



PAC Prosecuting
Attorneys'
Council of Georgia

Tracker Electronic Discovery Project (TED)

User Manual for Defense Attorneys

Version 0.2
Prosecuting Attorneys' Council of Georgia (PACGA)
Riverside Consulting Group, LLC.

Introduction and Overview

The Tracker Electronic Discovery (TED) system allows Prosecutor offices using Tracker to generate and upload discoverable documents to Tracker, mark needed material as “Discoverable”, and publish discovery material to any defense attorney with an email address and internet access.

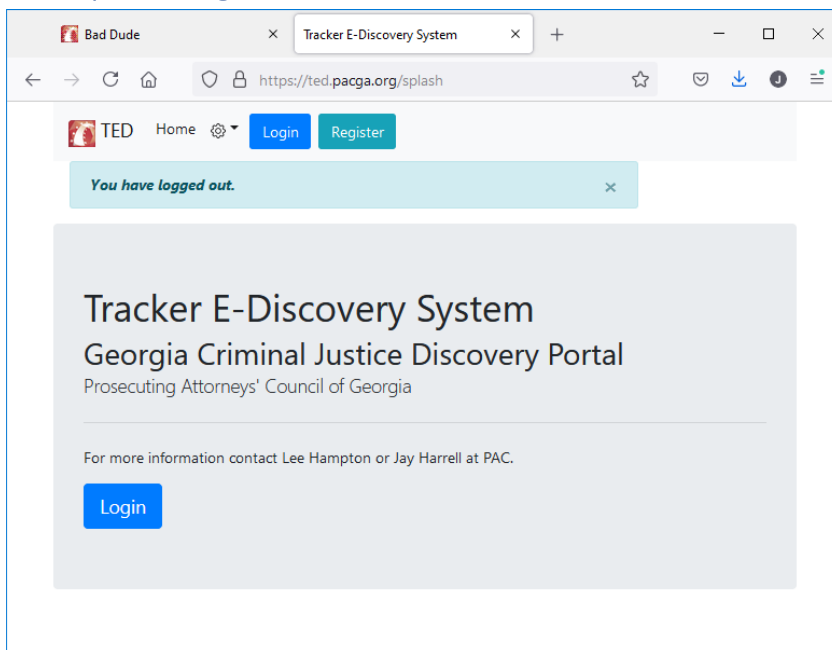
The TED system allows Criminal Defense Attorneys to login and download discovery material sent from Prosecutors using the system.

Registration

Defense Attorneys must register and set up their own unique logins on the TED system for the purpose of reviewing and downloading discovery.

To set up your account, go to <https://ted.pacga.org> and click “Register”:

TED Splash Page

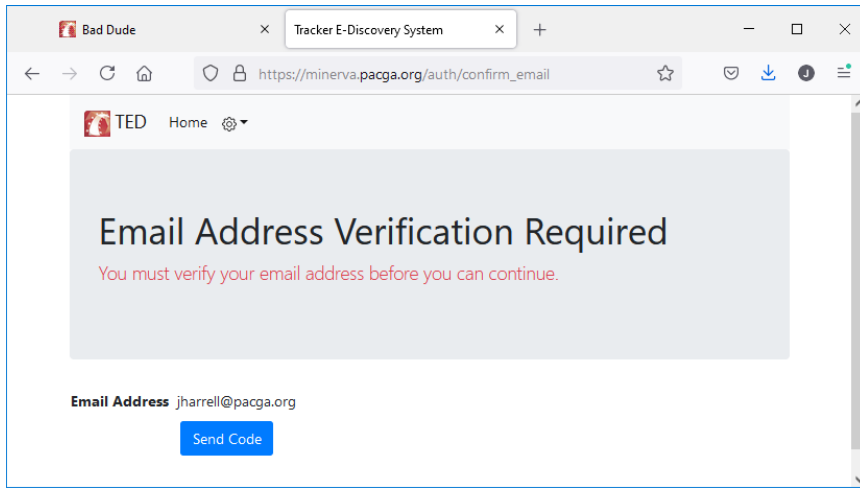


TED Registration Page

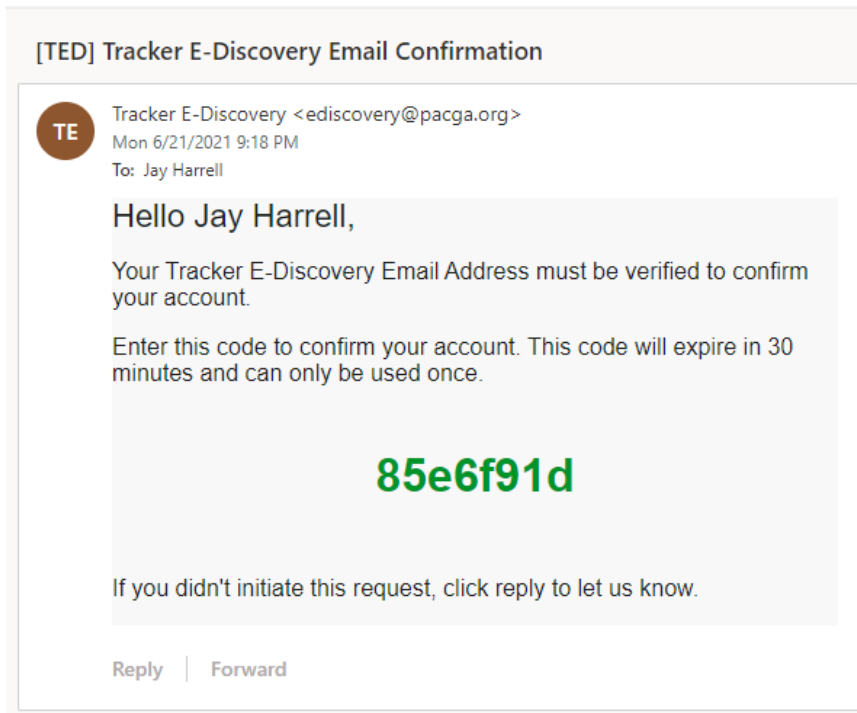
The screenshot shows a web browser window with the title "Tracker E-Discovery System" and the URL "https://ted.pacga.org/auth/signup". The page header includes the TED logo and a "Home" link. The main heading is "Tracker E-Discovery System" followed by "New User Registration" in red. A disclaimer states: "Access Restricted. Authorized users only: official state business. By accessing this system you are agreeing to act in accordance with all applicable state and federal laws and the rules, policies, and procedures adopted by the State of Georgia regarding the use of this system. Any unauthorized use of this system may result in the loss of access to the system, termination of employment, or criminal or civil prosecution." A yellow banner below the disclaimer reads: "Electronic Discovery access is limited to Criminal Defense and Prosecuting Attorneys practicing in Georgia." The registration form includes the following fields: "Role" (a dropdown menu with "Select a Role..." selected), "Email" (text input with "email@example.com"), "First Name", "Last Name", "Organization", and "Bar Num". At the bottom of the form is a reCAPTCHA "I'm not a robot" checkbox and a "Submit" button (green) and a "Cancel" button (red).

Select “Defense Attorney” as your Role and fill in the rest of the fields. Bar Number is required so that the system can link you to the correct discovery packages. The Organization field must match exactly for everyone in your office if you want to use the staff permissions feature.

After you register, you will be required to confirm your email address. Click “Send Code”, and the system will send you an email with a verification code:



Check your email for a message from ediscovery@pacga.org:



Enter the Verification Code and click Submit:

Confirmation Code sent to <jharrell@pacga.org>. Please check your email.

Email Address Verification Required

You must verify your email address before you can continue.

An Email Verification Code was sent to your email address. Enter the code in the field below, and click 'Submit'.

Email Address jharrell@pacga.org

Verification Code 85e6f91d

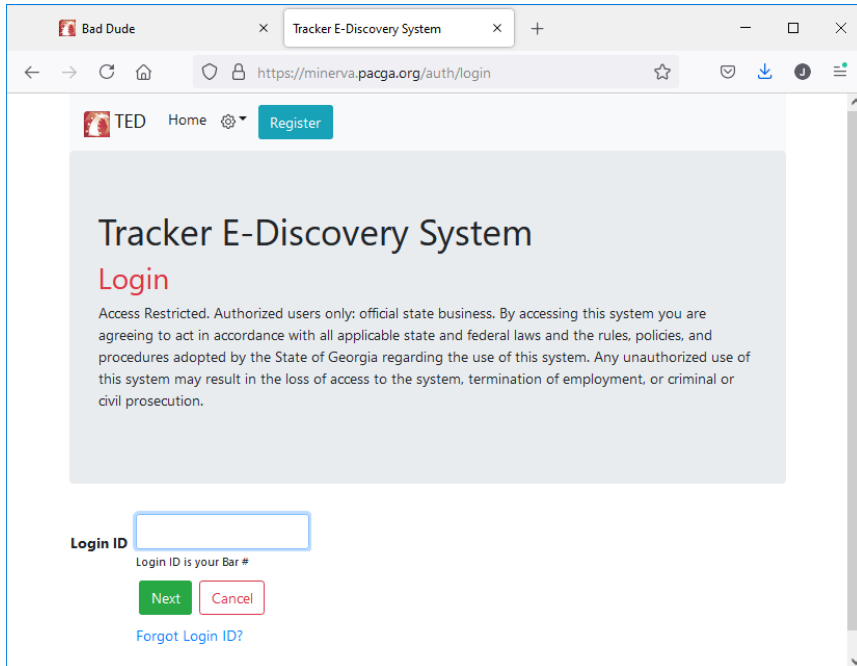
Submit Code Resend Code

Your Registration will be automatically approved if it matches the information provided by the prosecutor, otherwise it will be queued for review. You will receive an email notifying you when it is ready. The email will provide a one-time password to login your first time.

Once you have your one-time password code, proceed to the Login Page by clicking the login button at <https://ted.pacga.org>

TED Login Page

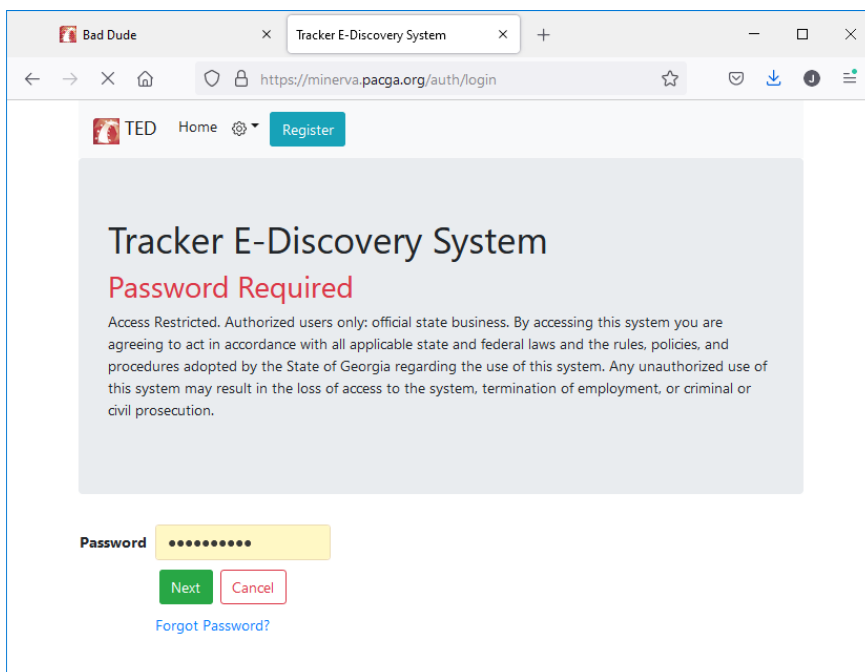
Your Bar Number acts as your unique ID for the TED system. Enter it in the Login ID field and click “Next”:



The screenshot shows a web browser window with the URL <https://minerva.pacga.org/auth/login>. The page title is "Tracker E-Discovery System" and the sub-header is "Login". Below the header, there is a disclaimer: "Access Restricted. Authorized users only; official state business. By accessing this system you are agreeing to act in accordance with all applicable state and federal laws and the rules, policies, and procedures adopted by the State of Georgia regarding the use of this system. Any unauthorized use of this system may result in the loss of access to the system, termination of employment, or criminal or civil prosecution." Below the disclaimer, there is a "Login ID" input field. A note below the field states "Login ID is your Bar #". There are two buttons: a green "Next" button and a red "Cancel" button. A link "Forgot Login ID?" is located below the buttons. The browser's address bar shows the URL and the page title "Tracker E-Discovery System".

TED Password Page

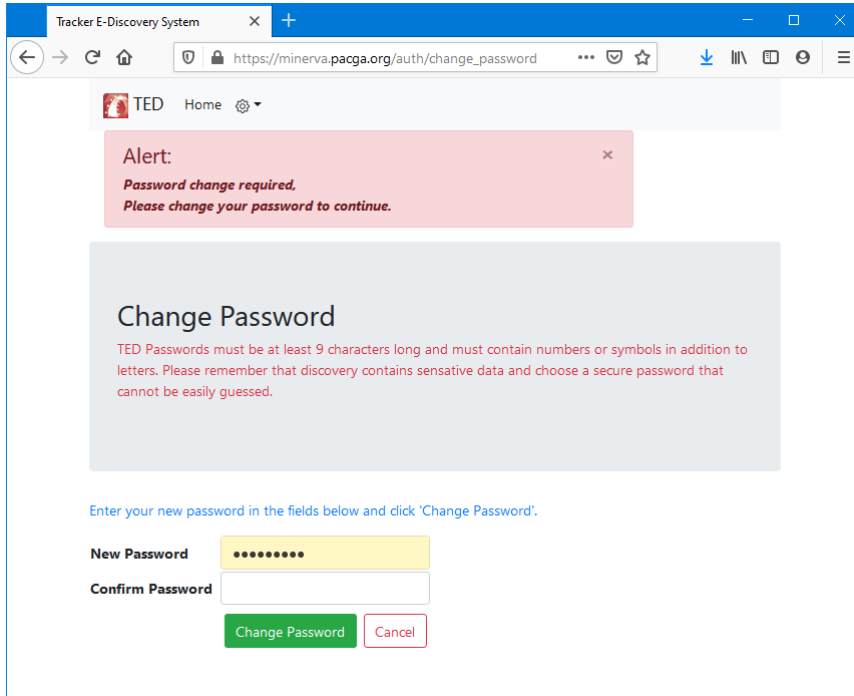
For your initial login, enter the one-time code from your approval email into the Password field, and click “Next”:



The screenshot shows the same web browser window as the previous image, but the sub-header is "Password Required". The disclaimer text is identical. Below the disclaimer, there is a "Password" input field containing ten dots. There are two buttons: a green "Next" button and a red "Cancel" button. A link "Forgot Password?" is located below the buttons. The browser's address bar shows the URL and the page title "Tracker E-Discovery System".

TED New User must Setup/Change Password

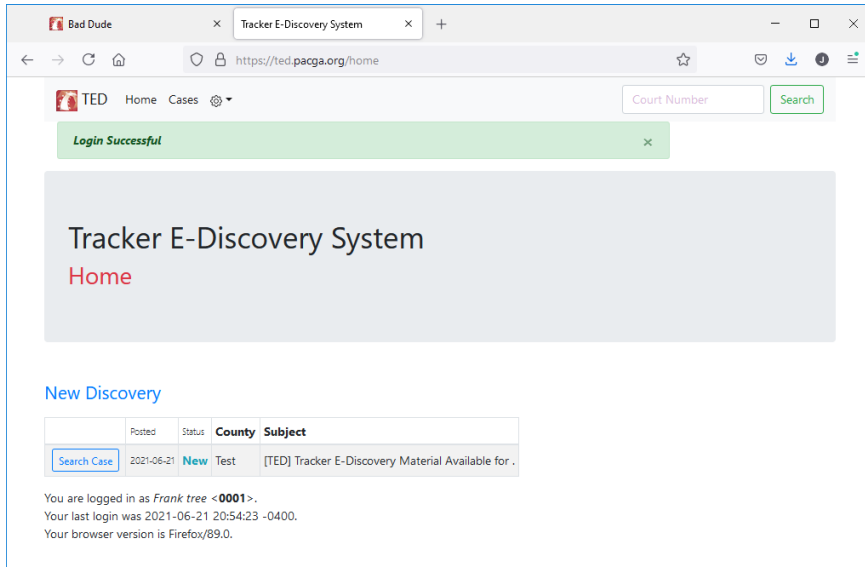
You will be required to setup your own personal password to continue. Pick a password that meets the CJIS requirements, enter it in the two fields and click “Change Password”. The system will send you a notification that your password has been changed.



The screenshot shows a web browser window titled "Tracker E-Discovery System" with the URL "https://minerva.pacga.org/auth/change_password". The page features a navigation bar with "TED" and "Home" links. A red alert box at the top states: "Alert: Password change required. Please change your password to continue." Below this is a "Change Password" section with instructions: "TED Passwords must be at least 9 characters long and must contain numbers or symbols in addition to letters. Please remember that discovery contains sensitive data and choose a secure password that cannot be easily guessed." A note below the instructions says: "Enter your new password in the fields below and click 'Change Password'." There are two input fields: "New Password" (containing seven dots) and "Confirm Password" (empty). At the bottom are two buttons: "Change Password" (green) and "Cancel" (red).

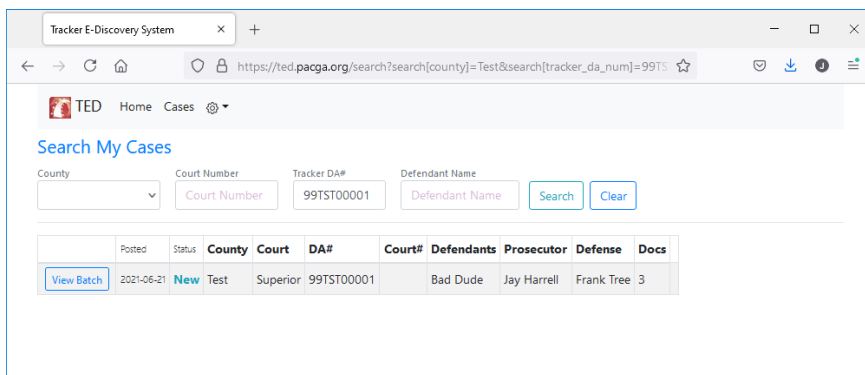
TED Home Page

After logging in, the system will show you the Home page, including a list of discovery that you have not yet downloaded. Click the “Search Case” for the case you want to view.



Case Search Page

The system will show you all discovery published for the selected case. The newest will be at the top of the list. Click “View Batch” to view and download the files included with a batch.



View Discovery Batch Page

At the top of the Batch Page, you will see the Court Case Number and Defendant name, along with the name of the prosecutor and the date the discovery was posted to the system. At the

bottom is the list of all of the files in this batch, along with whether or not you have downloaded each one.

The screenshot shows the Tracker E-Discovery System interface. At the top, there is a navigation bar with 'TED', 'Home', and 'Cases'. Below this is the 'Discovery Info' section for Case # 'State vs. Bad Dude'. The case details are as follows:

Court	Test County Superior Court, Test/Demo Judicial Circuit
Prosecutor	Jay Harrell; 99TST00001
Defense	Frank Tree, 0001
Posted	2021-06-21

Below the case info is a 'Download Entire Batch' button. The 'Documents' section contains a table with the following data:

	Posted	Status	Filename	Description	Type	Size
Download	2021-06-21	sent	99TST00001-A7562875-generic-motion-document.pdf	Motion for something or other	.pdf	37932
Download	2021-06-21	sent	99TST00001-D9014937-Accusation.rtf	Accusation	.pdf	28473
Download	2021-06-21	downloaded	99TST00001-N13267719-CaseNote-Evidence-Note.htm	Evidence Note	.pdf	26108

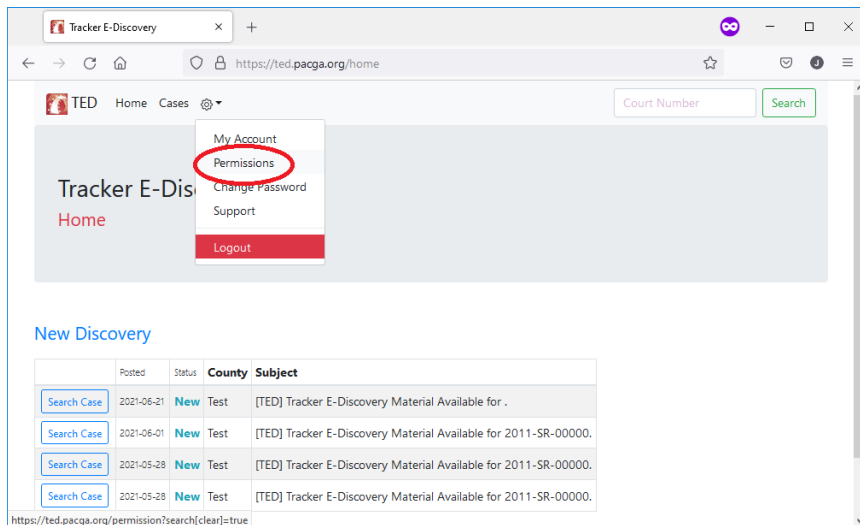
Download Discovery

When you click the “Download” button for an item, your browser will prompt you how to handle the file, or will automatically save the file depending on how your browser is configured.

This screenshot shows the same Tracker E-Discovery System interface as above, but with a Firefox download dialog box open. The dialog box title is 'Opening 99TST00001-N13267719-CaseNote-Evidence-Note.htm.pdf'. The text inside the dialog reads: 'You have chosen to open: 99TST00001-N13267719-CaseNote-Evidence-Note.htm.pdf which is: Portable Document Format (PDF) from: https://ted.pacga.org'. Under the heading 'What should Firefox do with this file?', there are three radio button options: 'Open with Firefox' (which is selected), 'Open with Microsoft Edge (default)', and 'Save File'. There is also a checkbox for 'Do this automatically for files like this from now on.' and 'OK' and 'Cancel' buttons at the bottom.

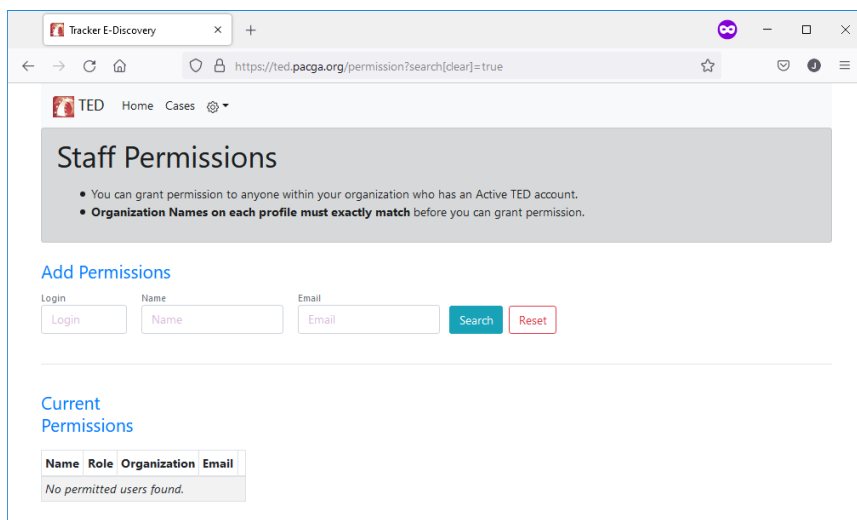
Permissions

By default, you are the only one that can access and download discovery that is sent to your bar number. The TED permissions feature allows you to grant permission to your designated staff to receive and download discovery on your behalf. Select “Permissions” on the settings menu.



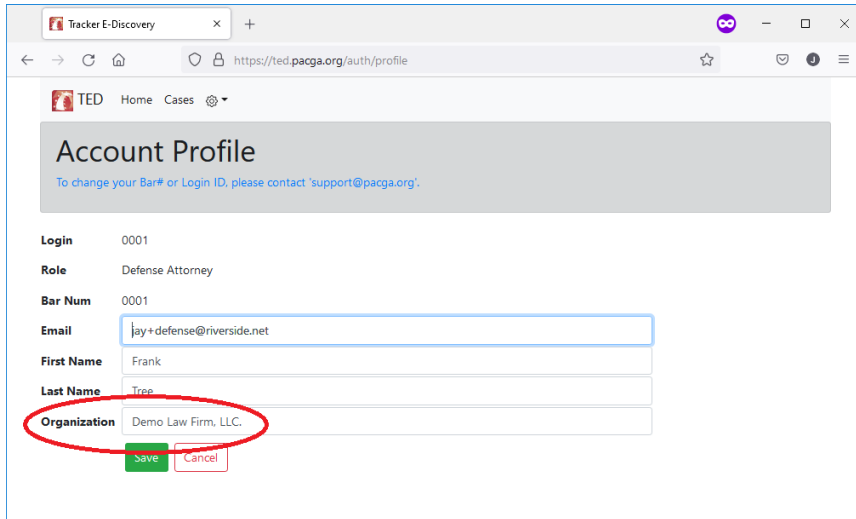
Staff Permissions Page

You can grant discovery permission to anyone in your organization who has registered an active TED account. Your staff will not be able to access and download discovery on your behalf until they are first granted permission on this page. You can come back to this page at any time to add, remove, or view current permissions.



Add Permission

Before you can grant permissions to a staff person, both yours and the staff person's profiles must have an exactly matching organization name. You can set your organization name from the settings menu on the My Account page.

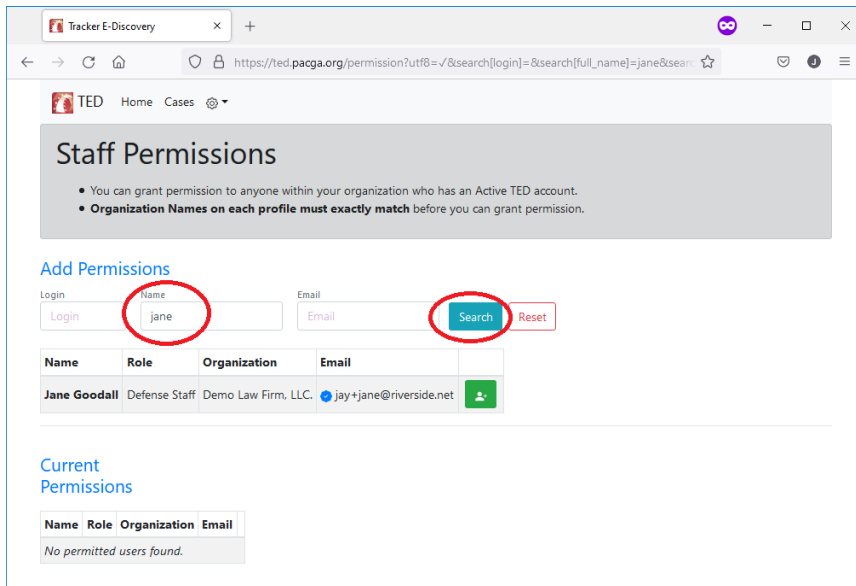


The screenshot shows the 'Account Profile' page in the Tracker E-Discovery application. The page displays user information and a form to update it. The 'Organization' field is circled in red.

Login	0001
Role	Defense Attorney
Bar Num	0001
Email	<input type="text" value="jay+defense@riverside.net"/>
First Name	<input type="text" value="Frank"/>
Last Name	<input type="text" value="Tree"/>
Organization	<input type="text" value="Demo Law Firm, LLC."/>

Buttons: Save, Cancel

After you have made sure that the organization names match, come back to the Permissions page, and search for your staff person by login, name, or email address:



The screenshot shows the 'Staff Permissions' page in the Tracker E-Discovery application. The 'Name' field and the 'Search' button are circled in red.

Staff Permissions

- You can grant permission to anyone within your organization who has an Active TED account.
- Organization Names on each profile must exactly match** before you can grant permission.

Add Permissions

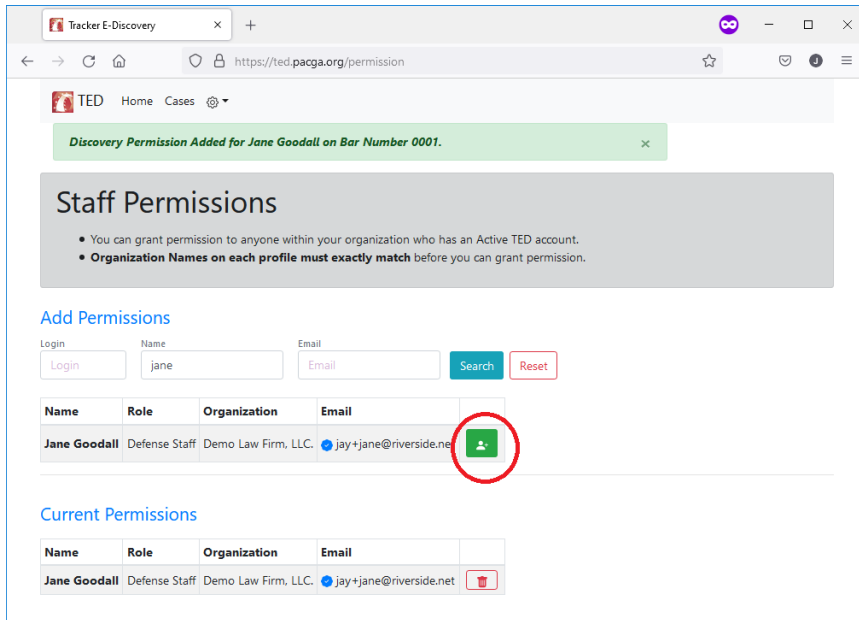
Search criteria: Name: Search: Reset:

Name	Role	Organization	Email
Jane Goodall	Defense Staff	Demo Law Firm, LLC.	jay+jane@riverside.net

Current Permissions

Name	Role	Organization	Email
No permitted users found.			

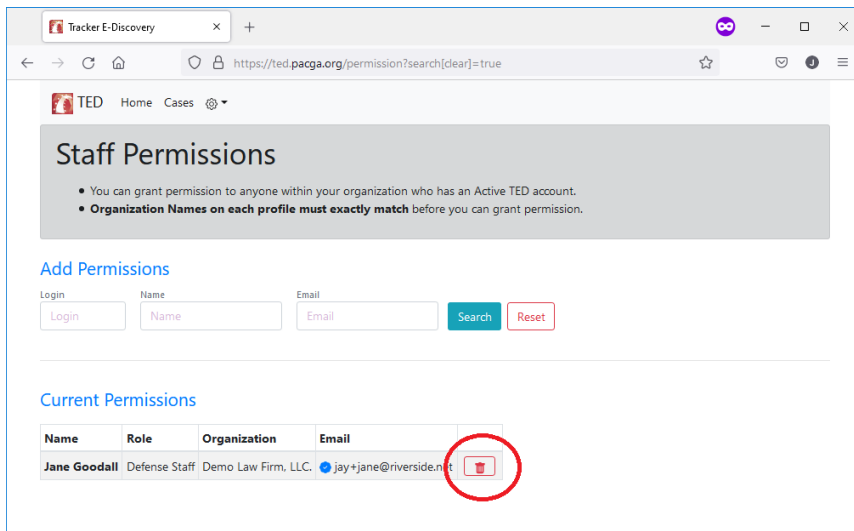
When you have found your staff person, click the green add button to grant them permission to your discovery. They will be added to the “Current Permissions” list at the bottom of the page.



Any discovery-related action taken in the system by your staff with permission will be recorded under your account for purposes of discovery service.

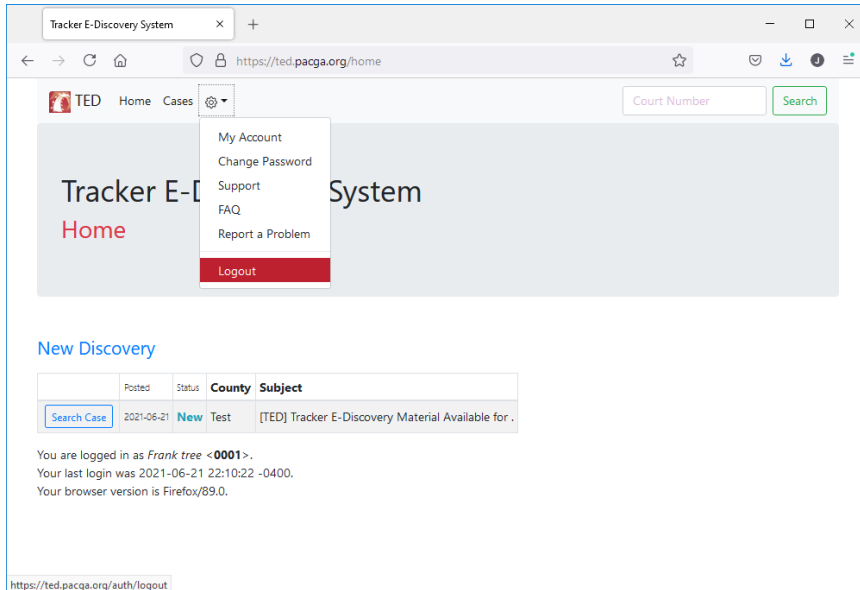
Remove Permission

When a staff person leaves your office, or any time you want to revoke discovery permission, use the red delete button in the Current Permissions list.



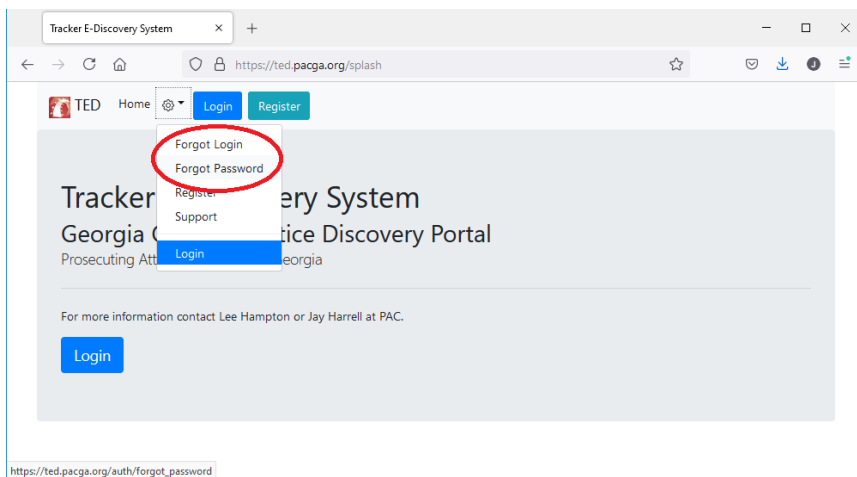
Logout

Once you are finished downloading discovery, select “Logout” from the menu bar, or close out of your browser.



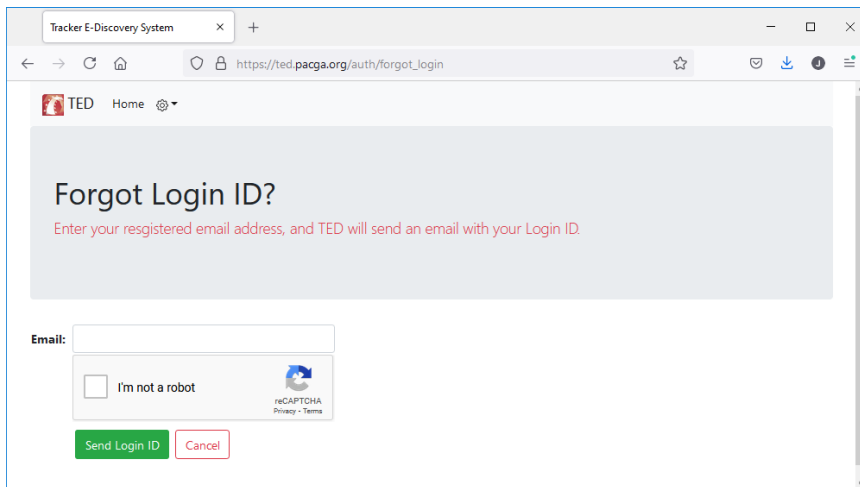
Forgotten Login ID or Password

If you have forgotten your Login ID or Password, go to TED and select “Forgot Login”, or “Forgot Password” from the gear menu dropdown:



Forgot Login

Enter your registered email address, and TED will send you an email with your Login ID.



Tracker E-Discovery System

https://ted.pacga.org/auth/forgot_login

TED Home

Forgot Login ID?

Enter your registered email address, and TED will send an email with your Login ID.

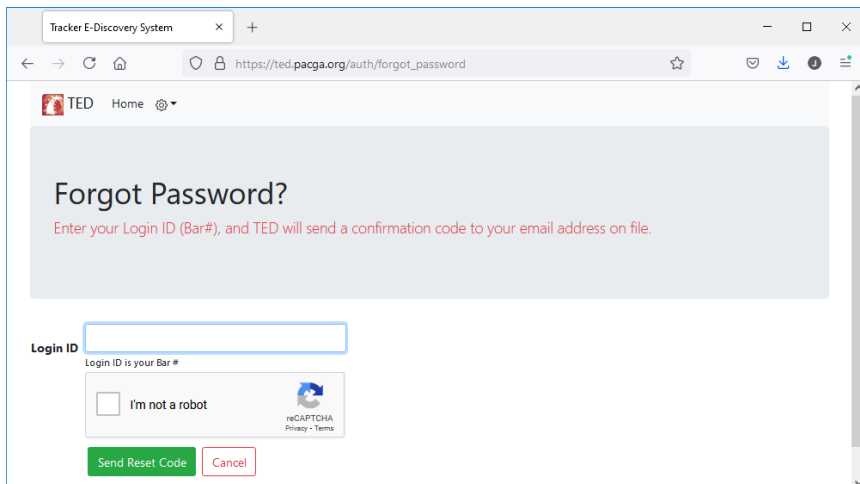
Email:

I'm not a robot

reCAPTCHA
Privacy - Terms

Forgot Password

Enter your Login ID (which is your Bar Number), and TED will send a password reset code to your email address on file.



Tracker E-Discovery System

https://ted.pacga.org/auth/forgot_password

TED Home

Forgot Password?

Enter your Login ID (Bar#), and TED will send a confirmation code to your email address on file.

Login ID

Login ID is your Bar #

I'm not a robot

reCAPTCHA
Privacy - Terms

Support

For problems or questions, email the PAC Support team at support@pacga.org. Please provide a description of the problem, screen shots if possible, and a good phone for a call back.

