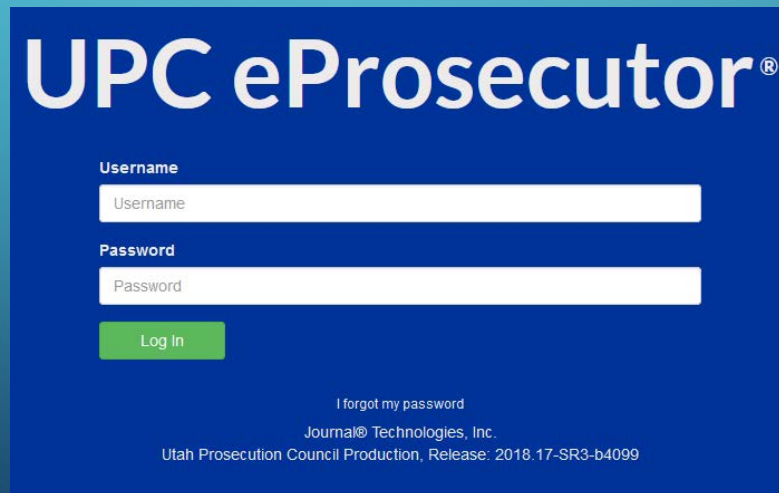


E-PROSECUTOR

Ron Weight

Utah Prosecution Council IT Manager & Tech Specialist

E-Prosecutor Administrator



The image shows a screenshot of the UPC eProsecutor login page. The page has a dark blue background with white text. At the top, the text "UPC eProsecutor®" is displayed in a large, bold font. Below this, there are two input fields: "Username" and "Password". Each field has a white border and a white background. Below the "Password" field is a green "Log In" button. At the bottom of the page, there is a link that says "I forgot my password", followed by the text "Journal® Technologies, Inc." and "Utah Prosecution Council Production, Release: 2018.17-SR3-b4099".

UPC eProsecutor®

Username

Password

[Log In](#)

[I forgot my password](#)
Journal® Technologies, Inc.
Utah Prosecution Council Production, Release: 2018.17-SR3-b4099



E-PROSECUTOR - FACTS

- CASE AND DOCUMENT MANAGEMENT SOFTWARE
- SPONSORED AND ADMINISTERED BY UTAH PROSECUTION COUNCIL
- CONFIGURED FOR MULTIPLE AGENCIES (1 SIZE FITS ALL)
- EACH AGENCY'S DATA IS PARTITIONED FOR PRIVACY
- GRANT FUNDED FOR COST OF PROGRAM AND 150 USER LICENSES
- ALL THE INITIAL 150 USER LICENSES ARE COMMITTED
- ADDITIONAL LICENSES AVAILABLE AT CURRENT RATES



E-PROSECUTOR - FACTS

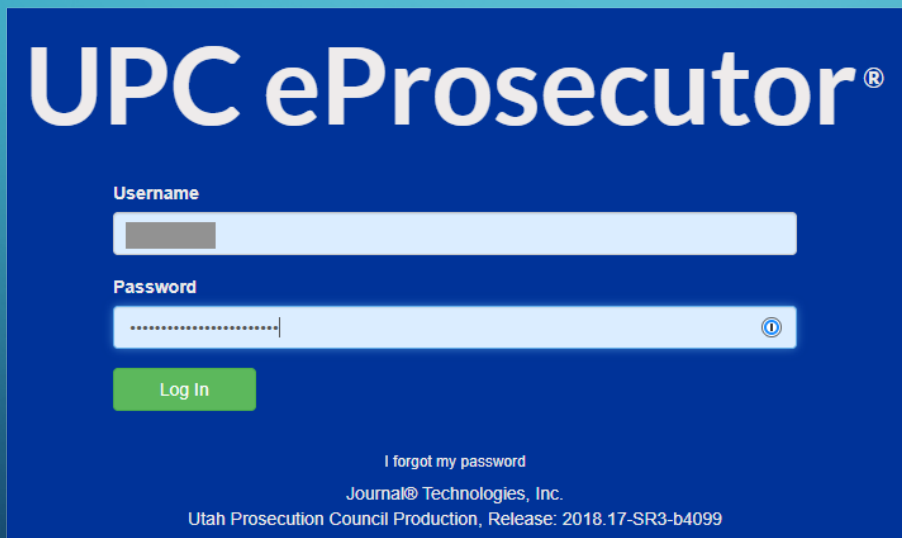
- ROBUST SEARCHES / REPORTS
- HOSTED IN THE CLOUD BY AWS
- E-PROSECUTOR INFORMATION PAGE ON [HTTPS://UPC.UTAH.GOV](https://upc.utah.gov)
 - <https://upc.utah.gov/eProsecutor-main.php>

E-PROSECUTOR - FACTS

- APPROVED FOR STORAGE OF CJIS DATA
- 2 FACTOR AUTHENTICATION REQUIRED

2 FA Login

1



UPC eProsecutor®

Username

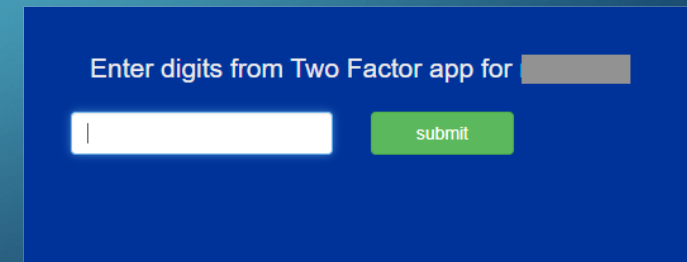
Password

[Log In](#)

[I forgot my password](#)

Journal® Technologies, Inc.
Utah Prosecution Council Production, Release: 2018.17-SR3-b4099

2



Enter digits from Two Factor app for

[submit](#)

PASSWORDS & 2 FACTOR AUTHENTICATION

- 2FA Apps Tested for Compatibility with eProsecutor
 - Google Authenticator App
 - Authy App
- 2FA can be reset if you change devices
- Passwords must meet minimum requirements and changed regularly.
- Passwords can't be reused through 10 changes (which almost 2 years).

E-PROSECUTOR - FACTS

- PORTAL FOR PROVIDING DISCOVERY ELECTRONICALLY

UPC UTAH PROSECUTION COUNCIL
Training and Serving Utah Prosecutors Since 1991

Home My Cases

My Account

Account My Info My Cases

Show 25 entries

Case Number	Case Name	Date Created	Case Type
20-2010505 / LEA-20-01234	Flintstone, Fred Rock Jr.	07/27/20	Felony
1FileCab-Test1 / 19-abc1	Flintstone, Fred	08/28/19	Felony

Showing 1 to 2 of 2 entries

My Account

Account

My Info

My Cases

Show entries

Case Number	Case Name	Date Created	Case Type
20-2010505 / LEA-20-01234	Flintstone, Fred Rock Jr.	07/27/20	Felony
1FileCab-Test1 / 19-abc1	Flintstone, Fred	08/28/19	Felony

Showing 1 to 2 of 2 entries

E-PROSECUTOR - FACTS

- PORTAL FOR LAW ENFORCEMENT PERSONNEL TO ENTER CASES

UPC | UTAH PROSECUTION COUNCIL
Training and Serving Utah Prosecutors Since 1991

Home My Cases

eFile New Case

eFile New Case

Add New Case - Portal

Case Information

Case Jurisdiction*

Law Enforcement Case #*

Arresting Agency*

Custody Status

Citation #

Lead Officer*

Officer Has Video Footage?

Select Case Type

Juvenile

Adult

HB 288 – WHAT IS IT?

- Legislation that mandates data collection and policy publication
- **63M-7-216** is the code section that affects prosecutors
- Subsection 2 defines what data is required and when
- This report is built into e-Prosecutor and is submitted for you by UPC
- Must be in compliance by July 1, 2022

E-PROSECUTOR AND YOU

- Track and manage cases
- Report on any data entered in the system
 - Including data required by HB288
- Manage documents (video can NOT be stored because of storage and bandwidth limitations)
- Electronic discovery
- Optional ability for law enforcement to submit cases electronically

E-PROSECUTOR AND YOU

- Justice agencies and personnel already available or can import
- Local statutes can be added
- UPC maintains state statutes and updates it as needed
- Able to search for cases in other jurisdictions by defendant name (read only)
- Name records – enter once, use multiple times in multiple cases

E-PROSECUTOR AND YOU

- Applied for a grant to cover additional licenses, but that part of the grant was NOT awarded
- Trying to make grant change to include user licenses – unknown if we will be able to do that
- Administrator manages user accounts, templates, forms and lists
- Administration Fee - \$206 per user per year (in addition to user license fee)

E-PROSECUTOR AND YOU

- [FAQS and Videos: https://upc.utah.gov/eProsecutor-main.php](https://upc.utah.gov/eProsecutor-main.php)

eProsecutor Resources

This page has links to all of the resources for eProsecutor support and training. If you still need assistance after looking through the resources available here, please have your designated admin for your office [contact Ron Weight](#).

Please look at the knowledge base for eProsecutor (see help desk link below) to see if your issue has already been addressed before creating a support ticket.

Resource Links

[Help Desk - KB](#)[View FAQS](#)[Videos - Training](#)[JTI Word Add-In \(v. 1.7.13\)](#)

Video Tutorials

Relating Cases

E-PROSECUTOR – WHAT IT DOES

The screenshot displays the UPC eProsecutor interface. On the left is a navigation sidebar with categories like 'Cases', 'Events-Hearings', 'People', 'Charges', 'Misc', and 'Civil'. The main content area shows a case titled 'Duck 2, Daffy' with details such as 'Count 1 76-5-102.4(4) ASSAULT AGAINST A PEACE OFFIC... + 2'. A 'Case Summary' section contains two tables: 'Case Information' and 'Defendant Information'.

Case Information Table:

Court Case #	Arresting Agency	Lead Officer	Judge	Offense Level
20-1405-2--2	West Valley City Police Department	Gremillion, John		Felony

Defendant Information Table:

Name	DOB	Arrest Date	Arrest Address	Bail Req.
Duck 2, Daffy	10/10/1955	09/12/2020		500000

ADD CASES

- Enter only required data or fill in all data to create a new case
- You can select people (such as defendants) from existing person records or create new ones directly from this screen, if they don't exist
- Add charges
- Add victims / witnesses
- Add staff assigned to case, etc.

Workspace

Add Case - City

- Add Adult Case
- Add Case - Court # Check
- Civil
- Add Person/Agency
- Searches
- Reports

Add New Case - City

Case Information

Law Enforcement #

Court Case #

Arresting Agency* + 🔍

Lead Officer* + 🔍

Officer Has Video Footage

Judge + 🔍

Offense Level*

Case Type

Status

Court Location

Defendant

Note: System will automatically search for existing Person records matches for **First Name or Last Name** as you enter in Defendant information. If a match is found, PLEASE use the existing Person record. Otherwise, create the new Person record by clicking on the + button next to the field below.

fred + 🔍

Last Name	First Name or Org.	Suffix	Date Of Birth	Address 1	City	Identification(s)
Flintstone	Fred	Jr.	10/10/1935	1655 Bedrock Lane	SALT LAKE CITY	

OTN #


Citation #

Add New Case - Required fields marked with red asterisk (*)

Quick Name Search for Defendants - works the same way for other people in the system. Enter the person once, use them multiple times.

MANAGE CASES

- Once you open a case, you can manage it on this one screen.
- Add Attorneys, staff, defense, law enforcement, judge, witnesses and victims
- Add and edit events
- Add documents – upload from files or create from templates (no videos)
- Create discovery packets
- Create notes and tasks


 F ~ 20-1405-2--2 / L20-12445 Organization Utah Prosecution Council
Received 09/14/20
Next 09/23/20 1:00 PM Arraignment
Attorney Weight
Defense N/A

Duck 2, Daffy

Count 1 76-5-102.4(4) ASSAULT AGAINST A PEACE OFFIC... + 2

[Open](#)



Summary | Case Involvements | Events | Charges | File Cabinet | Discovery | Case Notes | Tasks | File Folders

Case Summary 

Case Information

Court Case #	Arresting Agency	Lead Officer	Judge	Offense Level
20-1405-2--2	West Valley City Police Department	Gremillion, John		Felony

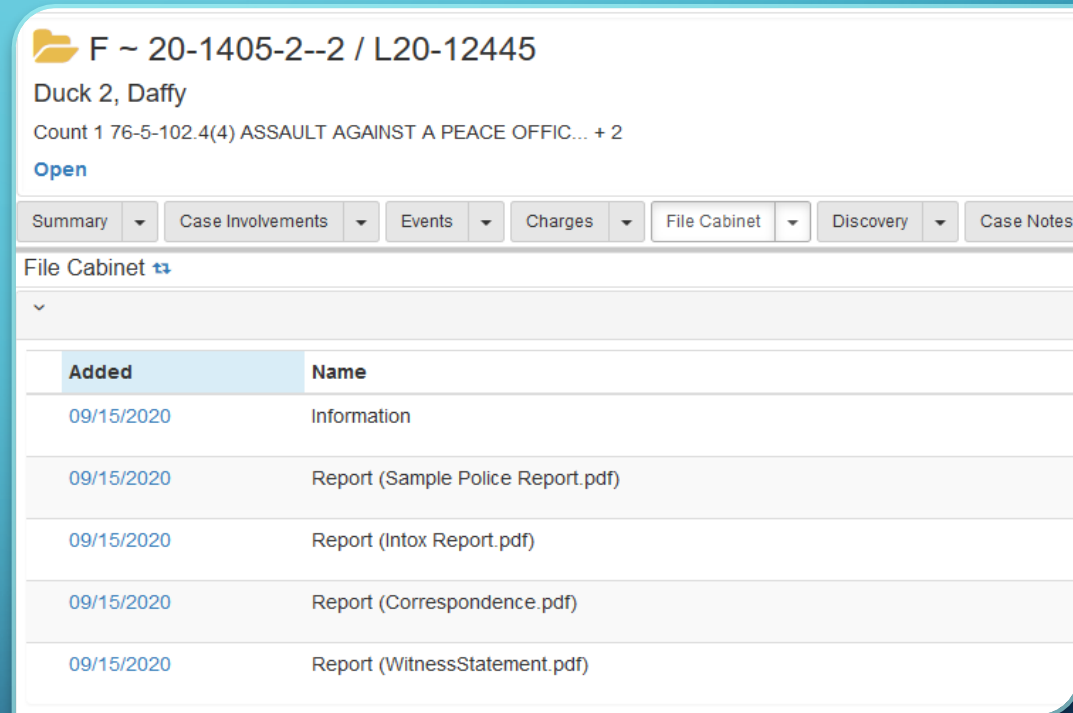
Defendant Information

Name	DOB	Arrest Date	Arrest Address
 Duck 2, Daffy 	10/10/1955	09/12/2020	

Future Events

ADD/GENERATE DOCS

- Upload documents from other sources
- Generate documents from templates
- Edit documents
 - Annotate
 - Redact
 - Stamp (confidential, draft, etc.)
- Can maintain a history of changes (to generated or redacted docs)



F ~ 20-1405-2--2 / L20-12445
Duck 2, Daffy
Count 1 76-5-102.4(4) ASSAULT AGAINST A PEACE OFFIC... + 2
[Open](#)

Summary Case Involvements Events Charges File Cabinet Discovery Case Notes

File Cabinet ↕

Added	Name
09/15/2020	Information
09/15/2020	Report (Sample Police Report.pdf)
09/15/2020	Report (Intox Report.pdf)
09/15/2020	Report (Correspondence.pdf)
09/15/2020	Report (WitnessStatement.pdf)

CHARGES

- Add and edit charges
- Range of offense dates if needed
- Enhancements and/or inchoate modifiers
- Plea offers
- Disposition of charges
- Sentencing
- Re-order charges if not in desired order

The screenshot shows a software interface with a navigation bar at the top containing tabs for Summary, Case Involvements, Events, Charges, File Cabinet, Discovery, Case Notes, Tasks, and File Folder. The main content area is titled 'Charges' and features a sub-tab for 'Active Charges'. Below this is a table with columns for Count, Offense Level, From Date, and To Date. The table lists several charges for the defendant 'Flintstone, Fred [DEF]'. Charge 3 is marked with a 'PRIORS' tag, and Charge 2 is marked with an 'ATTEMPTED' tag. Each row includes a vertical ellipsis icon for actions and a horizontal ellipsis icon for details.

Count	Offense Level	From Date	To Date
Flintstone, Fred [DEF]			
Count 1 76-6-502 POSSESSION OF FORGED WRITING ...	third degree felony	03/17/2020	
Count 2 76-6-502 POSSESSION OF FORGED WRITING ... ATTEMPTED	second degree felony	03/19/2020	03/22/2020
Count 3 76-5-102.3 ASSAULT AGAINST A SCHOOL EMPL... PRIORS	class A misdemeanor	03/19/2020	03/30/2020
Count 4 58-37-8(1)(a)(i) PRODUCTION OF A CONTROLLED SU...	second degree felony	02/25/2020	
Count 5 41-6a-502 DRIVING UNDER THE INFLUENCE O...	class B misdemeanor	03/19/2020	
Count 6 76-6-204 VEHICLE BURGLARY	class A misdemeanor	05/26/2020	
Count 7 32B-4-409 UNLAWFUL PURCHASE, POSSESSION...	class B misdemeanor	06/04/2020	
Count 9 41-6a-601 SPEEDING	infraction	08/25/2019	

PROVIDE AND TRACK DISCOVERY

- Create discovery packets and make them available on the portal (or not)
- Track when discovery has been viewed or downloaded
- Can expire packets or take them off the portal as needed while still showing them in your case

The screenshot displays a software interface for managing legal discovery. At the top, there is a navigation bar with tabs for Summary, Case Involvements, Events, Charges, File Cabinet, Discovery, Case Notes, Tasks, and File Folders. The main content area is titled "Discovery Details" and is divided into two sections: "Items We Disclosed" and "Discovery Tracking".

The "Items We Disclosed" section contains a table with the following data:

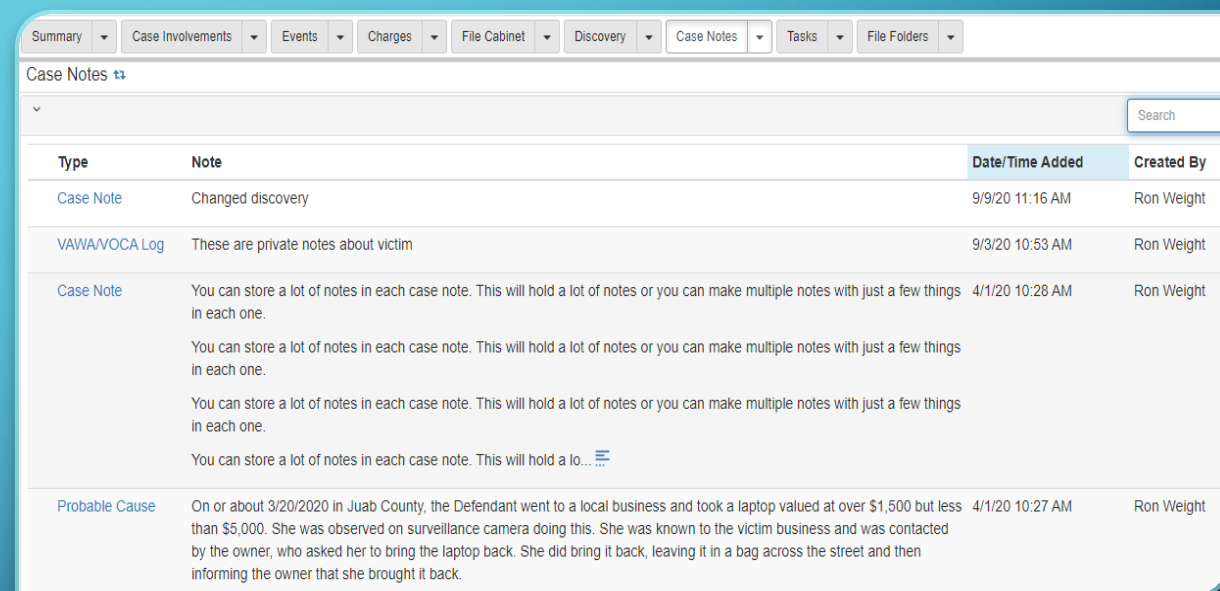
Selected	Name	Type	Portal	
<input checked="" type="checkbox"/>	05/26/2020	Discovery PKT 2	Digital Zip	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	07/13/2020	Packet 3 - Supplement	Digital Zip	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	07/14/2020	Supplemental	Digital Zip	<input checked="" type="checkbox"/>

The "Discovery Tracking" section contains a table with the following data:

Date	Item	Activity Type	First Name	Last Name	Portal Role	IP Address	Browser
7/13/20 10:13 AM	DiscoveryItemTracking:45143	LISTVIEW	Ron	Weight	Defense Representative	10.0.0.174	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/83.0.4103.116 Safari/537.36
7/29/20 2:16 PM	DiscoveryItemTracking:48304	LISTVIEW	Ron	Weight	Defense Representative	10.0.0.166	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/84.0.4147.105 Safari/537.36
9/9/20 12:22 PM	DiscoveryItemTracking:57136	LISTVIEW	Ron	Weight	Defense Representative	10.0.0.232	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/85.0.4183.83 Safari/537.36
7/13/20 10:13 AM	DiscoveryItemTracking:45142	LISTVIEW	Ron	Weight	Defense Representative	10.0.0.174	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/83.0.4103.116 Safari/537.36
7/13/20 10:14 AM	DiscoveryItemTracking:45145	DETAILVIEW	Ron	Weight	Defense Representative	10.0.0.174	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/83.0.4103.116 Safari/537.36
7/13/20 10:14 AM	DiscoveryItemTracking:45146	DETAILVIEW	Ron	Weight	Defense Representative	10.0.0.174	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/83.0.4103.116 Safari/537.36
7/13/20 10:14 AM	DiscoveryItemTracking:45147	DOWNLOAD	Ron	Weight	Defense	10.0.0.174	Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/83.0.4103.116 Safari/537.36

CASE NOTES

- Create case notes – as many as needed
- Various types of notes
 - General case notes
 - Advocate logs
 - Probable Cause statements
- Edit existing notes



Type	Note	Date/Time Added	Created By
Case Note	Changed discovery	9/9/20 11:16 AM	Ron Weight
VAWA/VOCA Log	These are private notes about victim	9/3/20 10:53 AM	Ron Weight
Case Note	You can store a lot of notes in each case note. This will hold a lot of notes or you can make multiple notes with just a few things in each one. You can store a lot of notes in each case note. This will hold a lot of notes or you can make multiple notes with just a few things in each one. You can store a lot of notes in each case note. This will hold a lot of notes or you can make multiple notes with just a few things in each one. You can store a lot of notes in each case note. This will hold a lo...	4/1/20 10:28 AM	Ron Weight
Probable Cause	On or about 3/20/2020 in Juab County, the Defendant went to a local business and took a laptop valued at over \$1,500 but less than \$5,000. She was observed on surveillance camera doing this. She was known to the victim business and was contacted by the owner, who asked her to bring the laptop back. She did bring it back, leaving it in a bag across the street and then informing the owner that she brought it back.	4/1/20 10:27 AM	Ron Weight

TASKS

- Send and receive tasks
- Get notification of tasks (sticky or simple) – each person can configure this as they want
- Track tasks in case and who added them and who assigned to

The screenshot shows a web application interface with a task list and a notification. The task list has the following data:

Instructions	Due Date	Assigned To	Date Added	Added By	Complete	Updated
This is another task - testing how it's marked as done.	5/22/20	Weight, Ron	05/20/2020	Ron Weight	<input checked="" type="checkbox"/> (05/20/20)	Ron Weight
Do something		Weight, Ron	05/26/2020	Ron Weight	<input checked="" type="checkbox"/> (05/26/20)	Ron Weight
Do something		Weight, Ron	06/03/2020	Ron Weight	<input checked="" type="checkbox"/> (06/3/20)	Ron Weight
Do stuff		Weight, Ron	09/03/2020	Ron Weight	<input checked="" type="checkbox"/> (09/3/20)	Ron Weight
This is another task to do - get it done!	9/23/20	Weight, Ron	09/15/2020	Ron Weight	<input type="checkbox"/>	Ron Weight

A notification is shown in the bottom right corner with the following text:

3:04 PM [Task]
This is another task to do - get it done!
19-6106 Flintstone, Fred
1FileCab-Test1 / 19-abc1

A red box highlights the notification title and content, with an arrow pointing to a text box that says: "Sticky notification - personal setting - can be turned off".

SEARCHES AND REPORTS

- Every search can be a report
- Export to Excel or PDF document
- Group and summarize

The screenshot displays a software interface for managing legal cases. On the left is a navigation menu with categories like 'Workspace', 'Add Case - City', 'Add Person/Agency', 'Searches', 'Cases', 'Events-Hearings', and 'People'. The main area is titled 'My Agency Cases' and contains search filters for 'Court/Law/Agency/Other Case Numbers', 'Last Name' (with 'duck' entered), and 'First Name'. Below the filters are buttons for 'Search', 'Reset', 'Refine', 'Output', and a '25 per page' dropdown. The results section shows 'Results 1 - 1 of 1' and a table with the following data:

Case Numbers	Defendant Last	Defendant First	Charges
20-1405-2--2	Duck 2	Dafy	[Count 3 41-6a-804(1)(a) UNSAFE LANE TRAVEL - SIGNAL, Count 2 76-5-102.4(3) ASSAULT AGAINST A PEACE OFFIC..., Count 1 76-5-102.4(4) ASSAULT AGAINST A PEACE OFFIC...]

At the bottom right, there are buttons for 'Excel' and 'PDF' export options.

TRY IT OUT – DEMO VERSION

[HTTPS://UPC-TRAINING.JOURNALTECH.CLOUD](https://upc-training.journaltech.cloud)

- YOU CAN TRY IT YOURSELF AND/OR REQUEST A DEMO
- CONTACT RON WEIGHT TO SETUP A LOGIN AND/OR SCHEDULE A REMOTE DEMO



Questions?

RON WEIGHT
E-PROSECUTOR ADMINISTRATOR
<https://upc.utah.gov>

Utah Prosecution Council

(801) 230-0693

rweight@agutah.gov

