

## DISCOVERY BASICS - DEFENSE ATTORNEY PERSPECTIVE

1. When a defense attorney is added to a case, the system sends what we call an invitation email to the email address that is active for the attorney. This email has a link in it with a code that gives access to a single case. It is different for every case. You **MUST** click on this link (or you can copy and paste it in the browser) or you will **NOT** have access to the case.
  - a. The link expires in 2 months. This is a security feature to make sure that only the attorney that should have access to discovery gets access.
  - b. Prosecutor staff can send out a new invitation email for any case to the active email for the assigned defense attorney. Please look for them and be sure to click on the link in the invitation email.
2. When the defense attorney (or their staff) clicks on the link in the invitation email, you will be taken to the portal and can log in. Once you log in you will get a message that you now have access to that case. You can then click on the link on that message to go directly to that case, or you can click on the My Cases menu to see all cases you have access to.
3. When the prosecutor staff adds a discovery packet (which can consist of 1 or more files in a zipped or compressed file) the system will send a courtesy email to the active email address for the attorney. This courtesy email also has a link in it, but it is simply a shortcut to take you to the portal. It does **NOT** give you access to the case.
4. You can go to the portal at any time to check for discovery for any case you have access to. Here is the portal address – please keep it handy by saving it as a bookmark in your browser:  
<https://upc-prod-portal.journaltech.cloud/public-portal>
5. The courtesy email is only sent when the packet is originally created. If the email address was not correct at the time it was created, you may not get it. Please go to the portal and check for discovery whenever you are representing a defendant with an agency that uses eProsecutor. Keep in mind that if you have not responded to the invitation email by clicking on the link, you will not see that case in your portal.
6. Once the invitation email link expires, the prosecutor staff must re-send it to you. The system does not do this automatically. They can see if you have access to the case or not and can re-send it to you.
7. If there are any issues with getting discovery and working with the prosecutor staff does not resolve it, please have the prosecutor staff contact Ron Weight (rweight@agutah.gov) with case specifics to resolve the issue with troubleshooting or training as needed.