

# For Defense Attorneys Using the Paid Evidence.com Portal: Montgomery County, Texas



## Transition to AXON's Evidence.com (EDC) A Digital Evidence Management System NOVEMBER 2023



Beginning in 2022, all Montgomery County law enforcement agencies and Montgomery County District Attorney's Office began transitioning from physical media (CD's, DVD's, USB's) to electronic discovery via Axon's Evidence.com, herein after "EDC". This letter is intended to help you with this transition. We are also available to answer any questions you may have by email or telephone.

### Please note:

This transition will be gradual, as we will be adding law enforcement agencies in phases throughout the 2022. **All cases filed after January 1<sup>st</sup> 2023 will be handled via EDC.**

## Receiving Discovery:

**Most cases will have some documents made available via the Tyler Odyssey portal as well as on EDC.**

**(For information on Tyler Odyssey, click here.)**

Your EDC Portal account will allow you to instantly view available discovery for cases shared with you on the EDC website. You will be able to download this discovery to your computer if desired, but downloading is not required with an EDC account. Accounts also include Transcription and Redaction capabilities.

- For more info on transcriptions and redactions, [click here](#) and see items 3 and 4.

## Obtaining an EDC Account:

If you do not yet have an EDC account, use the information provided below to contact Axon and begin the process.

- **Cost: A 'Pro' account is required** to set up your access. This will be your main account.
  - For administrative members of your firm to have their own login to your firm's EDC account, add basic (or pro) accounts at your discretion. This can be done during registration, or after registration.
    - Pro Account - ~\$39 a month, billed annually.
    - Basic Account - ~\$15 a month, billed annually.
- **Instructions to Purchase an EDC account:**
  - Contact Axon at [justice@axon.com](mailto:justice@axon.com) to begin registering and setting up an EDC account.
  - Inform them that you are a private attorney in Montgomery County TX, wanting to purchase an account.
  - **Your Agency Name must follow the format of "FirstName LastName TX Discovery".**
  - **Additional attorneys at your firm must purchase their own EDC accounts. You cannot have multiple attorneys under your account.** This is due to disclosure and audit functions within this system. If you have questions, please contact the Chief of Intake with the District Attorney's Office.

**Upon completion of registration, email [repletter@mctx.org](mailto:repletter@mctx.org) to notify our office that you registered an EDC account and provide the email address and "Agency Name" you registered with, as that is what we will use to send you discovery.**

## EDC Cases:

For cases handled via EDC, you will receive an email notice when a case is shared with you via EDC portal access. This will happen once your letter of representation has been submitted to [repletter@mctx.org](mailto:repletter@mctx.org), and discovery is available.

## Pre-EDC Cases:

Some cases filed before 2023, depending on agency and date, will not be on EDC. To obtain discovery for these cases, you will follow the procedures used prior to EDC. Simply send your request form to [dadiscovery@mctx.org](mailto:dadiscovery@mctx.org) once you have submitted your letter of representation, and **received Odyssey Portal notice** that discovery is available to you. You can then pick up your disks from the DA Intake window after two business days.

## Restricted 'DA ONLY' Materials:

Concerning items like Forensic interviews and CSAM, nothing will change. Contact the ADA to schedule a viewing at our office.

## Accessing your EDC Account and Viewing Discovery:

EDC is accessible by most electronic devices that can access a Google Chrome, Firefox, Edge, and Safari web browser. Chrome is recommended by Axon. These compatible devices will include Windows/Apple desktops & laptops, Android/iOS phones, and tablets. The website isn't optimized for phones, but you can still access EDC on them.

- As your EDC Portal account is web based, the most important thing to have is a reliable internet connection.
- Concerning EDC account access issues or technical support, you will contact Axon via [support@axon.com](mailto:support@axon.com).

- Concerning questions about *cases, discovery, or general usage of the system* that were not addressed on the DA’s website, or in this manual, please email the District Attorney Office’s EDC Administrator, at [daevidence@mctx.org](mailto:daevidence@mctx.org).

### **In Court**

The Wi-Fi services in the courtroom are not always reliable, so if you are going to need to view a piece of discovery on your EDC account while in court, you may prefer to save it to your computer prior to coming to court.

### **Storage and Retention of Evidence**

- With an EDC Account
  - With an active EDC account, you can access, retain, and delete your cases/discovery at your discretion. If you decide to close your EDC account, you will need to download any discovery you still need to your PC or storage device prior to account closure.
  - **You must notify [repletter@mctx.org](mailto:repletter@mctx.org) if you are no longer going to be a portal user.**
- Without an EDC Account
  - If you transition to no longer having an active EDC account, you will be responsible for:
    - Downloading any discovery you already have on your EDC account, to your PC.
    - Downloading any new discovery to your computer via the download link the DA’s office will send you on your cases moving forward. These links will expire 30 days after being sent. Please ensure you obtain the discovery before the link expires.
    - **[Click here](#)** for information you may find useful *if you decide to stop paying for an EDC account*.

### **Other Matters:**

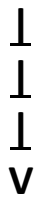
We recommend you prepare for this transition by ensuring you have the appropriate electronic devices to access and view discovery. We understand that there will be challenges as we work through this transition, and we stand ready to help you navigate this change. We ask you to bear with us through this process.

**[For additional online training resources, please click here.](#)**

Thank you.

**Jim Prewitt**  
**Chief of Intake**  
**Montgomery County District Attorney’s Office**  
**207 W. Phillips, 2<sup>nd</sup> Floor**  
**Conroe, Texas 77301**

**Continued Below**



## Customizing Your Cases in EDC

When you receive a case from the District Attorney's office via EDC, it is *your own digital copy* of the case. You can change the title, description, tags, and even items in the case, at your discretion. This is your own copy to do with as you please.

To change the summary page:

**On the summary page, click 'EDIT', change what you desire, and then click 'SAVE'.**

The screenshot shows the 'SUMMARY' tab of a case in EDC. The case ID is 17F9843 and the description is 'JOHNNY JOHNSON - 17-12-33024 - PCS/UCW'. The case status is 'Active', owned by 'Digital, Media Team (DMT)', and has tags '17A149839', 'JOHNSON, JOHNNY', and 'MCSO'. An 'EDIT' button is circled in red in the top right corner.

Example changes are boxed in green below. Ensure you click save at the top right when finished.

This screenshot shows the same case with several changes highlighted in green boxes. The 'CASE ID' field now contains '17-12-33024 - JOHNSON'. The 'DESCRIPTION' field has been updated with 'COURT - 7.11.17 - SET FOR TRIAL', 'STATE WANTS 10-15, SEEKING 4-5', and 'SPEAK WITH CURRENT EMPLOYER BY 7.5.17'. The 'TAGS' section now includes a new tag '17-12-33024' which is also circled in green. The 'SAVE' button in the top right is circled in green, and the 'CANCEL' button is visible next to it.