

CIP PORTAL FOR DEFENSE ATTORNEYS

The CIP Portal is an interface that allows State Attorneys (and Public Defenders) who use the STAC Case Management system to easily share materials from cases to other individuals. The 19th Circuit State Attorney's Office will be using this to provide discovery to private defense attorneys in certain instances.

If you need assistance with the CIP Portal please contact our Help Desk Specialist:

Marcie Rolle
mrolle@sao19.org
(772) 462-6835

REGISTRATION

Before you are able to access the CIP Portal, you must create an account. Follow the link in the email that was sent notifying you of materials available in the CIP Portal.

Once on the Log In page of the CIP Portal, **CLICK Create an account**

On the New User Registration page:

Enter your chosen username.

Enter the EMAIL that the notification email was sent to.

****NOTE**** you cannot register with the CIP Portal in advance of getting any materials sent. The CIP Portal disallows the registration of an email that has not received materials.

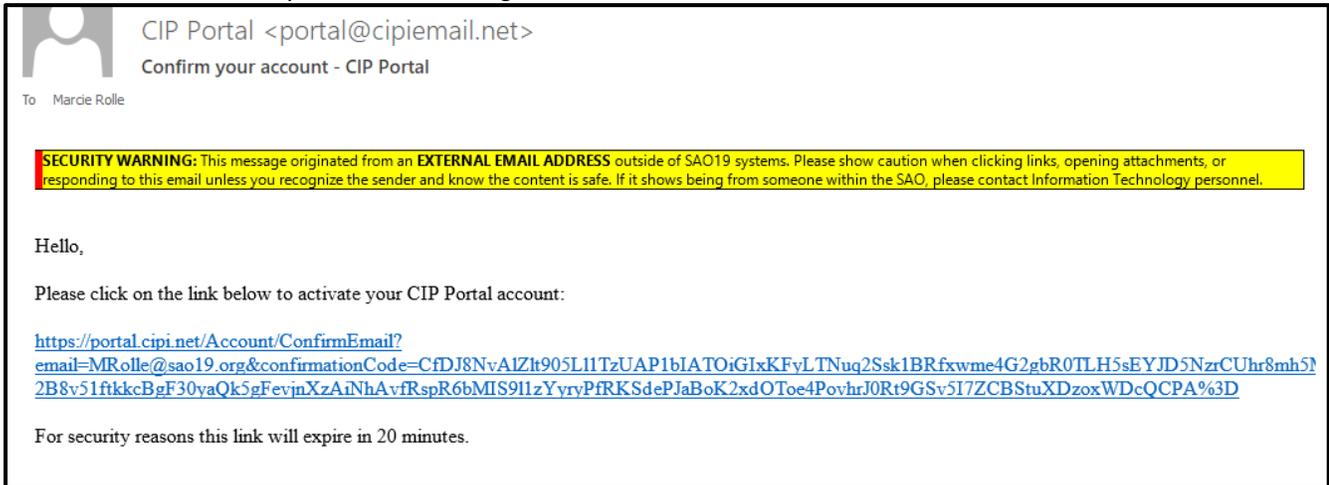
Enter your chosen password.

Confirm password.

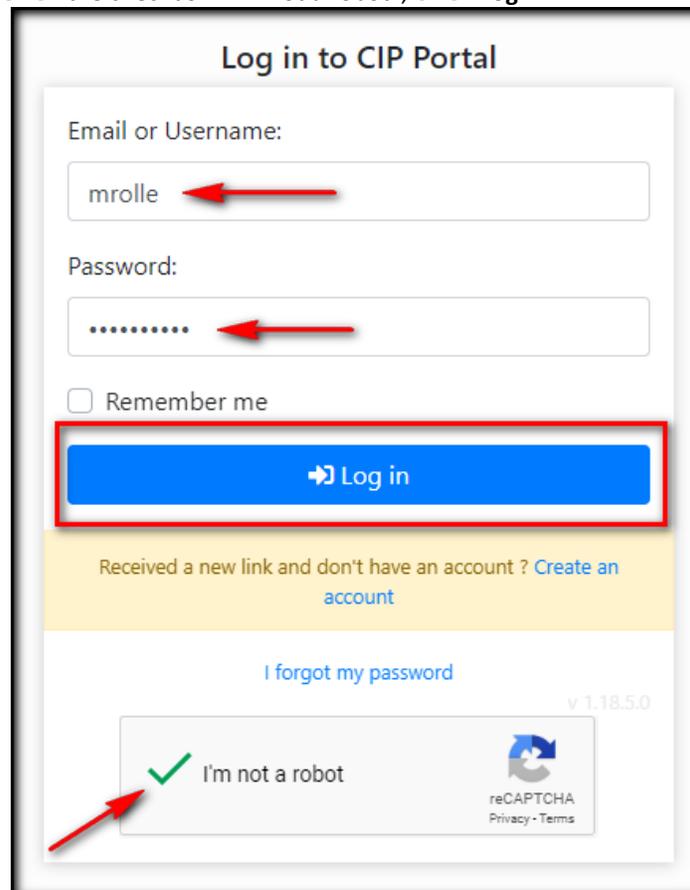
CLICK REGISTER

The image shows two side-by-side screenshots of the CIP Portal interface. The left screenshot is titled "Log in to CIP Portal" and features a form with fields for "Email or Username:" and "Password:". Below these fields is a "Remember me" checkbox and a blue "Log in" button with a right-pointing arrow. A yellow banner below the button contains the text "Received a new link and don't have an account? [Create an account](#)", with a red arrow pointing to the link. Below the banner is a blue link "I forgot my password" and a reCAPTCHA widget with the text "I'm not a robot" and "reCAPTCHA Privacy - Terms". The right screenshot is titled "New user registration" and features a form with fields for "Username", "Email", "Password", and "Confirm Password". Below the "Email" field is a note: "The email address above **must be the same one** the portal sent the notification to". At the bottom of the form is a blue "Register" button and a blue link "Go back to login page".

You will receive a confirmation email shortly after clicking Register.
Follow the link to confirm your account and log in.



Enter your Username, Password, **CLICK** the checkbox "I'm not a robot", **CLICK** Log In



DOWNLOADING MATERIALS

From the Log In, the CIP Portal opens to the **FILES** screen. This is a list of all of the materials that have been sent and are available to you. From this screen, you can select files to be downloaded.

CIP Portal

Find cases by number or defendant name

Download Files

You have a total of 6 file(s) that haven't been downloaded across all cases.

Show 25 entries

Case number	Defendant	Document	Agency	Received on	Size	Downloaded?
<input type="checkbox"/> 432013CF123499CFAXMX	Claus, Santa	Test Document 1	State Attorney's Office 19th Judicial Circuit	2019/12/17 14:51	32KB	No
<input type="checkbox"/> 432013CF123499CFAXMX	Claus, Santa	Test Document 1	State Attorney's Office 19th Judicial Circuit	2019/12/17 14:51	32KB	No
<input type="checkbox"/> 432013CF123499CFAXMX	Claus, Santa	Test Document 1	State Attorney's Office 19th Judicial Circuit	2019/12/17 14:51	32KB	No
<input type="checkbox"/> 432013CF123499CFAXMX	Claus, Santa	Test Document 1	State Attorney's Office 19th Judicial Circuit	2019/12/17 14:51	32KB	No
<input type="checkbox"/> 432013CF123499CFAXMX	Claus, Santa	Test Document 1	State Attorney's Office 19th Judicial Circuit	2019/12/17 14:51	32KB	No
<input type="checkbox"/> 432013CF123499CFAXMX	Claus, Santa	Test Document 1	State Attorney's Office 19th Judicial Circuit	2019/12/17 14:51	32KB	No

Showing 1 to 6 of 6 entries 0 selected rows

Previous 1 Next



You can download the files one at a time by clicking the  at the end of each file

Or

You can download multiple files as a ZIP by selecting the files you want to download by clicking the checkbox and then clicking **Download** at the top of the screen.

CIP Portal

Find cases by number or defendant name

Download Files

You have a total of 6 file(s) that haven't been downloaded across all cases.

Show 25 entries

Case number	Defendant	Document	Agency	Received on	Size	Downloaded?
<input checked="" type="checkbox"/> 432013CF123499CFAXMX	Claus, Santa	Test Document 1	State Attorney's Office 19th Judicial Circuit	2019/12/17 14:51	32KB	No
<input checked="" type="checkbox"/> 432013CF123499CFAXMX	Claus, Santa	Test Document 1	State Attorney's Office 19th Judicial Circuit	2019/12/17 14:51	32KB	No
<input checked="" type="checkbox"/> 432013CF123499CFAXMX	Claus, Santa	Test Document 1	State Attorney's Office 19th Judicial Circuit	2019/12/17 14:51	32KB	No
<input type="checkbox"/> 432013CF123499CFAXMX	Claus, Santa	Test Document 1	State Attorney's Office 19th Judicial Circuit	2019/12/17 14:51	32KB	No
<input type="checkbox"/> 432013CF123499CFAXMX	Claus, Santa	Test Document 1	State Attorney's Office 19th Judicial Circuit	2019/12/17 14:51	32KB	No
<input type="checkbox"/> 432013CF123499CFAXMX	Claus, Santa	Test Document 1	State Attorney's Office 19th Judicial Circuit	2019/12/17 14:51	32KB	No

Showing 1 to 6 of 6 entries 3 selected rows

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Where the files are saved on your computer is dependent upon your individual computer settings.

The CIP Portal indicates which files have been downloaded with a green YES or yellow NO.

CIP Portal Find cases by number or defendant name

Download Files

You have a total of 3 file(s) that haven't been downloaded across all cases.

Show 25 entries

Case number	Defendant	Document	Agency	Received on	Size	Downloaded ?
432013CF123499CFAXMX	Claus, Santa	Test Document 1	State Attorney's Office 19th Judicial Circuit	2019/12/17 14:51	32KB	Yes
432013CF123499CFAXMX	Claus, Santa	Test Document 1	State Attorney's Office 19th Judicial Circuit	2019/12/17 14:51	32KB	Yes
432013CF123499CFAXMX	Claus, Santa	Test Document 1	State Attorney's Office 19th Judicial Circuit	2019/12/17 14:51	32KB	Yes
432013CF123499CFAXMX	Claus, Santa	Test Document 1	State Attorney's Office 19th Judicial Circuit	2019/12/17 14:51	32KB	No
432013CF123499CFAXMX	Claus, Santa	Test Document 1	State Attorney's Office 19th Judicial Circuit	2019/12/17 14:51	32KB	No
432013CF123499CFAXMX	Claus, Santa	Test Document 1	State Attorney's Office 19th Judicial Circuit	2019/12/17 14:51	32KB	No

Showing 1 to 6 of 6 entries 0 selected rows

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The blue question mark in the bottom right corner provide a tutorial of how to use the CIP Portal.

CIP Portal Find cases by number or defendant name

Download Files

Document, case number or defendant

You have a total of 1 file(s) that haven't been downloaded across all cases.

Show 25 entries

Case number	Defendant	Document	Agency	Received on	Size	Downloaded ?
432013CF123499CFAXMX	Claus, Santa	Initial Discovery	State Attorney's Office	2019/12/13 13:06	759KB	Yes

Collaborators 0

+ New collaborator

Files are available on the Portal for 30 days. After 30 days, the files are automatically deleted from the portal. If you need to get a file after it has been removed from the portal, you will have to request it from the State Attorney's Office.