

# **External View**

External View is a lite version of **PROSECUTORBYKARPEL®**, mainly used by police officers.

**Note:** When creating a case, you will be able to see if there are any matching police report numbers, including those in history and if there are multiple, you will receive a prompt to select which report number should be used. You will only be allowed to select one.

### General Access to External View

After you log in, you are presented with a basic search screen and search results. Click **Court** to see past and future court dates you are assigned to as a witness.

PLEAS Agreem the Agr	E BE ADVISED: By logging tent ("the Agreement") betwee eement.	in to PbK, you agree to follow and abide een the Prosecuting Attorney's Office an	e by ALL of the terms and condition of your law enforcement agency. F	is contained within the PbK Ext Please contact your agency if yo	ernal Access Agency ou wish to obtain a copy of	
PLEAS have a as assig	E BE FURTHER ADVISED / need and a right to view and gned by your agency, and yo	AND REMINDED: Among the terms and I use the data. The data you access or r our access and use of the data is subjec	conditions contained in the Agree eceive under this requirement is s t to audit in accordance with the A	ment is a requirement that recip trictly limited to only data direct greement.	pients of PbK data must ly related to your job duties	
		Logon:				
		User Id	]			
		Password Remember me	Change Password			
			Log On			
Search - Case Information S	Search					Logout   🗮
	Name Information	Last Name	First Name	Middle Name		]
	Offense Date From	From	То	Court Case #		
	L. E. Agency	Agency	State ID	Report #	Court	
	Fingerprint # FPPC					
	Create New Referral Ref	ferral History			Clear Search	

The Search Results screen is displayed.



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You can only go into cases. You cannot click on the Defendant's name. Note that some of the Personal Information is set by the Show/Hide Options.

Search - Part	y Search Res	ults								Logou	ıt I≣
Q											
Name			State ID	Address	Status	5	DL Number	Race	Sex	DOB	
Bogus, 8555555 Joe	e (SQA164_test)		2341234213	test	WRD		B123-1234-1234	В	F	01-10-1960	*
Bogus, Allspice				1010 Spice Island Dr			1231231239090	1	U	01-01-2001	
Bogus, Anise				test						01-01-2001	
Bogus, Ariadne				999 Athens Place				W	F	03-03-1996	
Bogus, Athena Alias				dvdb	WRD		123123123	W	F	07-06-1999	
Bogus, Athena Arac	hnia Jr			2334 Maple	CNF			A	F	01-01-1933	
Bogus, Athena Arter	nis		A33254710	123 Acropolis Lane			X9706938	W	F	03-04-1997	
Bogus, Athena B					CNF			A	F	01-01-1999	
Bogus, Athena Molly	/		A33254710	Transient	DEJ		X9706938	W	Μ	09-14-1986	
Bogus, AthenaAUTH	H Artemis		454678989	Transient			123123123	W	М	03-04-1999	
Bogus, Authorize De	efendant									01-01-2000	
Bogus, Avery										11-11-1985	
Bogus, B				Cecilia Chapman 711-2880Nulla St.Mar	ı			A		01-01-1971	
BOGUS, B											
Bogus, B				Cecilia Chapman 711-2880Nulla St.Mar	ı			A		01-01-1971	-
Q											
Jurisdiction 🔺	File #	Court #	Report #	Charge	Туре	Issued	Status	Sta	ge	Disp Date	
Alpine	047-456222				М		REVIEW	ACT	IVE		<u>^</u>
Attorney General's	. 047-454631			13195 - PC422(a) - 13195 - Criminal Th		04-17-2018	OPEN	DIS	P	04-17-2018	
Butte	047-453783			10634 -	М		REVIEW				
Butte	047-453731		HSA 123456		M		REVIEW				
Butte	047-453482			10020 - BP25661 - Possession Of Fals	М	09-04-2018	OPEN	FILE	D		
Butte	047-453848			11204 - VC22348(b) - Speeding Greater	. M	10-16-2017	OPEN	ACT	IVE		
Butte	047-454897		CHPLB CHP201.	. 10834 - PC459 - First Degree Burglary,		05-21-2018	CLOSED	ACT	IVE		
Butte	047-453751			10142 - HS11377(a) - Possession Of A		10-04-2017	OPEN	ACT	IVE		
Butte	047-453486			10834 - PC459 - First Degree Burglary,	M	10-18-2017	OPEN	ACT	IVE		
Butte	047-453557			12304 - BP25658.2(a) - Allowing Home	M	10-18-2017	OPEN	ACT	IVE		
Butte	047-453226			13285 - GC6215.2(a)(1)(B) - 13285 - 13	M	09-06-2017	OPEN	ACT	IVE		
Butte	047-453182			11204 - VC22348(b) - Speeding Greater	. M	09-07-2017	OPEN	ACT	IVE		
Butte-ADDR	047-453849	EDISC TEST		11204 - VC22348(b) - Speeding Greater		10-16-2017	OPEN	136	8		
Butte-ADDR	047-453012	TEST1234	MSO 125 CHAR	. 10535 - PC240 - Assault		08-18-2017	OPEN	136	8		
Butte-DEPEND	047-453058	WD78653			М		REVIEW	ACT	IVE		
Butte-DEPEND	047-454193	12-21-12		12121 - PC459 - First Degree Residenti		11-27-2017	OPEN	ACT	IVE		
Butte-DEPEND	047-452999			11015 - PC646.9(a) - Stalking	М	08-17-2017	OPEN	ACT	IVE		-
Exit											

Click on the Case link. You will be presented with the following tabs:

- Charge
- CoDefendant
- Court Date
- Bond (Show/Hide Option)
- Documents



### Sample Charges Results

File #	0.47	11456756				Cause Number	T77800	65				1		
1.110.17	047	11450750				Gudde Humber	1110000					Stage	JURYTR-Jury Trial	
Report #	F T3654789					Status	OPEN					Division	GCDC2	
L E Agen	cy Amtrak Po	lice - Stockton				Jurisdiction	047	Merced						
Fingerprin	t # FPPC													
Assigned-									-Def. At	ty				
ippa Barret	t j		pbarr	ett@karpel.com			M	ore Staff						
Charge Q	CoDefendant	Court Date	Bond	Documents										
CNT	Date	Current	Plea Cha	rge					Туре	Class	Disposition		Sentence	
	11-27-2019	BP2565	B(a) - Sale	Of Alcoholic Bev	erage To A N	Ainor			М	F	Filed		Suspend Portion of Confinement 10000 year	rs
	11-27-2019	HS11353	3.5 - Contr	olled Substances	On School	Grounds			F		Filed			
	11-27-2019	HS11353	3.5 - Contr	olled Substances	On School	Grounds FSD b;sh			F		Filed			
	11-27-2019	HS11353	3.5 - Contr	olled Substances	On School	Grounds FSD			F		Filed			
	11-27-2019	HS11353	3.5 - Contr	olled Substances	On School	Grounds FSD			F		Filed			
6	11-27-2019	HS11353	3.5 - Brook	lyn Park Controll	ed Substanc	es On School Ground	IS		F		Filed			

#### With Document Upload enabled, you can click **Attach File** to upload documents to this case.

Search - I	elony Case I	nformation - E	Bogus, A	thena Artemis	5									Logout
File #	047	11456756				Cause Number	T778996	5					Stage	JURYTR-Jury Trial
Report #	F T3654789	)				Status	OPEN					D	ivision	GCDC2
L E Agen	cy Amtrak P	olice - Stockton			-	Jurisdiction	047	Merced						
Fingerprin	t# FPPC													
-Assigned-									Def. At	tty				
Pippa Barret			pban	rett@karpel.com			Mor	e Staff						
Charge Q	CoDefendant	Court Date	Bond	Documents										
CNT	Date	Curren	t/Plea Cha	arge					Туре	Class	Disposition			Sentence
1	11-27-2019	BP2565	8(a) - Sale	Of Alcoholic Bev	erage To A N	linor			М	F	Filed			Suspend Portion of Confinement 10000 years
2	11-27-2019	HS1135	3.5 - Contr	rolled Substances	On School (	Grounds			F		Filed			
3	11-27-2019	HS1135	3.5 - Contr	rolled Substances	On School (	Grounds FSD b;sh			F		Filed			
4	11-27-2019	HS1135	3.5 - Contr	rolled Substances	On School (	Grounds FSD			F		Filed			
5	11-27-2019	HS1135	3.5 - Contr	rolled Substances	On School (	Grounds FSD			F		Filed			
6	11-27-2019	HS1135	3.5 - Brook	klyn Park Controlle	ed Substanc	es On School Ground	ts		F		Filed			
														Attach Ella
Exit														Allacit File

Click **Add Files** to select the desired file. Click **Upload** to upload this file to this charge. When the upload is complete the Upload screen disappears.

File Upload		
Files		
+ Add files O Clear List		Upload
Sample Redacted Combined docs 2.pdf	197.40 KB	Ø Cancel
Exit		



### Sample CoDefendant Results

When you upload a document, you will be prompted to copy that document to all other codefendant cases.

Search -	Felony	Case In	formation - B	ogus, Al	hona Artomis					
File #		047	11456756			Cause Number	T778996	65	Stage	JURYTR-Jury Trial
Repor	t#	T3654789				Status	OPEN		Division	GCDC2
L E Age	ency	Amtrak Po	lice - Stockton			Jurisdiction	047	Merced		
Fingerp	rint #	FPPC								
Assigned								- Def Atty		
Pippa Barr	ett			pbarr	ett@karpel.com		Мо	ore Staff		
Charge	CoDefe	ndant 🔍	Court Date	Bond	Documents					
PA	File N	umber	Defend	ant			c	Counts		
			Bogus, A	Athena Arte	mis		1	,2,3,4,5		
047	45672	8	Timberla	ike, Justin	R		1	.2		
Exit										Attach File

### Sample Court Date Results

Search -	Felon	y Case I	Information - B	ogus, Al	hona Artomis									Logout   🚍
File #		047	11456756			Cause Nur	nber	T778996	5			Stage	JURYTR-Jury Trial	
Report	t#	T365478	9			Status		OPEN				Division	GCDC2	
L E Age	ency	Amtrak F	Police - Stockton			Jurisdicti	on	047	Merced					
Fingerpr	rint #	FPPC												
_Assigned		-								-Def Atty-				
Pippa Barre	ett			pbarr	ett@karpel.com			Mor	e Staff	Del. Auy				
Charge	CoDefe	endant	Court Date 🔍	Bond	Documents									
Setting		De	escription			Div	Ever	nt			Judge			Date
DC		Dis	strict Court			GCDC2	Jury	Trial						12-04-2019 09:00 AM
Exit														Attach File

## Sample Bond Results

Search - Fe	elony Case Information - Bogus, Mike					Logout   🗮
File #	047 455245	Cause Number	18-659684	Stage	DISP-Disposed	
Report #	SO20180905	Status	DISPOSED	Division	9	
L E Agency	Alcoholic Beverage Control	Jurisdiction	053 Monterey			
Fingerprint #	# FPPC					
Assigned Hal Nutt	oDefendant Court Date Bond Q. Documents		More Staff Def. Atty Jack Baker	)	mbaker@karpel.com	
Count	Charge 12115 - First Degree Burglary, Person Present - First Degree Burglary	, Person Present - F - 12	Date 115 - First Degree Burglary, Perso	Am 100	ount Type 00.00Cash only	Status Status as pending
Exit						Attach File



# Sample Documents Results

Folders will not be displayed on this tab and you cannot upload either.

Search - Felor	ny Case	Information - Bogus, Mike					Logout   🚍
File #	047	455245	Cause Number	18-659684		Stage	DISP-Disposed
Report #	SO2018	0905	Status	DISPOSED		Division	9
L E Agency	Alcoholi	c Beverage Control	Jurisdiction	053 Monterey			
Fingerprint #	FPPC						
		]					
Assigned			]		-Def. Atty-		
Hal Nutt				More Staff	Jack Baker		mbaker@karpel.com
Charge CoDe	fendant	Court Date Bond Documents					
File Name This	Case		-	Created			Size
HyperlinkMer	g <u>eToMailN</u>	lessage Jay Bogus 1121011 6537904 PM.msg		09-20-20	8		100 KB
HyperlinkMer	geToMailN	lessage Art Badguy 1120645 1908751 PM.msg		09-20-20	8		100 KB
HyperlinkMer	geToMailN	lessage Art Badguy 1120005 8330293 PM.msg		09-20-20	8		100 KB
HyperlinkMer	g <u>eToMailN</u>	lessage Art Badguy 1115521 2131536 AM.msg		09-20-20	8		100 KB
Exit							Attach File



# Adding New Cases to External View

1. Click **Create New Referral** to be taken to the Person Search screen. Enter the desired person information and click **Search**.

Person Search - New Referral	Creation					Logout   🔳
	Name Information	Last Name	First Name	Middle Name	]	
	Exit				Clear Search	

The results that appear are from the PbK database for your county.

2. Click on the name, if the search returns a defendant that's SSN and DOB both match the desired person. The New Referral Creation screen will open.

OR

3. Click Create New Person, to add the party if your search does not return the desired party.

Q									
Name		Race	Sex	Birth Date	SSN	Local ID		State ID	DL Number
Bogus, 8555555 Joe	(SQA164 test)	В	F	01-10-1960	999-99-9999	123		2341234213	B123-1234-1234
Bogus, Allspice		1	U	01-01-2001	686-86-8686				1231231239090
Bogus, Anise	6	1		01-01-2001					
Bogus, Ariadne	2	W	F	03-03-1996					
Bogus, Athena Alias	_	W	F	07-06-1999	676-76-7676				123123123
Bogus, Athena Arach	nnia Jr	A	F	01-01-1933	111-11-1111				
Bogus, Athena Artem	nis	W	F	03-04-1997	444-44-4443	137596284		A33254710	X9706938
Bogus, Athena B		A	F	01-01-1999					
Bogus, Athena Molly		W	M	09-14-1986	532-17-5968	137596284		A33254710	X9706938
Bogus, AthenaAUTH	Artemis	W	M	03-04-1999	532-17-5968	137596284		454678989	123123123
Boous, Authorize Del	fendant			01-01-2000					
<b>Q</b>		-							
File # 🔺	Court #	Charge			Type	Ottense	Status	Stage	Disp Date
047-18020		10009 - BP12024.1	- Misrepresent	ation Of Charge	F	01-09-2018	OPEN	1368/1370	
047-452177		10057 - FG2001 - U	inlawful Posse:	sion	M	03-01-2017	OPEN	ACTIVE	
J47-452546		10014 - BP25631 -	10014 - Purcha	ise Of Alconolic Be	verage Atter	04-06-2017	OPEN	ACTIVE	
J4/-452664		10014 - BP25631 -	Purchase Of A	conolic Beverage A	ater 2 A.M. (	04-06-2017	OPEN	ACTIVE	
047-452761	LB54224	VC23152(A) - VC23	152(A) - Drivin	g Under The Influer	nce	07-29-1995	OPEN	JURYTR	
J47-452808	12341ES1	10107 - HS11357(C	) - Possession	Of Marijuana Of Mo	ore Than 28	05-01-2016	OPEN	PRELIM	
		10013 - BP25631 -	sale Of Alcono	IIC Beverages Atter	ZA.M. M	07-19-2017	OPEN	ACTIVE	
047-452862		11004 - PC627.2 - 1	allure (0 Regli	ster Prior To Entry C	uno school	12 20 2016	OPEN	1360	
047-452862 047-452931	777100555	10217 1401 41	101 IT PUDIC PI	are		12-28-2010	OPEN	1308	
047-452862 047-452931 047-452937	ZZZ123EEE	10217 - MC1 - Alco	Otallian		14	00 00 0047	ODEN	ACTIVE	
047-452862 047-452931 047-452937 047-452999	ZZZ123EEE	10217 - MC1 - Alco 11015 - PC646.9(a)	- Stalking		М	08-03-2017	OPEN	ACTIVE	
047-452862 047-452931 047-452937 047-452999 047-452999 047-453012	ZZZ123EEE TEST1234	10217 - MC1 - Alco 11015 - PC646.9(a) 10535 - PC240 - As	- Stalking sault		M	08-03-2017 01-01-2017	OPEN OPEN	ACTIVE 1368	



The only difference from the Create New Person screen and clicking on the link of an existing person is that the existing person screen will have some prefilled information.

- 4. Add or update defendant pedigree information.
- 5. Click Add Case to be taken to a screen to enter your Charges.

Bogus, - New F	Referral Creation				Logout   🚍
D Entity	Child Pr Bogus Last Nora First X Mi Su	DOB 📰	Age	Place of Birth	SSN
D Int.	Address 1	Race	Sex Height	Weight	Local ID T
	Address 2	Hair	Eye Ethnicity	Phone	State ID T
	City State Zip	State-License#		Lic#/Class/Exp	FBI
	Employer			Defendant Status	Inmate #
Exit					Upload Mugshot Add Case

6. Add Report Number, Reporting Officer, and Arrest information (Booking Agency and Arrest #/Booking #).

Case - Bo	gus, Na	ora X - N	ew Re	eferral C	Creation											Logoul	1
Referral									Arrest								
Referred	05-15-2	2020				Received			Date Time			at					
Report #									Arrest #								
Police					-	Agency		•	Booking PD		-						
OCN						Lab #			Neighborhood		-						
Charge	Witness	Docu	ments	Co-Defe	nd												
Date		Charge	Mod	Enh					Loca	ation				City/State	/Zip		
																	-
									_								
			$\vdash$				 		_				-				-
															_		
																	L
									_								
			i														
																	~
Add Charge	е																
Exit														Preview Refer	ral	Refer Case	
																	1



- 7. Add Charges by search by the statute or description.
- 8. Add the Incident Date, Location, City State and ZIP Code.
- 9. Tab to the next line to add the next count.

Referral								Arrest					
Referred	05-15-2020				Received			Date Time			at		
Report #								Arrest #					
Police				-	Agency		•	Booking PD					
OCN				Ĩ	Lab #		j	Neighborhood		•			
Date	Witness Do Char	ge Moo	Co-Defend	1 00000 0006;1000 41.100(a)) 5.100 - Kno 5.100 - Kno 5.100 - Kno 5.100 - Kno 5.100 - Kno	16 (1)(A) - Murder In owingly File A Fals owingly File A Fals eleasein Names A	Tie Finn ye - F/U - 1 se Withdra Ustement - se Withdrawal Statement - mes/Addresses O'I Individu	1.41.100(a)(1)(A) M/A - A MISD - 116 100- M/A - A MISD - 116 100- Jals Contributing To "Vete Contributing To Ta The Th	Locat 001Y201559 Repeale 001Y201759 rrans Trust Fund" - F/C rescript National Gran	* 12-31-201			City/State/Zip	
			229	2.100 - Wil 2.100 - Re 2.321 - Op	Ifully Fail To Comp sist Search Or Inte erate Motor Vehicl	ply With Provisions Of Sec erfere With Execution Of W	tions 229.040-229.200 R /arrant From Mdc - M/U -	legarding Installation C 252, 100-001N201662 roked (Suspend For N	Df Utilities - !				 7
			302	2 221 . 00	erated Motor Vehici	ole On Hichway Mile Drive	ar/S License/Privilege Re	unked (Sugnand For )	lon-Paimar				
				2.321.0~	erstad Motor Vahi	ela De Hiebursul Abila Dri	ar'S Linenea Privilana Re	unked (Suenend Fre	Parmae				_
Add Charge	e												

10. Click Add Witness, on the Witness tab.

terral							Arrest				
Referred	05-15-2020			Received			Date Time			at	
Report #							Arrest #				
Police			•	Agency		•	Booking PD		•		
OCN				Lab #			Neighborhood		•		
arge	Witness Q Docu	uments (	Co-Defend								
pt	Dsn Typ	e N	ame		Race	Sex	DOB	Phone		Description	
											•
											ł
											ŧ
											ł



### 11. Search for the witness(es) and click **Search**.

Witness Search -				Logout
Person Identifiers				
SSN	Local ID	SID	FBI	
📃 Entity 🛄 Soundex 🔲 Phonetic	Last Name	First Name	Middle Name	
	Address	Employer	DL#	
	Race	Sex 🗸	Date Of Birth	
📃 International	Phone Number		Child	
Exit Clear				Search

12. Click on the desired name in the Witness Search Results screen.

Q								
Name	Address	DOB	Race	Sex	SSN	Local	SID	DL Number
<u>Bogus, Hera</u>	123 Palladian Way	01-01-1956 V	V	F				
Bogus, Hermes		01-01-1987 V	V	М				
Bogus, Hermione Gr	ranger	03-12-1992						
Bogus, Hestia		01-01-1992						
Bogus, Hunter	147 Loser's Way	11-04-1980						
Q								
File #	Court #	Charge	Туре	Offen	se	Status	Stage	Disp Date
047-456336						REVIEW		
047-456391		Battery Upon A Custo	dial F	05-06-	2019	OPEN	ARGN	
047-456351	PLEA OFFER	Attempted Second De	greeF	04-01-	2019	OPEN	1368	
047-456244		Traffic - DWI - Operate	e Mot M	03-12-	2019	CLOSED	ARGN	04-25-2019
		First Degree Burglary,	PersF	03-04-	2019	CLOSED	DISP	
047-456243	123	First Degree Burglary,	PersF	01-07-	2019	OPEN	DISP	02-04-2019
047-456243 047-456150		Accoult On A Public O	fficial F	01-01-	2019	OPEN	ACTIVE	
047-456243 047-456150 047-456295	12-53-12	Assault Off A Public O				DISDOSED	DICD	02-21-2019
047-456243 047-456150 047-456295 047-456020	12-53-12 123	Trespass On Railroad	PropI	12-18-	2018	DISFOSED	DISF	
147-456243 147-456150 147-456295 147-456020 147-456019	12-53-12 123	Trespass On Railroad	PropI PropM	12-18- 12-18-	2018 2018	REFUSED	ACTIVE	12-18-2018
047-456243 047-456150 047-456295 047-456020 047-456019 047-456018	12-53-12 123	Trespass On Railroad Trespass On Railroad Trespass On Railroad	PropI PropM choolM	12-18- 12-18- 12-05-	2018 2018 2018	REFUSED	ACTIVE CLOSED	12-18-2018 12-18-2018
047-456243 047-456150 047-456295 047-456295 047-456020 047-456019 047-456018 047-456024	12-53-12 123	Trespass On Railroad Trespass On Railroad Trespass On Railroad Trespass On Public S Trespass On Railroad	PropI PropM choolM PropM	12-18- 12-18- 12-05- 12-04-	2018 2018 2018 2018	REFUSED REFUSED REFUSED	ACTIVE CLOSED CLOSED	12-18-2018 12-18-2018 12-19-2018

### 13. Update the witness information and click **Add**. Add as many witnesses as necessary.

Wil	Vitness Edit - Bogus, Hunter - New Referral Creation											Logout  ≣
0	Entity	Child Bogus , Hunter		Name	11-04-1980	DO	6 📰 39	Age			Place of Birth	SSN
o	Int.	147 Loser's Way		Address 1		Race 🗸		Sex	5'08" Height	13	80 Weight	Local ID T
				Address 2	Brown	Hair •	Brown	Eye •	Ethnicity		Phone	State ID T
		Saint Louis City	MO State	63121 <sup>Zip</sup>	State-Licer	nse#					Lic#/Class/Exp	FBI
				Employer			S				Defendant Status	Inmate #
	Exit											Add



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14. Click on the Documents tab and either Attach a File, or Scan in the police reports.

Case - Bo	gus, Nora	a X - New Refe	erral Creation							Log	out I 🔳
Referral						Arrest					
Referred	05-15-202	20		Received		Date Time			at		
Report #						Arrest #					
Police			-	Agency	•	Booking PD		•			
OCN				Lab #		Neighborhood					
Charge	Witness	Documents Q	Co-Defend								
All		File Name	This Case				Created -			Size	
										1	
Delete Do	Add L	JRL								Maximize Scan Attach F	File
Exit										Preview Referral Refer Ca	ise

15. Click on the Co-Defend tab to add codefendants. Remember you are linking on the Report Number.

	jus, Nora X - New Referral Creation									
Referral						Arrest				
Referred	05-15-202	0		Received		Date Time		at		
Report #						Arrest #				
Police			•	Agency	•	Booking PD	•			
OCN				Lab #		Neighborhood	•			
Charge	Witness	Documents	Co-Defend Q							
Report #			Defendan	a	Codefending		All			
•					Add Do	fendant				Accept



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16. Click **Preview Referral** to see the Police Referral Summary Report. This preview is loaded with all the data that you've provided.

Referred 05-15-2020 Report #				Arrest		
leport #		Received		Date Time		at
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Name Bogus , Norah x Address 123 Bad Person	Way	Race	Cay	Status		
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17. Click **Refer Case** to refer this case from the Preview screen.



# Uploading Documents Through External View

#### On the Documents tab, click Attach File.

Charge	CoDefendant	Court Date	Bond	Documents						
File Nar	me This Case				•	Created		Size		
									_	Attach Fil
Exit										Allacti Fi

Click Add files to add the desired files to this case.

File Upload			
Files		 	
+ Add files Ø Clear List			
Т			
Exit			

Navigate to the files you want to upload to this case. Select the desired files and click Open.

Note: Keep in mind that these documents will be given to Law Enforcement and eventually sent to the DA.





### Click **Upload** to upload these files to this case.

File Upload		
Files		
+ Add files Ø Clear List		• Upload
Unavailable Reason_Sys Msg.png	7.09 KB	Ø Cancel
Exit		

When you upload documents to a case that has CoDefendants you will now receive the "Would you like to copy the document(s) to the following co-defendants?" prompt with All Names selected by default.

Searc	ch - Misdomoanor (	Case Information - Bogus, Oprah					
F	File Upload						
Re	Files						
Fing	+ Add files Ø C	Would you like to copy the document	t(s) to the following co-defendants?				Upload
Assig John S Charg File 1 E E E E	Civil Asset Forfeiture	All Name Bogus, Oprah C Bogus, Noodle C Bogus, Pizza Bogus, Pizza	File# 047-45645 047-45649 047-456480 047-456481	Court# 1234000	Stage ARGN	Status CLOSED REVIEW REVIEW REVIEW	Cancel
	Exit	Ext				Accept	
Exi	t						Attach File



# Maintaining Officers in External View

Click on the Dynamic Menu and go to **Maintenance > Officers**.

Name Information         Last Name         First Name         Middle Name         Officers           Offense Date From         From         III         To         IIII         Court Case #           L.E. Agency         Agency         State ID         Report #         Court           Fingerprint #         FPPC         Court         Court         Court
Offense Date From         From         Im         To         Court Case #           L. E. Agency         Agency         State ID         Report #         Court           Fingerprint #         FPPC         Fingerprint #         FPPC         Court
L. E. Agency         Agency         State ID         Report #         Court           Fingerprint #         FPPC         Finderprint #         Finderprint #
Fingerprint # FPPC
Create New Referral Referral History Clear Search

Double click to select the desired officer.

Search -	DSN Master						
_					Castal	. [	
					Sedich	·	Show / Hide Columns
DSN	Dept	ORI	Termination Date	Last Name	First Name	Middle Name	
11564	MOPD			Mngr.	Gunnar		
11568	MOPD			Sum	Harkirat		
10785	MOPD			Mac	Malcom		
1019	MOPD		08-24-2017	Ki Mi	Shiela		
10745	MOPD			Chichester	Pelowski		
10736	MOPD			Nakaguchi	Andiana		
10498	MOPD			Danielsen	Stpehanie		
11225	MOPD			Hamblim	Razhawn		
M875	MOPD			Artinian	Son Pa		
11281	MOPD			Lungren	Floribeto		
10789	MOPD			Arburara	Delford		
10036	MOPD		05-11-2020	Cuneta	Karamjit		
11295	MOPD			Saechow	Chael De		
11310	MOPD			Rris Te	Christpher		
11020	MOPD			Hosptial	Cosme		
10149	MOPD			Rdoza Ro	Volunteer		
10949	MOPD			Dana	Baxter		
11319	MOPD			Wilmer	Ria Pa		
Evit							Add



### Modify the desired information and click **Update**.

odnev		INE 11 1999	USN	Soc. Sec. #	Soc. Sec. #		
io uno y	Last Name	Rob	First Name	Middle	Middle Name	Suffix Suffix	
Race	Race	Sex	Sex				
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N	Nerced		City CA	State 95340	ZIP		
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