

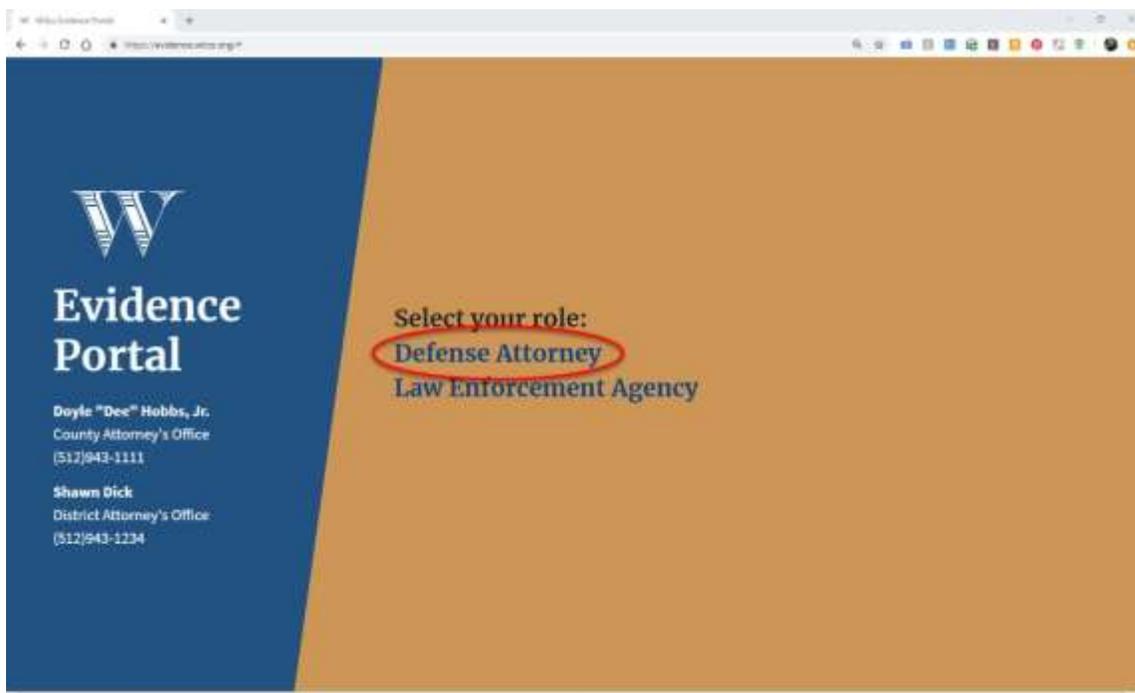


Defense Attorney – Accessing Evidence  
Tutorial  
Williamson County TX

## Step 1 – Account Creation

In order to be able to look at, or download any evidence files, the defense attorney must request an account in the Wilco Discovery system.

1. Navigate to the Wilco Discovery system  
<https://evidence.wilco.org/>
2. Click the “Defense Attorney” role
3. Click the “Request Account Access” option  
<https://evidence.wilco.org/Forms/FZbfq>
4. Fill in the appropriate information, **NOTE! NAME FIELDS ARE CASE SENSITIVE!**
5. Click “Submit”
6. The form is forwarded to the prosecutor’s office for verification
7. Once your information has been verified you will receive an email with your account username and password
8. You can now use the option “View Discovery” by using the login sent to you
9. You will not see any case within your folder until you have requested “Discovery” to a case, and the Prosecutor’s office has granted you access to one or more cases.





**Evidence Portal**

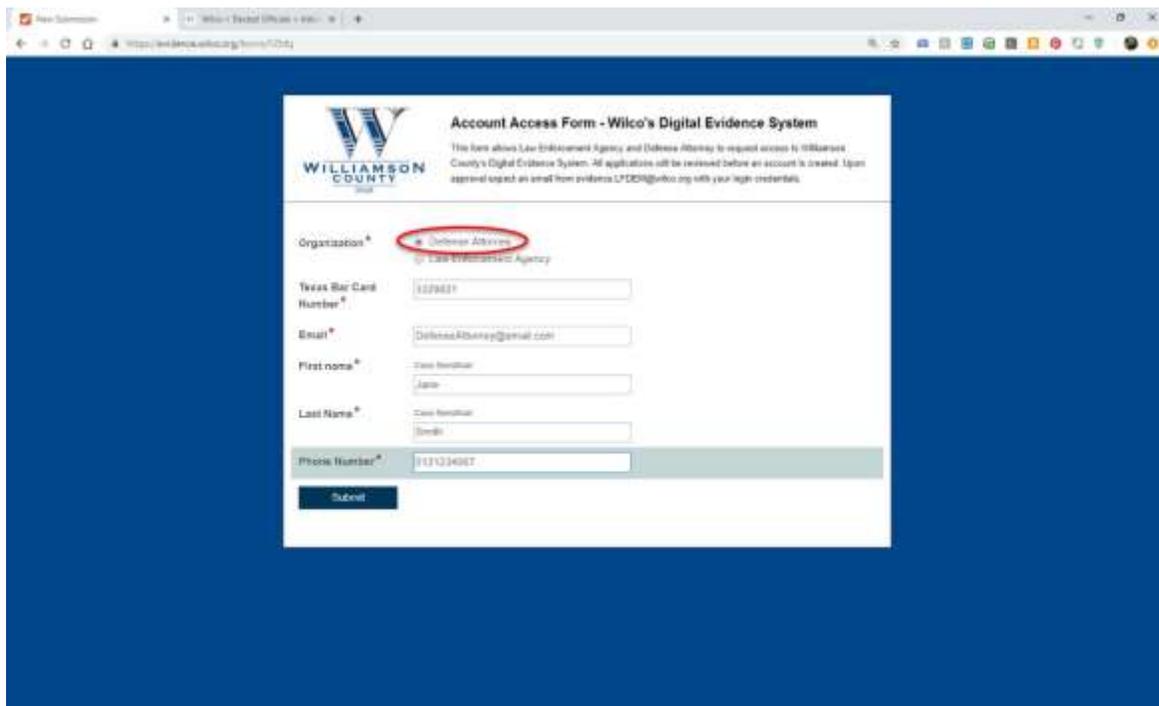
Doyle "Dee" Hobbs, Jr.  
County Attorney's Office  
(512)943-1111

Shawn Dick  
District Attorney's Office  
(512)943-1234

Select your role:  
**Defense Attorney**

I want to:  
[Request Account Access](#)  
[Request Password](#)  
[View Discovery](#)

**Law Enforcement Agency**



**Account Access Form - Wilco's Digital Evidence System**

This form allows Law Enforcement Agency and Defense Attorney to request access to Williamson County's Digital Evidence System. All applications will be reviewed before an account is created. Upon approval expect an email from evidence.LPDCR@wilco.org with your login credentials.

**Organization\***  Defense Attorney  
 Law Enforcement Agency

**Texas Bar Card Number\***

**Email\***

**First name\***

**Last Name\***

**Phone Number\***

Thank you!

Your form has been submitted.

If you do not receive an email from us with a username and password within the next 2 business days, please email the system administrator at [ctrowder@wilco.org](mailto:ctrowder@wilco.org) and explain your issue.

[Download](#)

[Print](#)



**Account Access Form - Wilco's Digital Evidence System**

This form allows Law Enforcement Agency and Defense Attorney to request access to Williamson County's Digital Evidence System. All applications will be reviewed before an account is created. Upon approval expect an email from evidence.LFOCV@wilco.org with your login credentials.

**Organization\***  Defense Attorney  
 Law Enforcement Agency

**Texas Bar Card Number\*** 3328021

**Email\*** [ctrowder@gmail.com](mailto:ctrowder@gmail.com)

**First Name\*** Jane Smith

**Last Name\*** Jane Smith

**Phone Number\*** 972/234567

Your application for the Wilco Evidence Portal access was accepted. Your username and temporary password are below.

Username: jane.smith

Password: jgM9q9R5hkLq

Please contact for further information:

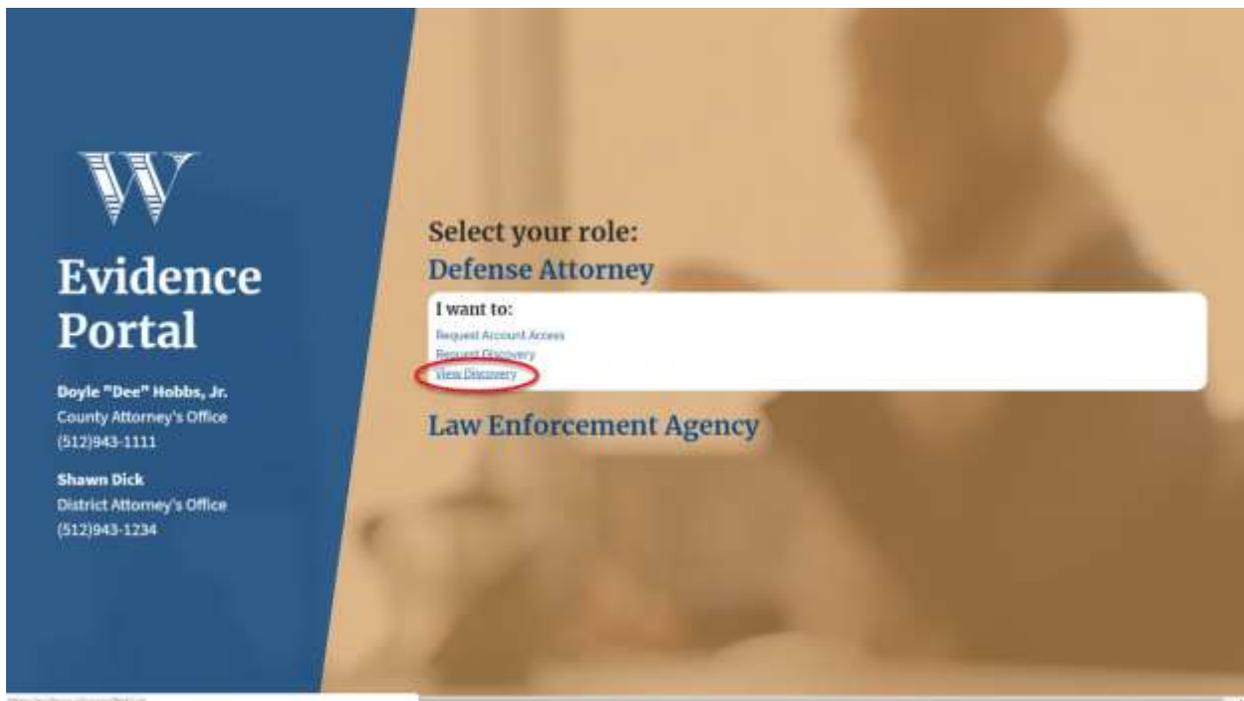
**CONFIDENTIALITY NOTICE:** This electronic message is intended to be viewed only by the individual or entity to whom it is addressed. It may contain information that is privileged, confidential and exempt from disclosure under applicable law. Any dissemination, distribution or copying of this communication is strictly prohibited without my prior written permission. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, or if you have received this communication in error, please notify me immediately by return e-mail and delete the original message and any copies of it from your computer system.

## Step 2

The Defense Attorney will want to log into the Wilco Discovery system to make sure that their access is indeed working. For issues of a technical nature, you can email the system administrator @ [evidence.lfdem@wilco.org](mailto:evidence.lfdem@wilco.org) from the email associated with the account. For all evidence related issues, please contact your Prosecutor's office.

1. Navigate to the Wilco Discovery system  
<https://evidence.wilco.org/>
2. Click the "Defense Attorney" role

3. Click "View Discovery"  
<https://evidence.wilco.org/WebLink/Welcome.aspx?cr=1>
4. Login using the credentials sent to the email you provided during the account request
5. Click "Sign In"
6. Once you see the welcome page, click "Click Here to Access Your E-Discovery"
7. Your cases will display
8. If you see no cases, or a case you need access to, see "Step 3" for instructions how to gain access to a case



## Log in to Evidence

User name:

Password:

[Sign In](#) [Forgot Password](#)



[Browse](#) [Search](#)

[My Work](#) [Help](#) [Training](#) [Sign Out](#)

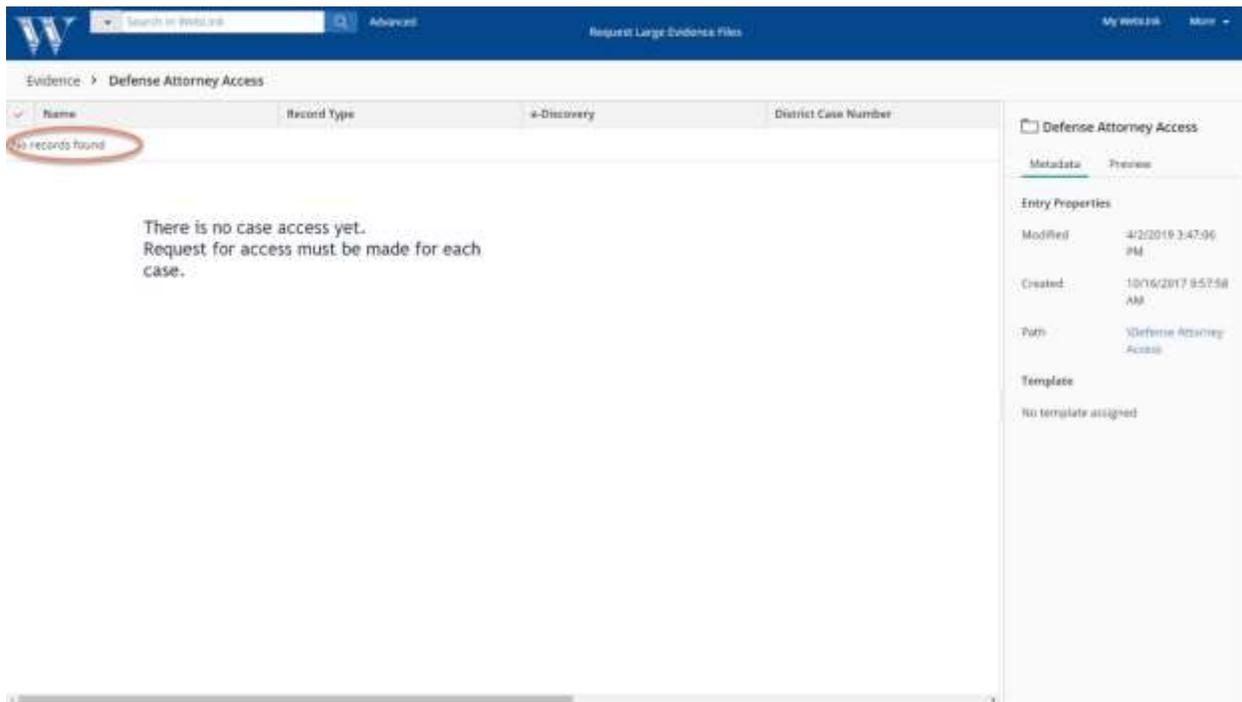
Welcome to Williamson County's Evidence Portal

This site is available to authorized attorneys to view cases and receive discovery.

[Click Here to Access Your E-Discovery](#)

By clicking the above search you agree to the [Terms and Conditions](#) of Williamson County Digital Evidence Management System.





## Step – Requesting Access to a Case

Once the Defense Attorney has an account in the Wilco Discovery system, they can request access to cases that are in the system.

1. Navigate to the Wilco Discovery system  
<https://evidence.wilco.org/>
2. Click the “Defense Attorney” role
3. Click the “Request Discovery” option  
<https://evidence.wilco.org/Forms/PsJhl>
4. Fill in the appropriate information
5. Leave the Control Number for the Prosecutor’s Office to fill in
6. Please note that by submitting your request you acknowledge the text in the form as show below:

#### ITEMS SUBJECT TO LIMITED DISCOVERY

**Evidence Constituting Child Pornography.** The Prosecutor's Office will not provide copies of evidence described by §43.26(a)(1) and §43.261 Texas Penal Code. However, these items will be made reasonably available for inspection, viewing, and examination by the defendant, the defendant's attorney, and defense expert witnesses.

**Recorded Statements of Child Abuse Victim.** The Prosecutor's Office will not provide copies of recorded statements of a child abuse victim, including recorded statements obtained by a Child Advocacy Center. However, these items will be made reasonably available for viewing by the defendant, the defendant's attorney, and defense expert witnesses.

**TDFPS Files.** Discovery of files and records pertaining to investigations conducted by the Texas Department of Family and Protective Services are subject to restrictions provided by §264.408 Texas Family Code.

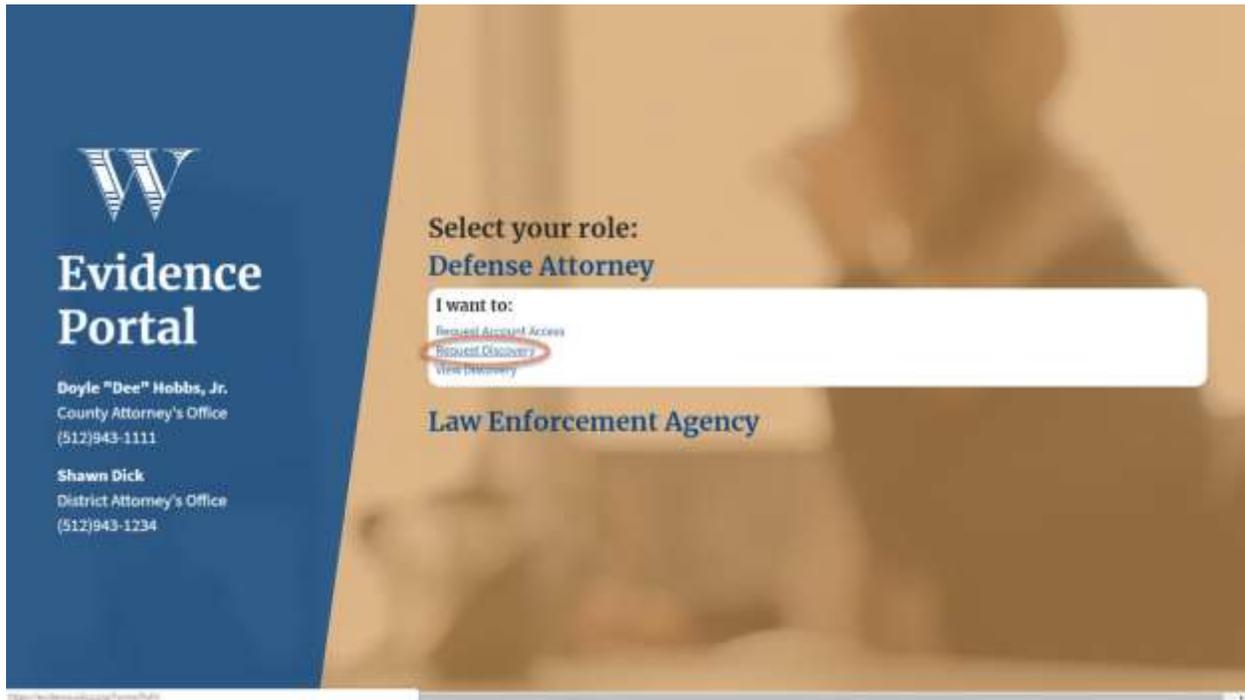
**Physical Evidence.** All physical evidence held by the Prosecutor's Office or a law enforcement agency may be inspected in person by the defense attorney upon request. Appointments for viewing physical evidence must be made through the Prosecutor's Office and not through the law enforcement agency.

#### ITEMS NOT SUBJECT TO DISCOVERY

**Work Product.** Documents, notes, and reports generated by the Prosecutor's Office that constitute work product in the course of litigation are not subject to discovery.

**NCIC/TCIC printouts.** Copies of criminal history printouts are not authorized pursuant to DPS regulations unless ordered by the trial court.

7. The Prosecutor's Office will receive and process your request
8. The defense attorney will receive an email once access is/is not granted to the case evidence files
9. From this point you will be able to access files. See Notes below for important details about downloading and viewing files

A screenshot of a web portal titled "Evidence Portal". The page has a dark blue sidebar on the left and a light brown background on the right. The sidebar contains a large white "W" logo, the title "Evidence Portal", and contact information for Doyle "Dee" Hobbs, Jr. and Shawn Dick. The main content area has the heading "Select your role: Defense Attorney" and "Law Enforcement Agency". Below this is a white box with the heading "I want to:" and three links: "Request Account Access", "Request Discovery" (circled in red), and "View Discovery".

**W**

# Evidence Portal

**Doyle "Dee" Hobbs, Jr.**  
County Attorney's Office  
(512)943-1111

**Shawn Dick**  
District Attorney's Office  
(512)943-1234

Select your role:  
**Defense Attorney**

I want to:  
[Request Account Access](#)  
[Request Discovery](#)  
[View Discovery](#)

**Law Enforcement Agency**



### Defense Attorney Case Access Request Form

Defense Attorney Name\*

Email\*

Defendant or Juvenile Respondent Name\*

DOB

Defense Attorney Cause #

Offense\*

Court Appointed\*  Yes  No

Is your client a JUVENILE RESPONDENT\*  Yes  No

Control Number To be filled in by the District State Team

**ITEMS SUBJECT TO LIMITED DISCOVERY**

**Evidence Constituting Child Pornography.** The Prosecutor's Office will not provide copies of evidence described by §42.26(a)(1) and §43.201 Texas Penal Code. However, these items will be made reasonably available for inspection, viewing, and examination by the defendant, the defendant's attorney, and defense expert witnesses.

**Recorded Statements of Child Abuse Victim.** The Prosecutor's Office will not provide copies of recorded statements of a child abuse victim, including recorded statements obtained by a Child Advocacy Center. However, these items will be made reasonably available for viewing by the defendant, the defendant's attorney, and defense expert witnesses.

**TOPPS Files.** Discovery of files and records pertaining to investigations conducted by the Texas Department of Family and Protective Services are subject to restrictions provided by §264.403 Texas Family Code.

**Physical Evidence.** All physical evidence held by the Prosecutor's Office or a law enforcement agency may be inspected in person by the defense attorney upon request. Arrangements for viewing physical evidence must be made through the Prosecutor's Office and not through the law enforcement agency.

**ITEMS NOT SUBJECT TO DISCOVERY**

**Work Product.** Documents, notes, and reports generated by the Prosecutor's Office that constitute work product in the course of litigation are not subject to discovery.

**NCIC/TCIC printouts.** Copies of criminal history printouts are not authorized pursuant to DPS regulations unless ordered by the trial court.

To be filled in by the Prosecutor's Office



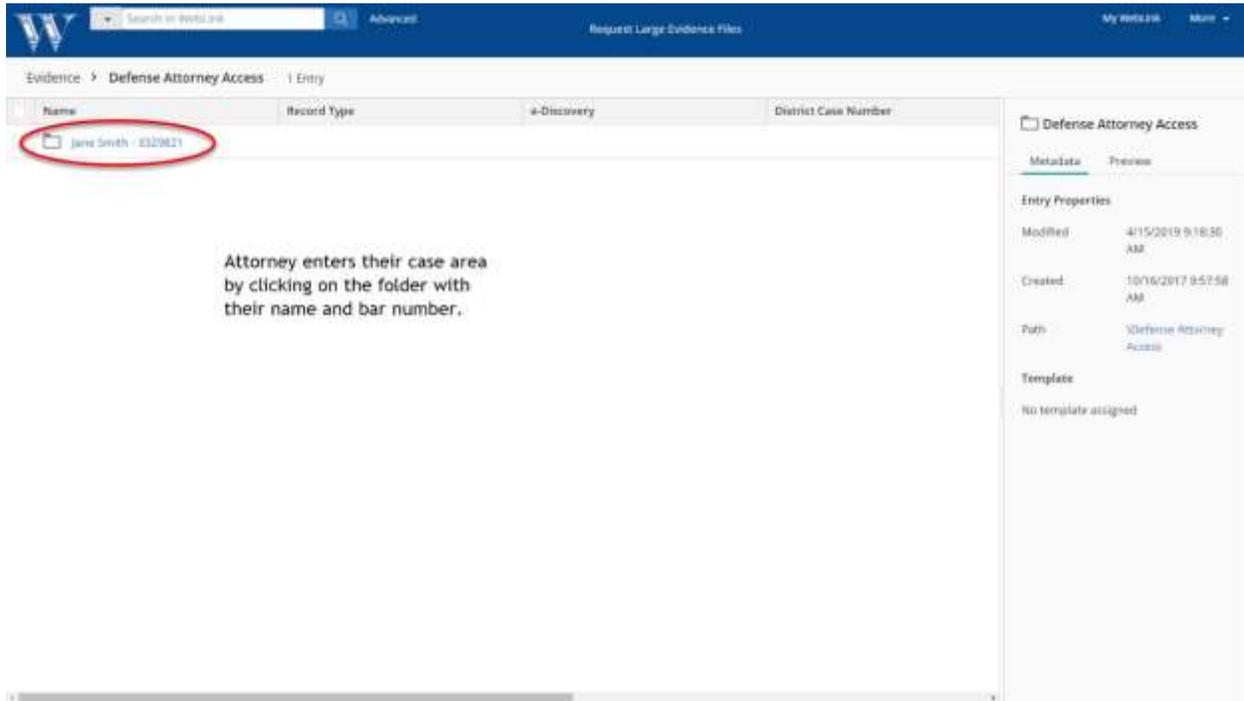
Thank you!

Your form has been submitted.

Hello Jane.smith,

Your request for E-Discovery for the cause # 1234567 (referred to by the prosecutor's Control # 7474747747477) has been reviewed and approved.

You can access the Case Jacket by [clicking here](#).



The screenshot shows the WILCO Discovery web interface. At the top, there is a search bar with the text "Search in Evidence" and a search icon. Below the search bar, there are navigation tabs: "Evidence", "Defense Attorney Access", and "Entry". The "Defense Attorney Access" tab is selected. The main content area displays a table with the following columns: "Name", "Record Type", "e-Discovery", and "District Case Number". A single entry is visible in the table, with the name "Jane Smith - 8320621" circled in red. Below the table, there is a text box that reads: "Attorney enters their case area by clicking on the folder with their name and bar number." On the right side of the interface, there is a sidebar with a "Defense Attorney Access" checkbox and a "Metadata" section. The "Metadata" section includes "Entry Properties" with the following details: "Modified: 4/15/2019 9:18:30 AM", "Created: 10/16/2017 8:57:58 AM", and "Path: \\Defense Attorney Access". There is also a "Template" section that says "No template assigned".

W Search in Proton Search Advanced Request Large Evidence Files My WILCO More

Evidence > LEA Cases > WC Pct 4 > 1 Entry

Name	Record Type	e-Discovery	District Case Number
1980098 - 1234567 - de la Winter			747474747477

Attorney enters a case folder by clicking on the folder of the desired case.

WC Pct 4

Metadata Preview

**Entry Properties**

Modified: 3/25/2019 12:48:10 PM

Created: 10/17/2017 11:31:42 AM

Path: \\EA Cases\WC Pct 4

**Template**

No template assigned

W Search in Proton Search Advanced Request Large Evidence Files My WILCO More

Evidence > LEA Cases > WC Pct 4 > 1980098 - 1234567 - de la Winter 12 Entries

Name	Record Type	e-Discovery	District Case Number
Pictures			
911 call - 747474747477 - 1234567	911 call	Yes	747474747477
911 call - 747474747477 - 1234567 (3)	911 call	Yes	747474747477
Accident/Crash Report - 747474747477	Accident/Crash Report	Yes	747474747477
Audio Recording - 747474747477 - 12	Audio Recording	Yes	747474747477
Booking Sheet - 747474747477 - 1234	Booking Sheet	Yes	747474747477
Booking Sheet - 747474747477 - 1234	Booking Sheet	Yes	747474747477
Case Submission Form - 747474747477			
Converted Video - 747474747477 - 12	Converted Video	Yes	747474747477
Unsigned - 747474747477 - 123456	Unsigned	Yes	747474747477
Unsigned - 747474747477 - 123456	Unsigned	Yes	747474747477
Unsigned - 747474747477 - 123456	Unsigned	Yes	747474747477

Additional training to learn how to download files, request access to large files, change the column display etc., will be provided and available at go-live.

1980098 - 1234567 - de la Wi...

Metadata Preview

**Entry Properties**

Modified: 4/15/2019 9:18:26 AM

Created: 3/20/2019 12:39:19 PM

Path: \\EA Cases\WC Pct 4\1980098 - 1234567 - de la Winter

**Template**

DEMS - Case Jacket

**NOTES:**

- Downloading any file that exceeds 10Gb in size will result in an error. These files must be requested from your Prosecutor's office through a form, and personally picked up after notification from their offices.

- Downloading multiple files at once results in a zip file sent to your local machine. Due to limitations in the zip software that allows you to download multiple files from Wilco Discovery evidence system, the resulting zip file may not be larger than 4 Gb. If you select files that exceed this limit you will receive an error. Please download video files and other large files separately so as not to exceed this limitation.
- This product has not been tested on Apple products.