

Table of Contents

Defense Portal Access	2
User Registration	2
Request Access	4
View Cases/Digital Media Evidence	5
Submitting DME	7
Discovery Notes	8
Managing Resources	9
Add Resource	9
Adding an Attorney as a Resource	10
Managing Firm	12

Defense Portal Access

The Defense Portal is designed to allow effective communication between prosecutors and defense attorneys especially as it relates to Digital Media Evidence. Digital Media Evidence is essentially any electronic part of the case file. These may include documents such as case filings, offense reports, or lab reports. Additionally, it may include photos and videos.

User Registration

TechShare.Defense

Log in or create an account

Account Information Help

Username *

Password *

Retrieve Username Reset Password **Create Account** Login

NOTE: If you practice in one of the following counties :

- Travis County
- Midland County
- Tarrant County
- Dallas County

Please use <https://attorney.cuc.org/>

To gain access to your cases you will need to register to use the TechShare.Defense portal.

1. Enter the defense portal URL in your browser:
<http://Illinois-defense.cuc.org>
2. Click the Create Account Button.

3. Enter your user name.
4. Enter your password.
5. Confirm your password.

TechShare.Defense

Create Account Help

Account Information

Username *

JMcGill

Password *

Confirm Password *

Passwords must be

- At least eight characters
- At least one letter
- Not the same as your username
- Not a dictionary word or proper noun

Personal Information						
Name (Last/First/Middle)		Suffix		Maiden Name		
McGill	James	MIDDLE				
Date Of Birth	DL State	Driver License Number	State Bar ID *	Confirm State Bar ID *	Firm	
5/18/1970	IL	784555633	96556663	96556663	Hamlin, Hamlin & Mc	

6. Enter your first and last name.

7. Enter your State Bar Id.

8. Confirm your State Bar Id.

* Fields are required but additional identifying information such as your date of birth, Driver's License and Firm name can be added.

9. Enter a description for your contact information.

10. Enter your street address.

11. Enter your phone number.

12. Select your phone number type.

13. Enter your email address. (This is where email notifications will be sent.)

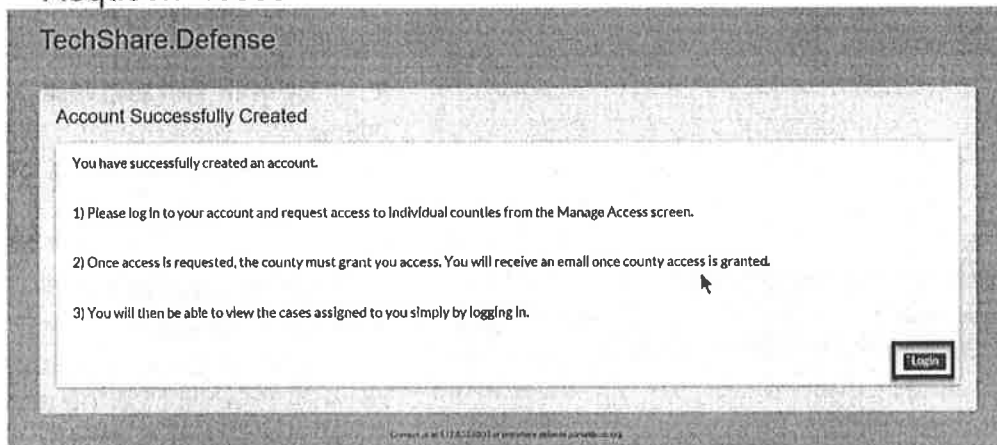
14. If you want to receive notifications through email as well as in the application, check the "Send Email On Notifications" check box.

15. Click the Create Account Button.

Contact Information			
Description *			
Office			
Street Address *		City *	
785 Main Street		Wheaton	
Line 2		State *	Postal Code *
		IL	60187
Phone Number *	Phone Type	Fax Number	
566-995-6656	Work	000 000-0000	
Email Address *			<input checked="" type="checkbox"/> Send Email On Notification
Jmcgill@HHM.com			
Cancel			Create Account

Request Access

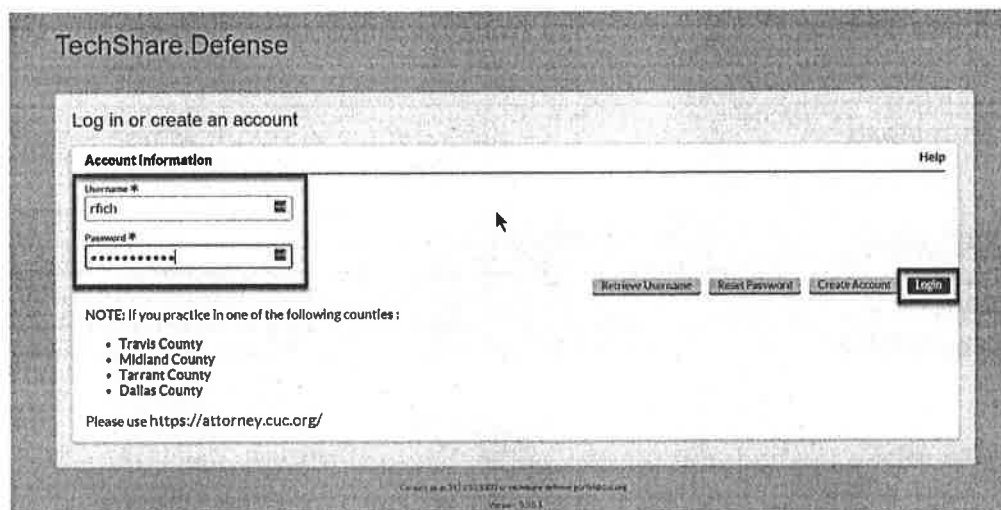
TechShare.Defense



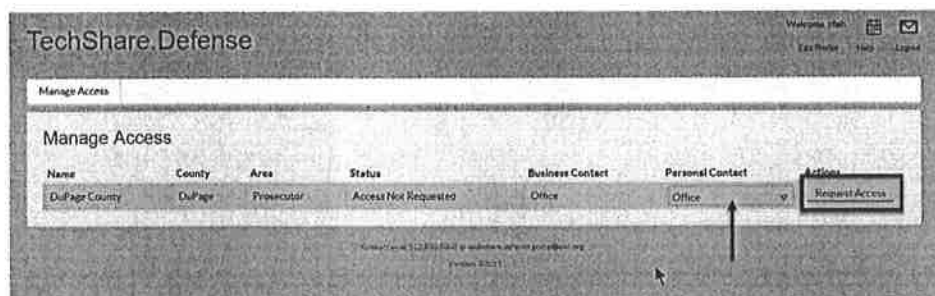
Once your account has been created you will be prompted to log in and request access.

1. Click the Login button to return to the Log in Screen.

2. Enter your username.
3. Enter your password.
4. Click the Login button.



5. Select your personal contact from the Personal Contact Dropdown.
6. Click the Request Access button. This will bring up the Dupage County Terms and Conditions of Use.



Training Guide Dupage Defense Attorney

7. Read the Terms of Use.
8. Click on the I agree to the Terms and conditions check box.
9. Enter your County Attorney Number.
10. Click the Accept Button.

DuPage County Terms and Conditions Terms of Use

By accessing or using the TechShare.Prosecutor Defense Portal website, and the content thereof, however accessed, you agree to be bound by these terms of use ("Terms of Use"):

1. You are responsible for maintaining the confidentiality of your TechShare.Prosecutor Defense Portal account, and you are solely responsible for all activities that occur under your account and/or those you authorize as defense participants.
2. You agree that the information provided to you through the Defense Portal as discovery is to be used solely and exclusively in connection with your representation of the Defendant in connection with a criminal case and for no other purpose. You further agree that you will inform your employees, and anyone else you authorize as a defense participant of any and all restrictions and penalties with respect to the dissemination of information contained in discovery you receive through the Defense Portal.
3. You agree to notify the DuPage County State's Attorney's Office immediately of any unauthorized use of your account or any other breach of security related to the TechShare.Prosecutor Defense Portal website. The DuPage County State's Attorney's Office reserves the right to require you to change your password or to take steps necessary to secure your account if any of the foregoing believe that your account or password is no longer secure.
4. You are subject to the criminal penalties set forth in for any unauthorized obtaining, use, or disclosure of Criminal History Record Information disclosed, to you, the attorney of record, and/or those you authorize as defense participants, pursuant to the requirements of the
5. You are subject to the Illinois Supreme Court Rules which govern discovery in criminal cases. (Does our discovery include medical

I agree to these terms and conditions.

County Attorney Number *
65623

Your request for access will be sent to the System Administrator. You will be notified when your request has been approved.

View Cases/Digital Media Evidence

The screenshot shows the TechShare.Defense interface. At the top, there are navigation tabs: Manage Access, Cases, Resources, Manage Firm, and Reports. Below this is a section for 'Active Cases' with a search filter. A table displays two active cases for DuPage County:

Case Number	Defendant (DOB)	Offense	Offense Date	Prosecutor	Court	Status
2019CM001370	SMITH, ROGER (8/16/1976)	BATTERY - CAUSES BODILY HARM	7/15/2019		4001	Active
2019CM001371	THOMPSON, KYLIE (10/15/1987)	BATTERY - CAUSES BODILY HARM	7/15/2019		4001	Active

Once your request for access to the Defense Portal has been granted, you will have access to your cases.

When you log into the Defense Portal, a list of your cases for Dupage County will be displayed.

Clicking on a case hyperlink will open that case record.

Training Guide Dupage Defense Attorney

This will open the case record. From here, you can view key information about the case including the count information, digital media evidence and evidence notes.

The screenshot shows the TechShare.Defense interface. At the top, there are navigation tabs: Manage Access, Cases, Resources, Manage Firm, and Reports. The main content area displays case information for SMITH, ROGER. Key details include:

- Case Number:** 2019CM001370
- Offense Date:** 07/15/2019
- Submission Type:** DUCS
- Statute:** PC
- Count 1:** (BATTERY - CAUSES BODILY HARM)

Below the case details is a table of Digital Media Evidence (DME):

Name	Available Date	Type	Source	Last Accessed Date	File Size
accident2(1).jpg	7/18/2019	PHOTO	Government		6 KB

Each piece of DME can be viewed in the application or downloaded.

Click the arrow next to the DME to download it.

Click the hyperlink to view the DME in the application.

This screenshot shows a detailed view of the DME table. The table has the following columns: Name, Available Date, Type, Source, Last Accessed Date, and File Size. The first row is highlighted, showing 'accident2(1).jpg' with a download arrow icon next to the name.

Name	Available Date	Type	Source	Last Accessed Date	File Size
accident2(1).jpg	7/18/2019	PHOTO	Government		6 KB
Lab Report(1).jpg	7/18/2019	LAB REPORT	Government		60 KB
F10102021_Police_Interview (2)(1).mp4	7/18/2019	Video - Surveillance	Government		3,534 KB
Wildlife-150322074520(1).mp4	7/18/2019	PHOTO	Government		160,523 KB
Walterspoon (img shot)(1).jpg	7/18/2019	PHOTO	Government		27 KB
CrimeScene(1).jpg	7/18/2019	PHOTO	Government		14 KB
DUI Test Ever (Reno 911)(1).mp4	7/18/2019	Video - In Car	Government		2,976 KB
police-report-(1).jpg	7/18/2019	POLICE REPORT	Government		92 KB

DME may also be downloaded from the view window within the application.

Once you are done viewing a piece of DME, you can use the navigation buttons at the bottom of the window to view a previous or the next piece of DME or to close the window.

This screenshot shows a document viewer window titled 'Lab Report(1).jpg (Image 2 of 5)'. The document is a forensic lab report with the following sections:

- FOLE:** Laboratory Report header.
- LABORATORY REPORT:** Date 08/28/2019.
- TO:** Chief of Police, DuPage County Sheriff's Office, 100 N. DuPage Ave., DuPage, IL 60118.
- FROM:** E. H. H. H.
- RECEIVED:** DuPage Regional Sheriff's Office, 100 N. DuPage Ave., DuPage, IL 60118.
- REMARKS:** This report is submitted in the following condition: submitted in the County Department of Law Enforcement - DuPage County, IL, and was not tested by the State Police. The reporting officer's name, position, and signature are on file.
- TESTS:** A list of tests performed, including 'F10102021' and 'F10102021'.

At the bottom of the viewer, there are three buttons: 'Previous', 'Next', and 'Close'.

⊙ DME Export DME List Submit DME View DME

Name	Available Date	Type	Source	Last Accessed Date	File Size
↓ accident2(1).jpg	7/18/2019	PHOTO	Government	7/18/2019	6 KB
↓ Lab Report(1).jpg	7/18/2019	LAB REPORT	Government	7/18/2019	60 KB
↓ F10102021_Police_Interview (2)(1).mp4	7/18/2019	Video - Surveillance	Government		3,534 KB
↓ Wildlife-150322074520(1).mp4	7/18/2019	PHOTO	Government		160,523 KB
↓ rwitherspoon mugshot(1).jpg	7/18/2019	PHOTO	Government		27 KB
↓ CrimeScene(1).jpg	7/18/2019	PHOTO	Government		14 KB
↓ DUI Test Ever (Reno 911)(1).mp4	7/18/2019	Video - In Car	Government		2,976 KB
↓ police report (1).jpg	7/18/2019	POLICE REPORT	Government		92 KB

If there is a large amount of DME on the case, it can be sorted to help find what you are looking for more quickly.

1. Click on the View DME button.

2. Enter the DME name, the dates it was made available and/or the type of DME.
3. Click the Filter DME button.
4. If you would like to download the DME, select the checkbox next to the evidence you would like to download. Multiple pieces maybe selected at the same time.
5. Click the Download Selected button.

Filters

DME Name and/or File Extension:

Date Made Available From:

Type:

Filter DME Remove Filter's

Digital Media Evidence (showing 4 of 4) Download Selected

	Name	Available Date	Type	Source	Last Accessed Date	File Size
<input checked="" type="checkbox"/>	↓ accident2(1).jpg	7/18/2019	PHOTO	Government	7/18/2019	6 KB
<input type="checkbox"/>	↓ Wildlife-150322074520(1).mp4	7/18/2019	PHOTO	Government		160,523 KB
<input type="checkbox"/>	↓ rwitherspoon mugshot(1).jpg	7/18/2019	PHOTO	Government		27 KB
<input type="checkbox"/>	↓ CrimeScene(1).jpg	7/18/2019	PHOTO	Government		14 KB

Submitting DME

DME can also be submitted by the Defense to the Prosecution through the Defense Portal.

1. Click on the Submit DME button.

⊙ DME Export DME List Submit DME View DME

Name	Available Date	Type	Source	Last Accessed Date	File Size
↓ accident2(1).jpg	7/18/2019	PHOTO	Government	7/18/2019	6 KB
↓ Lab Report(1).jpg	7/18/2019	LAB REPORT	Government	7/18/2019	60 KB
↓ F10102021_Police_Interview (2)(1).mp4	7/18/2019	Video - Surveillance	Government		3,534 KB
↓ Wildlife-150322074520(1).mp4	7/18/2019	PHOTO	Government		160,523 KB
↓ rwitherspoon mugshot(1).jpg	7/18/2019	PHOTO	Government		27 KB
↓ CrimeScene(1).jpg	7/18/2019	PHOTO	Government		14 KB
↓ DUI Test Ever (Reno 911)(1).mp4	7/18/2019	Video - In Car	Government		2,976 KB
↓ police report (1).jpg	7/18/2019	POLICE REPORT	Government		92 KB

2. Select the DME Type from the DME type Dropdown.
3. Click the Select Files button.
4. This will bring up the Open files window.
5. Select the file you want to add.
6. Click Open.

7. The listed file will show up at the bottom of the uploaded files section. Click the Submit button.

The evidence will be available to the Prosecutor and will be on the DME section of the Defense Portal.

Name	Type	Comments
Blood Alcohol Report.png	PHOTO	

Discovery Notes

☐ E-Fillings

☐ Discovery Notes

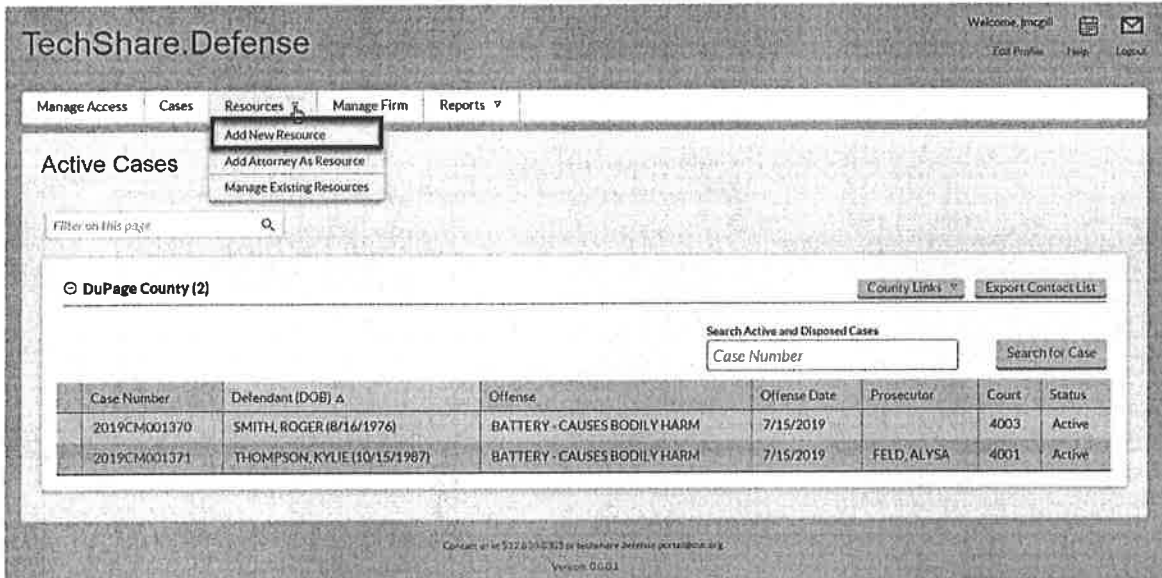
Title	Type	Comments	Timestamp
weapon available	Physical Evidence	A gun is available for inspection at the Naperville police department.	7/18/2019 1:46:00 PM

Discovery Notes entered by the DA are listed in the Discovery Notes section.

Managing Resources

The Defense Portal allows the defense attorney to add additional resources such as paralegals, secretaries, or other attorneys to the attorney's cases.

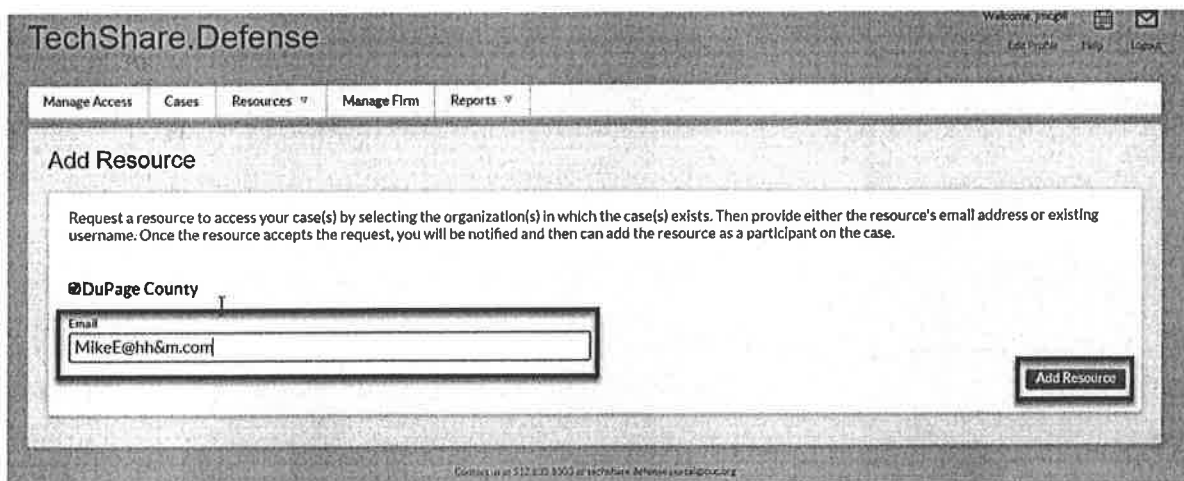
Add Resource



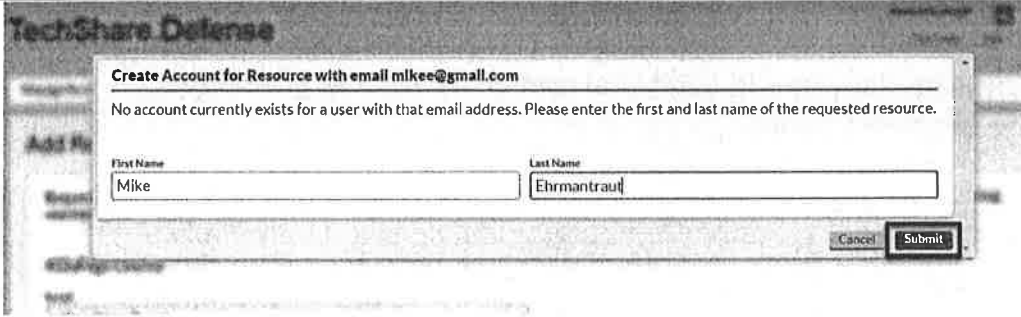
1. Select Add New Resource from the Resources drop down.

2. If the Resource currently exists in the system, add the resource's user name. Otherwise, add the resource's email.

3. Click the Add Resource button.



Training Guide Dupage Defense Attorney



If the resource doesn't exist in the system, you will be prompted to create an account.

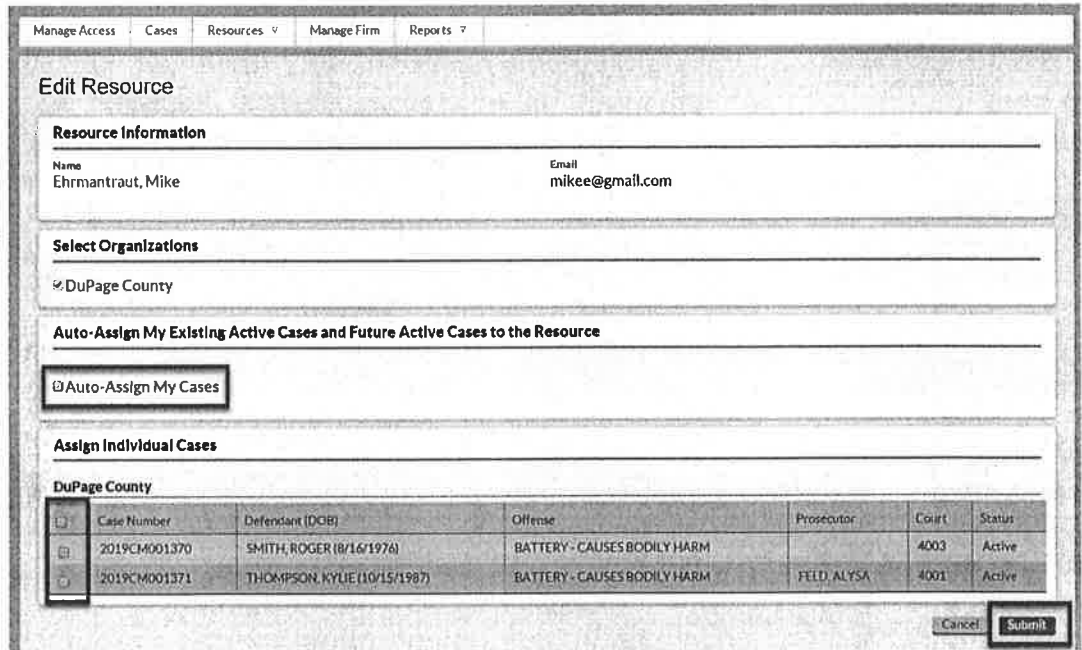
4. Enter the user's first and last name.

5. Click the Submit button.

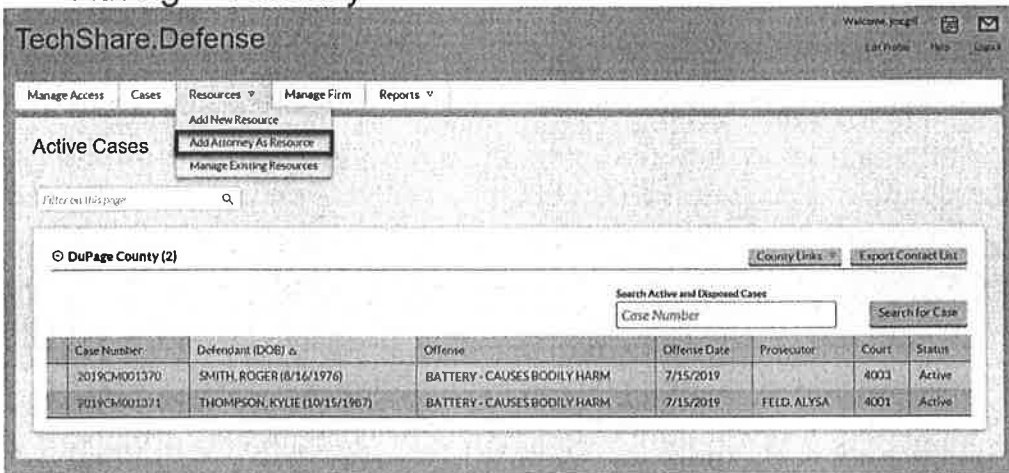
6. Click the Auto Assign my cases checkbox if you want all of your active and future cases to be automatically assigned to this resource.

7. If you only want some of the cases assigned to the resource, click the checkboxes next to each case.

8. Click the submit button.



Adding an Attorney as a Resource



11. Select Add Attorney as a Resource from Resources drop down.

12. Enter the Attorney's Name or bar number.
13. Click Add Resource button.

Case Number	Defendant (DOB)	Offense	Prosecutor	Court	Status
2019CM001370	SMITH, ROGER (8/16/1976)	BATTERY - CAUSES BODILY HARM		4003	Active
2019CM001371	THOMPSON, KYLIE (10/15/1987)	BATTERY - CAUSES BODILY HARM	FELD, ALYSA	4001	Active

4. Click the Auto Assign my cases checkbox if you want all your active and future cases to be automatically assigned to this attorney.
5. If you only want some of the cases assigned to the attorney, click the checkboxes next to each case.
6. Click the submit button.

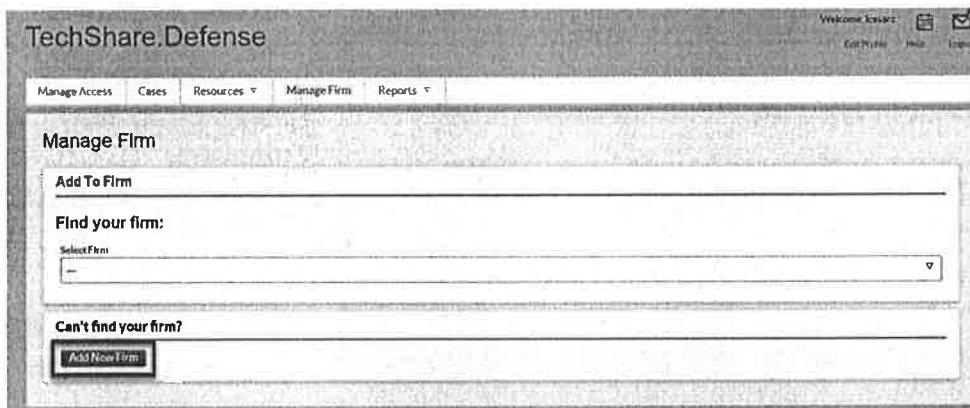
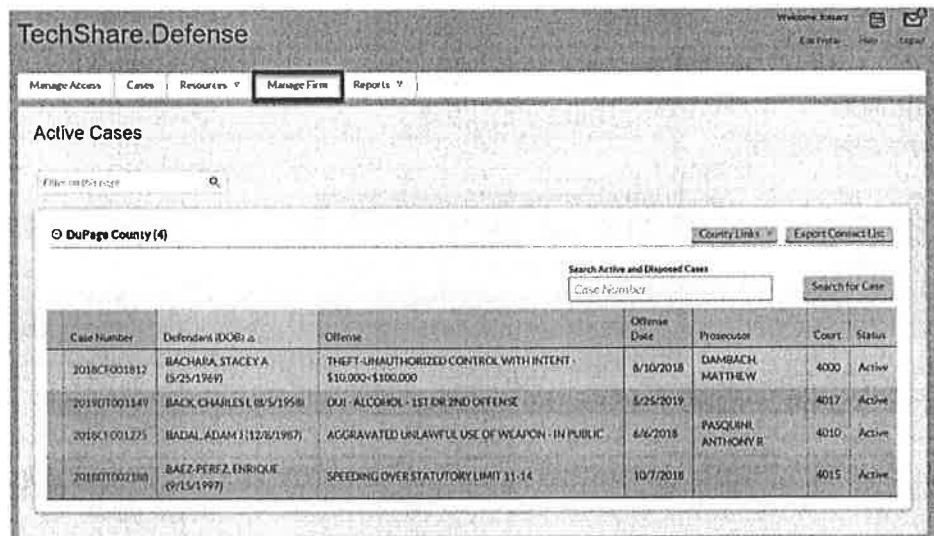
Training Guide Dupage Defense Attorney

Managing Firm

A firm can be created in the Defense Portal and resources may be added to the firm.

Create New Firm

1. To Add a new firm, click the Manage Firm Button.



1. Click Add New Firm button.

2. Add the Firm information.
3. Click the Submit button.

Add a New Firm

Please verify that the firm you are about to enter does not exist.

Firm Name *

Cesarz & Cesarz

Street Address *

45863 Main Street

City *

Wheaton

State *

IL

Zip Code *

65107

Phone Number *

565-239-6334

Cancel Submit

Add Firm User

Select User
Cesarz, Alex (alex.cesarz@cuc.org) ▾ Is Administrator

Cancel Submit

4. Select User for the firm.
5. Click the Submit button.

6. Additional Users can be Added to the firm.

TechShare.Defense

Welcome, Cesarz

Manage Access Cases Resources Manage Firm Reports

Manage Firm

Cesarz & Cesarz

Street Address: 45863 Main Street City: Wheaton

State: IL Zip Code: 65107 Phone Number: 565-239-6336

Firm Users Dissociate From Firm Add User

Name	Phone Number	Email Address	Is Admin	Actions
Cesarz, Alex		alex.cesarz@cuc.org	No	

