

DOCUMENT EXCHANGE PORTAL REPLACING EMAIL AS METHOD FOR SERVICE OF DISCOVERY

Please be advised that, **effective January 1, 2020**, the official means by which the Office of the State Attorney, 20th Judicial Circuit (SAO), will be delivering discovery to Defense Counsel will be through the Document Exchange Portal (DEP). **This electronic transmission service will replace the use of email for delivering discovery** and enable both parties to quickly and efficiently transmit critical information.

The DEP is a web-based portal that allows for bi-directional transmission of discovery documents and files. Some of the benefits of this method of transmission include:

- Streamlined organization of the discovery files received from our office
- Increased file-size allowance will result in fewer discs, USB drives or paper being delivered from the SAO*
- Sent, received, and downloaded timestamp data stored permanently for both parties to review at any time
- Customized security permissions allow multiple people within a firm to have access to files, facilitating each office's standard operating procedures
- Encrypted transmission allows for sensitive information to be sent through the portal, eliminating use of Barracuda encryption

**-Some case evidence files are too large to submit through the portal (anything over about 5GB) and will subsequently still be provided on disk or other electronic storage device. This will account for a small percentage of discovery.*

-Videos received by our office from law enforcement through Evidence.com, such as body worn camera videos, in-car camera videos or interview room footage, will still be provided via a link from Evidence.com. Evidence.com participating agencies currently include: Fort Myers PD, Cape Coral PD, Hendry County SO, and Seminole PD.

Registration is currently open and can be completed on the [CJIS Website and registration page](#). Once completed and approved, use of the portal for discovery exchange will begin immediately, users do not need to wait until January 1st.

A set of instructions have been provided on our website under the Discovery Exchange menu option to guide users in the registration process for all staff members within a firm, including non-attorney personnel. **The first registrant for a firm must be an attorney with an active bar number and valid email address who will be established as an administrator for the entire Law Firm.** (Additional administrators can be identified and noted later.)

A copy of the memorandum of understanding between the SAO and participating agencies for use of the DEP is also provided on our website. There is a portion that applies only to law enforcement agencies. After registration, users will be asked to accept the contents of the MOU electronically when they log in for the first time.