

# DISCOVERY PORTAL ACCESS

For Defense Representatives

## UPC Portal Invitation - Boop, Betty > Inbox x



noreply@journaltech.com

10:48 AM (0 minutes ago)



to me ▾

You have entered an appearance or have been appointed for a client that is currently being prosecuted by the Wasatch County Attorney's Office. This link is your invitation to accept this specific case. You will need to click on this link (or copy it to your browser) in order to have access. (You will receive an email with a different link for each individual case).

**You must click on this link to be granted access to this specific case.**

<https://upc-prod-portal.journaltech.cloud/public-portal/?q=joinCase&token=FX65BYJ>

The Wasatch County Attorney's Office fulfills most of its discovery obligations through an electronic portal.

You will receive another email when discovery has been prepared. The link in this second email will only take you to the portal to log in, but will not give you access unless and until you have used the link in this message.

This is the email invitation you will receive when added as a defense representative to a case by the prosecutor's office. Notice that the email instructs you to use this link to enable access to the case, OR, if this is the first time you have been entered as a defense representative on a case, the link will allow you to create a new account AND give you access to this case. If you do NOT use this link to enable access, even if you already have an account on the portal, you will not have access to THIS case.

# PORTAL CASE INVITATION EMAIL

## CREATE A PORTAL ACCOUNT

### Log in

[Create new account](#)

[Request new password](#)

**E-mail \***

Enter your e-mail address.

**Password \***

Enter the password that accompanies your e-mail.

This is the screen you will see after clicking on the link in the invitation email (or copying and pasting it in a browser) if you have NOT created an account yet. This only shows up the first time the link is clicked. Please ignore the email and password boxes and click on the Create new account link to get started. If you already have an account, you would be taken to the login screen with access enabled for this case.

# SETTING UP YOUR PORTAL ACCOUNT

## User account

Create new account

[Log in](#)

[Request new password](#)

**E-mail \***

\_\_\_\_\_@gmail.com

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish or notifications by e-mail.

**Confirm e-mail address \***

\_\_\_\_\_@gmail.com

Please re-type your e-mail address to confirm it is accurate.

**Password \***

\_\_\_\_\_

Password strength

**Confirm password \***

\_\_\_\_\_

Provide a password for the new account in both fields.

Personal Information

**First Name**

\_\_\_\_\_

Please enter your First Name

**Last Name \***

\_\_\_\_\_

When you click on the Create new account link, you will see this screen. Your email address has been populated automatically (from eProsecutor) and can NOT be changed. If it is NOT correct, do not continue, but contact the prosecutor's office to let them know it is wrong. You supply the password and confirm it and fill in other information: First Name; Last Name; Phone # and Bar #. Last Name and Phone are required fields.

# PORTAL PASSWORD REQUIREMENTS

Password \*

Password strength: Weak

Confirm password \*

*To make your password stronger:*

- *Make it at least 6 characters*
- *Add lowercase letters*
- *Add uppercase letters*
- *Add numbers*
- *Add punctuation*

**Portal password requirements.**  
The password strength bar will increase as the password is better. It's best if it shows as Strong.

Provide a password for the new account in both fields.

## Terms of Use

I certify that the information entered on this form is correct. Furthermore I certify that I am representing a client in the state of Utah. I will only use the UPC portal for business use as it pertains to communicating with the prosecution of my client.

PORTAL TERMS OF USE

# SETTING UP PORTAL ACCOUNT CONTINUED

Confirm e-mail address \*

Please re-type your e-mail address to confirm it is accurate.

Password \*

Password strength: **Strong**

Confirm password \*

Passwords match: yes

Provide a password for the new account in both fields.

Personal Information

First Name

Please enter your First Name

Last Name \*

Please enter your Last Name

Phone \*

Please enter your contact Phone Number

Bar Number

Please enter your Bar Number (if applicable)

I agree with these [Terms of Use](#). \*

Create new account

You need to provide a strong password, confirm the password, then fill out the personal information. In addition, you must check the box: **I agree with these Terms of use**. Then click on the Create new account button to finish creating the account.

**Note:** If you click on Terms of Use before saving, your password will be erased and you will need to enter it again. This is for security reasons, so it is best to click on it before filling in everything. OR you can right click on it and select Open in new tab - this preserves all settings and lets you review the terms before continuing.

## UPC eProsecutor Portal

Registration successful. You are now logged in. ✕

The UPC eProsecutor Portal allows

- Law Enforcement Agencies to eFile new Cases with Prosecutors in Utah
- Defense Representatives to receive Discovery electronically

[UPC Home Page](#)

When you click on the Create new account button with all fields filled out properly, you will then see this screen. Notice that registration has been successful and you are logged in. Your name will be shown next to the Logout button. This also gives you access to the case for which the original invitation was sent.

**PORTAL ACCOUNT SETUP FINISHED**

PORTAL LOGIN  
MY CASES



Training and Serving Utah Prosecutors Since 1991

Home My Cases

After logging in, to see your cases, click on the My Cases menu.

## UPC eProsecutor Portal

The UPC eProsecutor Portal allows

- Law Enforcement Agencies to eFile new Cases with Prosecutors in Utah
- Defense Representatives to receive Discovery electronically

## My Account

Account My Info My Cases

Click on the My Cases link in the menu and you will be shown the cases that have been properly verified and enabled.

Show 25 entries

Search:

Case Number	Case Name	Date Created	Case Type	Action
19-2071 / CRT-1915050 / LEA-555222333	Boop, Betty	03/28/19	Misdemeanor	Select Action

Showing 1 to 1 of 1 entries

*Note: When creating an account, you will automatically be given access to the assigned case as part of the account creation process. Subsequent cases will not be automatic - you need to use the new link for each new case.*

PORTAL - VIEW MY CASES

# My Account

Click on Select Action to work with the case. Case Summary lets you view the case and access discovery documents. Add Documents lets you add documents to the case for the prosecutor's office to see.

- Account
- My Info
- My Cases

Show 25 entries

Search:

Case Number	Case Name	Date Created	Case Type	Action
19-2071 / CRT-1915050 / LEA-555222333	Boop, Betty	03/28/19	Misdemeanor	Select Action

- Select Action
- Select Action
- Case Summary
- Add Documents

Showing 1 to 1 of 1 entries

# MY CASES ACTIONS

 M ~ 19-2071 / CRT-1915050 / LEA-555222333

Boop, Betty

Open

Received 03/28/19

Next N/A

Attorney

Defense N/A

Case Summary

Discovery

Case Summary view shows a summary of the case. To see and work with Discovery, click on the Discovery tab.

### Case Summary-Portal

#### Case Information

Court Case #	Arresting Agency	Lead Officer	Judge
CRT-1915050			

#### Charges

Defendant/Count	Violation Date	Status	Statute
 Boop, Betty			
1	03/28/2019	Active	ASSAULT [76-5-102]

MY CASES  
SUMMARY  
VIEW

 M ~ 19-2071 / CRT-1915050 / LEA-555222333

Boop, Betty

Open

Received 03/28/19

Next N/A

Attorney

Defense N/A

You can have access to a case BEFORE discovery is made available. When discovery is made available you will receive an email and you can then log in and view it and/or download the discovery packet. Currently, this case has no discovery created. Please note the terms for using this site.

Case Summary

Discovery

By using this site, you are accepting discovery by electronic means for your specific case(s) and acknowledge that the prosecution has complied with Utah Rules of Criminal Procedure 16, Brady and Giglio, and other constitutional mandates in relation to the documents contained on this site. You also acknowledge that you are bound by all rules, statutes and court orders regarding the dissemination of these materials, in particular Utah Rules of Criminal Procedure 16(e) and are barred from improperly using the information in a way that subject victims and witnesses from harassment, abuse, or undue invasion of privacy. Finally, you acknowledge that your activities on the UPC eProsecutor Portal will be monitored and time stamped as to the dates and times you download any materials from the portal.

[^ Back to top ^](#)

# MY CASES DISCOVERY VIEW

New Discovery added to Case CRT-1915050 Inbox x

noreply@journaltech.com

to me ▾

Ron W Alternate

New Discovery has been added to Case CRT-1915050 - Boop, Betty

You can access it by logging into the Portal

Please note that if you log in and do not see the discovery in this case, you must refer to and use the link that was sent when you were added as a representative to this specific case. This link only takes you to the portal to logi your cases. It does not give you access to those cases unless you have used the UPC Portal Invitation link first.

<https://upc-prod-portal.journaltech.cloud/public-portal>

A new discovery packet has been added to this case by the prosecutor's office. If you have already enabled access for this case, you can use the link below to login and view it. IF you receive this email and have NOT created an account and / or have not enabled access by clicking on the link sent to you when you were added as a representative to the case, you need to use that other link instead.

57 PM

PORTAL – NEW DISCOVERY EMAIL

 M ~ 19-2071 / CRT-1915050 / LEA-555222333

Boop, Betty

Open

Received 03/28/19

Next N/A

Attorney

Defense N/A

New discovery has been added and you now have access to it. Click on the link under Description to access the files. When you click on the link, a note will be saved to the case tracking that you have viewed it so the prosecutor is aware that you have access.

Case Summary

Discovery

By using this site, you are accepting discovery by electronic means for your specific case(s) and acknowledge that the prosecution has complied with Utah Rules of Criminal Procedure 16, Brady and Giglio, and other constitutional mandates in relation to the documents contained on this site. You also acknowledge that you are bound by all rules, statutes and court orders regarding the dissemination of these materials, in particular Utah Rules of Criminal Procedure 16(e) and are barred from improperly using the information in a way that subject victims and witnesses from harassment, abuse, or undue invasion of privacy. Finally, you acknowledge that your activities on the UPC eProsecutor Portal will be monitored and time stamped as to the dates and times you download any materials from the portal.

Digital

 View Cart

Date Available	Description	Fee	Download Status
Tue, 2019-04-02 23:00	<a href="#">Discovery Packet 1</a> <i>memo: This is the first packet</i>	\$ 0.00	<a href="#">Available &gt;</a>

# PORTAL – ACCESS DISCOVERY

# MY CASES DISCOVERY DOWNLOAD

 M ~ 19-2071 / CRT-1915050 / LEA-555222333

Boop, Betty

Open

Case Summary

Discovery

By using this site, you are accepting d  
Procedure 16, Brady and Giglio, and c  
and court orders regarding the dissem  
that subject victims and witnesses from  
monitored and time stamped as to the

## Discovery Packet 1

**File Type:** application/octet-s

**File Size:** 166.6 kB

**Date Published:** Tue, 2019-04-02 23:00

**Date Expires:**

**Memo:** This is the first packet

 Download

When you click on the link under discovery, you will get this page. It shows when the discovery was made available and any memo the prosecutor added to it. You can't view the individual files, but you can download them all. The files are saved in a compressed (zipped) file that you will need to un-compress to view.

When you download the files, the prosecutor office will be notified that you downloaded this discovery packet. Click on the Download button to save the files to your computer.

## DISCOVERY PORTAL SUMMARY

- When you are added as the defense representative in a case you will receive an invitation email with a special link
- Always use the link that comes with the invitation email, at least the first time you access the case
- After enabling access with the link in your invitation email, you can use either the invitation link or the portal link to see your cases
- You can view a summary of each case you are assigned to
- You may have access to the case before discovery is created
- When discovery is created, you will receive a new email for that case (but the link in this one can't be used to enable access, only to login to your account)
- You can download the discovery files via a download button
- When you view or download discovery, a message will be saved to the prosecutor's case showing your activity on the case

## QUESTIONS? PROBLEMS?

If you have questions or problems with accessing discovery for any case to which you have been assigned, please contact the prosecutor's office for assistance. If they cannot resolve the problem, they will contact the discovery portal help desk to resolve it.