The Spartan Defense Attorney Inquiry web portal allows attorneys to view all warrants on cases assigned to them. Attorneys can find warrants by defendant name, warrant number, indictment number, law enforcement case number (e.g., incident number), and by assigned prosecutor.

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Creating a New User Account

The Defense Attorney Inquiry web portal requires users to log in with a user name and password; only registered attorneys may use this application.

**NOTE:** The portal locates warrants by matching the user name entered during the log-on process with the attorney user name stored in PCMS. Therefore, the user name must be entered in the Prosecutor’s system first before a user can log in. Contact Prosecutor’s office directly to verify that user name has been entered into their system.

1. Click **Register Account** on the Defense Attorney Inquiry log in page.

![Image 1]

2. Complete all fields in screen below (do not enter dashes for phone number), then click **Next**.

![Image 2]
3. Create user name, password, enter work email address, select security question, and provide answer. Click **Register** when complete.

![Register Account](image)

4. A successful registration displays message below:

![Register Account](image)

**NOTE:** An error message will display if any of the info is entered incorrectly or is the user name has not first been registered with the Prosecutor’s Office, as noted previously.

5. Although clicking **Continue** will take you to the login screen, you will **NOT** be able to log into the portal until your registration has been approved. Only those with admin access within the Prosecutor’s office will be able to approve new registrations.
Logging into the System

1. Once you have been notified that your account has been approved, enter user name and password in appropriate fields.

2. Click Log In.

   **Note:** Passwords are case-sensitive; the password TEST is not the same as test. Also note that the password does not display for security reasons.

3. If the log in is successful, the main search screen displays:
Discovery Acknowledgement

When a Defense Attorney logs on to the Inquiry web portal, if any new discoveries have been made available to them, a pop-up window will appear:

This screen will show information related to the case such as the name of the Defendant, the warrant #, Prosecutor, etc.

1. Select View & Print to both read and print a receipt for your own records that you have accepted receipt of the new discoveries.
2. Click Accept to send a receipt that confirms that you have accepted the Discoveries; you will immediately be taken to the search screen within the DA Inquiry portal.
3. To review the new discoveries, search for this case by warrant number, name of defendant, or click My Warrants.

Searching Cases by My Warrants

1. Select the My Warrants tab, select Agency and Status ALL, OPEN, or CLOSED warrants.) Click Search to view list of all open cases assigned to you.
2. If the attorney has no current warrants assigned to him, this message will be received:

3. If there are current warrants, they will be displayed – up to 25 at one time.

4. If the search pulls up more than 25 warrants, a status bar will appear showing how many pages of information has been pulled up and provides navigation options:

5. To view detailed information on a specific case – select the **Defendant** in the first column; this takes you to the **Case Details** screen.
Viewing Case Details: Downloading Discovery

The Case Details screen shows you all the available details of the case and allows you access to Discovery made available to you:

- **Defendants:** Name, DOB, address, arrest date
- **Charges:** Code, description, date charged, indictment #
- **Parties:** Any associated individual, such as Defense Attorney, witnesses, etc.
- **Activities:** Discovery Prepared/Received, Disposition, Plea Offer Made, etc.
- **Events:** Merits Hearing, First Appearance, etc.
- **Filings:** All Discovery that has been made available to you
- **Related Cases:**

1. Scroll down to the **Filings** section – below it shows that there are the two new files for Discovery.
2. Click the icon in the **Download** column to either open or save the file to your hard drive.

**NOTE:** If Filings contains a video, the DIVX converter is required to play it; download a free copy of the converter from [http://www.divx.com/divx/windows/.converter](http://www.divx.com/divx/windows/_converter). Follow instructions on their website to download/install the converter.
To Open/Save an Image, Document, or Video

1. Click the link under file to download.
2. When prompted, select Open or Save.

**NOTE:** The file will play more efficiently if you save the file onto your PC first and play it from there.

Viewing Case Details & Related Cases

1. Just underneath the Filings section is **Related Cases**; you can select any case in the Warrant column to view more information.

2. To return to the Search screen, click **Search Cases** link at the top of the screen.
Searching Cases By Defendant

1. Select By Defendant tab.

2. Here you have the ability to search for a name of a Defendant: select Agency, Status (All, Open, Closed), enter the name of the defendant, and click Search.

   **Note:** The search field is not case-sensitive; you can enter SMITH or smith, the same results will be returned.

Search Cases By Warrant

1. Select By Warrant tab; depending on the Admin settings approved by your office, you may be able to view all cases on this tab even if that case is not assigned to you.

2. Select the Agency, desired Status, and enter Master Case, Warrant, or Indictment number; click Search.
3. If a match is found, those results will display:

![Search Cases By Prosecutor](image)

**Search Cases By Prosecutor**

1. Click to select the **By Prosecutor** tab; the following screen appears:

![Search Cases By Prosecutor](image)

2. Select an **Agency**, desired **Status**, select the name of the **Prosecutor**, and click **Search**.

3. All the cases being prosecuted by that individual will be listed:

![Search Cases By Prosecutor](image)
**Troubleshooting the Internet Explorer (IE) browser**

If an error message is received when trying to download documents from the Defense Attorney Inquiry web portal that says that “security settings do not allow download,” it may be a setting that needs to be changed within the browser.

1. Open IE and in the right hand corner of screen, select **Tools**, the **Internet Options**.

2. In the **Internet Options** window, click the **Security** tab, select **Internet**, then **Custom Level**. Click **OK**.

![Internet Options](image1.png)

![Internet Options](image2.png)
3. In the **Security Settings – Internet Zone** window, scroll down to **Downloads** and make sure that **Enable** is selected.

4. Click **OK**. In the next window, click **Apply** and **OK**.

5. Close **IE** and re-launch the browser.