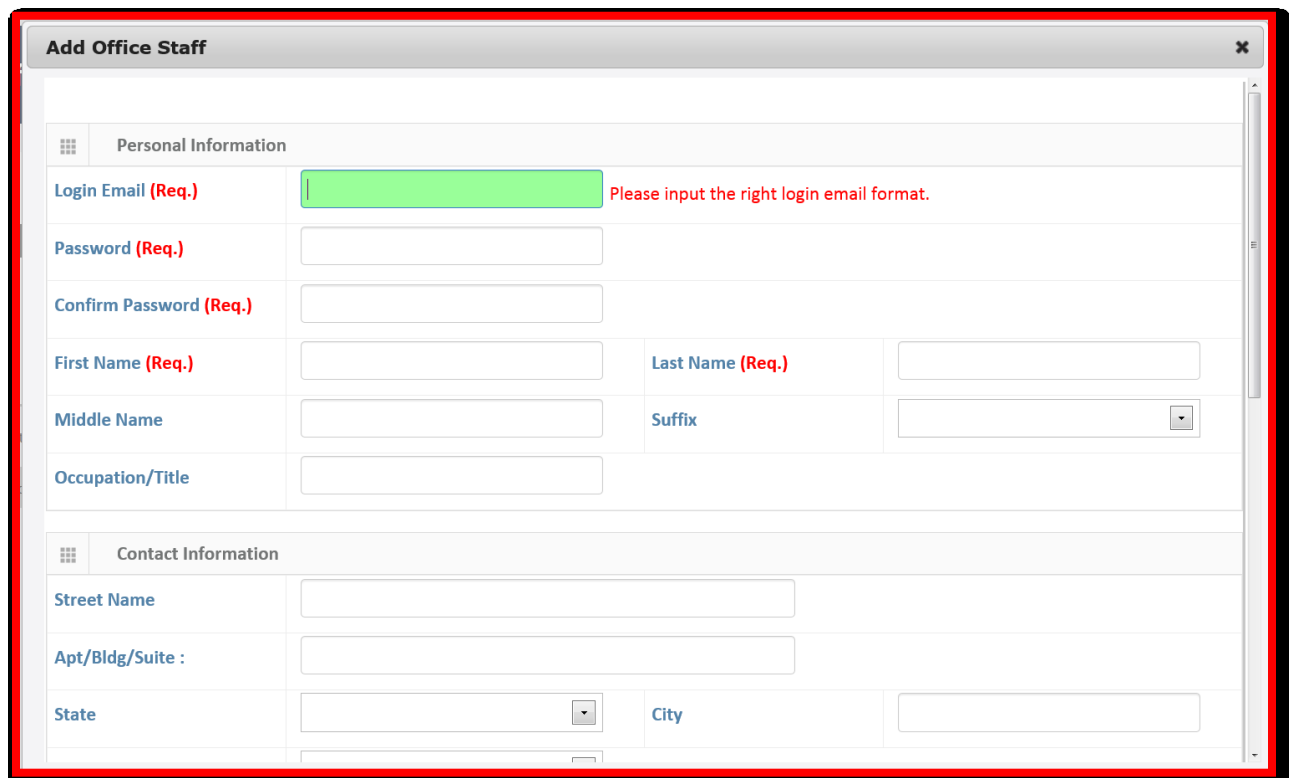


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This will open a page showing the staff that has already been added and allowing the addition of new staff.



To add new staff, simply click the add button and add the relevant details.

The screenshot shows the 'Add Office Staff' form. It is divided into two main sections: 'Personal Information' and 'Contact Information'. The 'Personal Information' section includes fields for 'Login Email (Req.)' (with a red error message 'Please input the right login email format.'), 'Password (Req.)', 'Confirm Password (Req.)', 'First Name (Req.)', 'Last Name (Req.)', 'Middle Name', 'Suffix', and 'Occupation/Title'. The 'Contact Information' section includes fields for 'Street Name', 'Apt/Bldg/Suite', 'State' (a dropdown menu), and 'City'. The form is enclosed in a red border.

By creating a username and password for a member of their support staff, a registered attorney accepts responsibility for the support staff's conduct on the site. The support staff's registration is associated with the Attorney Id number of the registered attorney.

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Thank you for your attention to this matter. If you have additional questions, please contact:

eDiscovery@njdcj.org