



## ***Electronic Document Access Criminal Cases***

### ***Background***

On January 2, 2014, the Court will begin a six-month transition toward exclusive use of electronic documents in criminal cases. As of that date, the court will no longer create paper files for newly filed cases.

Instead, all newly filed cases will be stored and accessed electronically. We will begin the process of converting older cases as well. It is the Court's intent to have all criminal records with a court appearance converted to an electronic file by July 1, 2014.

### ***Access to Court Files – Internet Portals***

The electronic file will contain case information and document imaging. These will be available remotely to attorneys and justice partners through the existing portals that currently provide register of action information 24 hours a day, 7 days per week.

- Vision Agency Web  
<https://daigy.occourts.org/VisionWeb/Index.do>
- Criminal Defense Attorney Portal  
<https://ocapps.occourts.org/CDAP/Index.do>

These portals will be enhanced to include a new **Documents** tab to display non-confidential images associated with the case record.

### ***Access to Court Files – Integrated Kiosk***

Members of the public, that do not have remote access to the court portals, can view electronic case files at the Integrated Kiosks located at each Justice Center.

Documents and case information may also be obtained at the Clerk's Office where criminal matters are heard, as done today.

### ***Courtroom Processing***

Between January 2<sup>nd</sup> and July 1<sup>st</sup>, the judicial officer will be provided paper copies of selected documents from the electronic record for use in calling the calendar. In those instances where the documents have not been scanned, the complete paper file may be provided to the judicial officer for a hearing.