

# Questions?

## MADISON COUNTY DISTRICT ATTORNEY'S OFFICE



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## eDiscovery Quick Start Guide



## eDiscovery Login

1. DA will email you a secure link, username, and password
2. Click the link to go to the login screen
3. Enter the provided username and password

## Downloading files

For convenience, you may download multiple files or folders as a zip folder. Be aware that your zip files must be less than 4gb in size otherwise the download will fail.

1. Select any file(s) or folder(s)
2. In the "Actions" menu click "Download" or "Download as Zip"

## CPL 245 Compliance Report

For convenience, each discovery package will have a compliance report listing all files turned over in that package, and the location within the package. This PDF can be viewed online or downloaded.

## Viewing Files

For convenience, you may use the online previewer to view files.

1. You will see a list of discovery packages organized by the date/time shared, and a brief description of the package
2. Click to open any discovery package
3. Click on any file to view - most files are viewable in the browser
4. The "All" folder will show you the content of all discovery packages

There are basic tools built into the document preview that allow you to search, rotate, and print documents.

