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**Todd M. Williams**  
**Buncombe County District Attorney**  
**COMMUNITY ACCESS PORTAL**

**ADDENDUM/ UPDATE 8-28-2017**

ORIGINAL DRAFT REVISION DATE: 8-4-2017

Community Access Portal Concept

Todd M. Williams and Rodney G. Hasty 2016

# **ADDENDUM/ UPDATE 8-28-2017**

This document is intended to update the Draft Summary Document dated 8-4-2017. Since the production of that first document, a number of items have changed and this document is intended to summarize those changes. The District Attorney specifically intends for this to be a request made solely by the Office of the District Attorney.

First, the original document included spreadsheets that were only intended to indicate how the District Attorney envisioned the assignment of equipment. The District Attorney's Office is not making this request on behalf of other stakeholders in the justice system.

Revised spreadsheets have been sent to Buncombe County and the BCSO to be made an official part of this Addendum, and those revised spreadsheets are hereby incorporated by reference to this Addendum. The new spreadsheets are intended to fully replace all prior versions.

Second, there also appeared to be uncertainty as to the involvement of the County and County IT. To be clear, the Office of the District Attorney intends to fully assume all responsibility for the maintenance, support, and update of all equipment requested in this proposal. Buncombe County will have no IT responsibilities associated with the equipment whatsoever under this proposal.

The District Attorney will maintain a complete and current list of all equipment involved in this project and make that list available to the County and any County management representative on a real-time basis that includes all updates to current assignments. Should there be any security issues involving the equipment (such as lost or stolen devices), the District Attorney will immediately notify County management of this fact.

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**COMMUNITY ACCESS PORTAL**

**E-FILING FOR CRIMINAL COURT**  
**PAPERLESS DOCUMENTS**  
**WEBSITE ONLINE SERVICES**  
**INTEGRATED HARDWARE FUNCTIONALITY**

**General Public Access**  
**Secure Law Enforcement Access**  
**Secure Court Personnel Access**  
**Secure Attorney Access**

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## **COMMUNITY ACCESS PORTAL KEY FEATURES**

### **I. SUMMARY OF CRIMINAL JUSTICE SYSTEM BENEFITS**

#### **1. Jail Population Management**

1st in the State Electronic Filing under NCGS 15A-101.1

Mobile Electronic Resets, Dismissals, Bond Modifications, and other court documents are effective immediately when e-filed with Clerk, jail can act right away instead of waiting for paper document entry into ACIS

Auto-generating misdemeanor and bond calendars from form submissions entered by various parties

Real-time Communication between magistrates, judges, DA's, jail administration, probation and pretrial release to coordinate appropriate information on bond and review cases for release or bond reduction

Online Services available to attorneys to speed custody case disposition-early discovery, early plea offer request, add custody case on in Superior Court for H and I felony pleas, online restitution forms

#### **2. 1st in State Secure, Paperless Electronic Documents**

Court Calendars

Driving Records

Criminal Records

CJLEADS Reports

Pretrial Reports

Bond Sheets

#### **3. System Resource Savings**

Early processing of jail release via e-filing

Clerk- allows public electronic submission of continuance requests so that cases are continued before they hit a printed calendar, avoiding the physical processing of those files through court

Administrative Court Calendars drastically reduced

Half or less the usual crowd congestion to deal with from Court Security standpoint

Encourages Early DWI Pleas in Administrative Court

Real-Time Text Based Officer and Witness Court Scheduling to replace paper Subpoena system

BC law enforcement stand-by status and court dates

24 hour advance notice District Court calendars daily for Judges, Clerks, ADA's and Defense Bar

## **II. WEBSITE PORTAL STRUCTURE**

The Portal itself is made up of four parts:

1. Information and services that are available to the general public, which includes a subset of services specifically for crime victims;
2. A Secure Criminal Defense Bar page containing attorney-specific information and services;
3. A Secure Court Personnel page containing information and services for Criminal Justice System (CJS) Participants; and
4. A Secure Law Enforcement page providing information and services for state and local law enforcement agencies within Buncombe County.

These four parts are designed to work together to streamline a variety of the functions that are required to conduct the business of the Courts and the CJS. Each of the secure pages is protected by individually approved login, password, and contact information. Access to these locations is remotely controlled through one Administrator panel and anyone seeking access must be individually approved and submit the required information before being allowed to request any services.

The operation of the Portal for all the Secure Area participants is designed to be facilitated by dedicated mobile devices that are individually assigned to the participants in the Criminal Justice System.

### **A. GENERAL PUBLIC ACCESS**

The website Portal contains information for crime victims and defendants about the court system, provides directions and a summary of the courts and other general information.

The public portion of the site will provide crime victims with the opportunity to submit restitution requests online, obtain services from the FJC or one of the connected entities, request contact and ask questions directly with the District Attorney's office victim/witness staff.

The public portion of the Portal will also provide a way for the general public to request continuances for minor matters that include speeding tickets, compliance tickets, accident tickets, and seatbelt tickets. For services other than continuances, the public will be directed to the corresponding service provided by the AOC, for example ECAD.

#### **B. CRIMINAL DEFENSE ATTORNEY SECURE ACCESS**

The Attorney Secure Portion of the Portal is password-protected and requires individual approval from the Administrator to be admitted to that portion of the site. Once in, each attorney or paralegal must submit their contact information before the attorney will be assigned a Unique ID Number that will allow them to use the form submissions.

The Portal automates functions for Attorneys through the use of customized online submission forms. These submissions will allow them to electronically request and receive driving record information, continue and schedule pleas in Administrative Court, and request and receive dashcam/bodycam video.,

The Portal generates statutorily compliant Electronic Documents for the associated services that can be printed and put in the court file or retained electronically at the Clerk's discretion.

#### **C. COURT PERSONNEL SECURE ACCESS**

There is another Secure area of the Portal for Court Personnel that is password-protected and requires individual approval to enter. This portion will provide various services to CJS entities including secure document transmission, electronic filing of statutorily compliant electronic documents, paperless routine court functions, and real-time communication between individuals, groups, and courtrooms.

#### **D. LAW ENFORCEMENT SECURE ACCESS**

This portion of the Portal, secured in the same way as the other sites, provides advance notice to all parties and real-time scheduling capabilities that will streamline the day court calendars and free up more time for trying DWI's and other significant cases.

Participants in the CJS will be able to contact a patrol supervisor in real-time from Court if needed for scheduling purposes. In addition, all law enforcement officers would be required to submit contact information so that they can be contacted directly if it about accomplishing Court business. We can also dedicate this portion of the site to scheduling and coordination with officers as witnesses in both Superior and District Courts.

In addition to court scheduling, the secure Law Enforcement section will allow officers to fill out custom-designed online submission forms to request services from the District Attorney, such as requesting the release or disposal of evidence, requesting a case review, addressing scheduling issues, and the like.

Finally, the secure Law Enforcement section will have a DA/LE FORUM where the District Attorney can post legal updates, schedule meetings and trainings, and provide a location for all law enforcement in the 28<sup>th</sup> District to post forms and procedures so unnecessary work is not duplicated among the agencies.

### **III. WEBSITE PORTAL ACCESS**

The Portal is accessed through the District Attorney website on any computer or mobile browser. The mobile version of the Portal is custom-designed to be compliant with all mobile devices and all information and services are available on both the computer version and the mobile version, including the online submission forms.

Each of the secure pages is limited to appropriate personnel who are required to register a login and password, fill out contact information, and use a Unique ID number assigned by the Clerk with each submission so that their activity can be audited.

### **IV. SUBMISSION-BASED SERVICE REQUESTS WITH CUSTOMIZED FORMS**

Each of the services offered by the website are broken down into discrete requests that are available depending on the access the user is given. Using an external application, we have designed a customized form for each of these sets of requests. Certain services are available to the general public for crime victim services and traffic court, while other services are specifically designed for the appropriate group.

For example, the secure Court Personnel section has a District Attorney page, and that page contains a link to an online Voluntary Dismissal form. When the DA fills out the form, signs it, and hits “submit,” the service generates a statutorily compliant electronic document that is eligible for electronic filing under N.C.G.S. 15A-101.1.

See [Appendix A](#) for a list of the customized submission forms that are to be available for the respective groups on the website live date.

### **V. ELECTRONIC FILING**

The forms that are generated by the information entered by the user are customized, single-page PDF documents that are date and time-stamped, attached to an email, and sent directly to the Clerk’s dedicated email box when the user clicks “Submit.”

All the PDF documents generated meet the definition of “electronic document” as referenced in N.C.G.S. 15A-101.1 and therefore qualify for electronic filing pursuant to the definition below:

(7) "Filing" or "filed" means:

a. When the document is in paper form, delivering the original document to the office where the document is to be filed. Filing is complete when the original document is received in the office where the document is to be filed.

b. When the document is in electronic form, creating and saving the document, or transmitting it, in such a way that it is unalterably retained in the electronic records of the office where the document is to be filed. A document is "unalterably retained" in an electronic record when it may not be edited or otherwise altered except by a person with authorization to do so.

Filing is complete when the document has first been unalterably retained in the electronic records of the office where the document is to be filed.

The practical implications of electronic filing are enormous because filing a document electronically is effective immediately instead of when the Clerk's office processes a paper document into ACIS. In other words, electronic filing chronologically precedes the entry of the case into the ACIS system as the triggering point for the document becoming effective as "filed."

This means that when the Buncombe County Detention facility receives a Voluntary Dismissal by email attachment simultaneously with that document being filed with the Clerk, the jail can release the person from custody immediately instead of having to wait for the document to be entered into ACIS. Each document is date- and time-stamped to precisely reflect the point at which the document is "filed" and therefore can be acted upon as a filed court document.

See [Appendix B](#) for a copy of NCGS 15A-101.1

See [Appendix C](#) for samples of the statutorily compliant electronic documents generated by the submission forms program.

## **VI. CROSS-PLATFORM MOBILE COMPATIBILITY**

The entire website, including all of the customized forms, also has a mobile version that is designed for, and compatible with, with every type of mobile device, including cell phones. Everything that can be accomplished on the computer site can be accomplished on any phone or other mobile device. This is true both for the general public and those granted access to any one of the Secure Access sites.

## **VII. SECURE CUSTOM EMAIL ADDRESSES FOR CJS PARTICIPANTS**

To facilitate the electronic transmission of documents, the individual courtrooms and the CJS entities will be assigned an email address that is secured through Google's G Suite applications. All emails sent and received are set to be transmitted with 256-bit encryption, and the equipment will have the email boxes pre-registered with the mail application. Only the Administrator will keep the password, and the email boxes will not be accessed through any other means than through the connected devices. Since the devices are fingerprint and passcode protected, that adds an additional layer of security for controlling who will be allowed to view the contents.

The Administrator can trigger a password reset for each account and modify or delete the account remotely with a computer from any location.



See [Appendix D](#) for a list of email mailboxes and assignments that are designated to be active on the website live date.

## **VIII. SECURE ELECTRONIC DOCUMENT TRANSMISSION BETWEEN CJS PARTICIPANTS**

Using the secure mobile devices that are individually given access to the appropriate email accounts, participants will be able to transmit documents to an individual, a group, or to a courtroom. Driving records and other electronic documents that need to be viewed by a defense attorney can be accessed on the courtroom terminals that will be located on the defense tables in each courtroom.

The defense bar will also have access to several additional terminals for purposes of using the Attorney Online Services while in the courthouse.

## **IX. PAPERLESS SUBSTITUTION FOR CERTAIN COURT FUNCTIONS**

Using the mobile devices as described above will allow the following Criminal Justice System documents to immediately become paperless:

1. [DRIVING RECORDS](#)
2. [MOTIONS TO CONTINUE FROM ATTORNEYS](#)
3. [PRETRIAL NC DRIVING RECORD INFORMATION](#)
4. [CASE RESETS](#)
5. [VOLUNTARY DISMISSALS](#)
6. [PRETRIAL REPORTS](#)
7. [ALL COURT CALENDARS](#)

As to the official electronic documents that are filed with the Clerk, it would be in the Clerk's discretion under the statute whether to print the PDF's out and file them or to store them electronically. At present, the NC Electronic Repository is only set up to electronically store arrest warrants, but it's authorized by statute to store these documents as well. Hopefully the State will catch up soon, but in the meantime the Clerk is going to print the one-page PDF for the file. This still streamlines the process and reduces calendars along with all of the other benefits and only leaves us with one sheet of paper to store once the Repository catches up.

See [Appendix E](#) for a Form Submission map for each of the forms showing how each is to be processed and what document it generates.

## **X. REAL-TIME COMMUNICATION BETWEEN CJS PARTICIPANTS**

The use of the mobile devices provides the option of real-time communication between individuals, groups, and courtrooms through the use of a communication application called Slack. This is a free application available for all Windows and Mac

computers and also has free apps for Iphone and Android phones.

Slack allows the formation of “teams” where team members can be assigned to one or more “channels” that are topic based. For example, we currently have a “district court” channel for our ADA’s and VWLA’s who need to communicate about those courtrooms. The channels allow for group text, direct individual text, and phone calls, all without using any personal cell phone numbers.

Patrol Supervisors for each law enforcement agency will be assigned to a Slack team where we can communicate with them about court scheduling on a day-to-day, real-time basis. The supervisor can use the free app on his agency-issued phone or tablet.

This will replace the bulky, unreliable subpoena system that is currently used. This instant communication will allow the District Attorney to publish the District Court calendars 24 hours in advance marked with which cases the State is ready to proceed on and which the State will move to continue.

The “officer court date” system will be modified so that the officer can be released to go back on patrol much earlier with the understanding that he could be notified real-time to come back if needed. The ADA will have a way of receiving confirmation that the officer is on the way back quickly and easily.

Streamlining the District Court scheduling of witnesses and replacing the burdensome subpoena system with better notification will save resources both for law enforcement and the court system as a whole.

## **XI. CONTACT DATABASE**

Having three different and secure contact databases facilitates communication in many ways. The Portal can text notifications with the submission of certain forms, provides for real-time chat between individuals and groups, and send out group emails designed for each particular group.

The DA can announce the weekly Superior Court schedule to any group and can publish the 24-hour District Court calendars daily to the appropriate group as well.

The DA will also be able to send bulletin notices to all law enforcement agencies regarding changes in the law and these will be received by every officer in every agency in the county, down to the patrol officers themselves.

## **XII. COMPLEMENTARY TO AOC BRANDING AND PUBLIC SERVICES INITIATIVE**

The North Carolina Administrative Office of the Courts is providing more and more functionality for members of the public to deal with minor matters online without having to show up to court. Examples of this are the ability to pay online, the ability to get a compliance case dismissed (ECAD), and they just released a way for people to

request reductions on speeding tickets through the AOC website (Buncombe is the pilot county for that program).

The one thing that AOC cannot do for the public at this time is to grant them a continuance or reset their court date. Most people need additional time to come into compliance, get an insurance letter, save up money to pay fines and court costs, and to hire attorneys.

The Portal provides a way for the public and attorneys to continue these types of minor matters so that the person can then handle the matter in an appropriate way. When they are ready, the Portal links directly to those AOC services so that those services are not duplicated by the Portal. The person can fully dispose of the minor matter without the court system having to see them in person a single time.

#### **XIV, CUSTOM DESIGNED FOR USE WITH IPAD PRO WITH TWO USER OPTIONS**

The Community Access Portal concept is designed around the ability to quickly and easily access documents, request information, and communicate with other players in CJS at any time and regardless of location.

The ADAs can accomplish routine tasks in Administrative Court in a vastly more efficient way. Using the Ipads, they will be able to go through the Administrative Court line and electronically process continuances and dismissals in real-time. In addition, ADA's can use the devices to call calendars and report the factual basis for pleas to the Court while standing and without having to print anything out.

The Administrative Office of the Courts has granted us VPN access on the two Ipads that the Sheriff bought for testing purposes. The devices can therefore access e-discovery, CCIS-DA, CCIS-CS, ACIS, CJLEADS, and any other State source through the VPN connection to the state IBM mainframe.

The Ipads themselves are individually locked to a user through both a 6-digit passkey and fingerprint identification for additional security.

The Ipads will have certificates installed under an Advanced Programming Interface (API) so that they can be remotely controlled for certain limited purposes. The Portal Administrator WILL NOT be able to access content on the devices. However, if a device is lost or stolen, the devices can be remotely locked and even remotely erased if necessary for security. In addition, the Administrator can "push" updates to the devices so that they can remain updated without the user having to keep track of it.

See [Appendix F](#) for the master equipment assignment list for this complete phase of the project.

#### **XV. SECURITY**

The website itself, including the embedded forms, resides on the Enterprise-level servers at Wix pursuant to the highest paid plan they have available. These servers

provide the most advanced security currently available for website domain hosting.

The website itself is also enabled with Secure Socket Layer (SSL) technology. This is the technology you see when you visit a website and the address bar is green and starts with "https://" and this technology protects all communications that the website sends or receives.

All of the Ipads are managed through an API certificate that allows the Administrator to remotely lock and, if necessary, erase any device within seconds. The Administrator can also push the correct updates directly to the devices to avoid user intervention and potential mistakes.

The Courtroom and individual mailboxes are Gmail accounts subscribed to the G Suite line of applications. This means that Google provides the security for the transmission of these emails. The Administrator can trigger a password reset or delete the account if necessary, but under no circumstances may the Administrator discover the user's password or access any of the information in the account. All emails to and from these accounts, including the attached documents, are encrypted with 256-bit security protocol.

The Ipads themselves, with the passcode and fingerprint lock, provide bulletproof security for the email accounts. The Ipads will be custom-designed for the User with built-in access to the appropriate email accounts for that particular user. Once that is done, the User never has to enter a password again and all of the email accounts are protected by the device itself, which will not open without the correct passcode or the user's fingerprint.

## **XVII. Benefits to Criminal Justice System Upon Full Portal Implementation**

1. Secure, paperless transmission of court documents that are commonly printed out, used briefly, then discarded. Examples of this include Court Calendars, DCI Criminal Histories, Driving Records, CJLEADS information, and Pretrial Reports.

2. Dramatic reduction in total number of cases set for each District Court Administrative Week, which will result in smaller calendars and more efficient processing for minor matters by the District Attorney and the Clerk's Office. The Friday should be freed up for the regular Judges almost immediately.

3. Corresponding reduction in courthouse traffic and congestion, including the associated parking and court security problems, that result from a large volume of cases set each day in Administrative Court. If any of the cases reach day court, each continuance is still recorded on the file exactly as before, and copies of the continuances will be in the file or electronically available.

4. Electronic Filing Under N.C.G.S. 15A-101.1 with statutorily compliant Electronic Documents resulting in an effective filing date that precedes the entry of the case into ACIS. This has a number of implications, among which is that the Detention Facility can be copied with an identical electronic copy of an Electronic Document

simultaneously with its transmission to the Clerk for electronic filing.

If this is a Dismissal, the BCDF can act on it immediately and release the person rather than having to wait for the Clerk to next be available to enter it into ACIS as required with paper documents. Many more potential benefits for jail cases are available, such as auto-generating bond and misdemeanant calendars, early discovery and early pleas for H and I felonies, and easier access for all of the Judges to relevant criminal history and pretrial information.

5. Dedicated, individually customized Ipad Pro either 12.9" or 10.5" at user discretion. Password and fingerprint protected and pre-programmed with the secure individual or courtroom email boxes as appropriate to the individual user. Can be remotely locked or erased and can be remotely updated from one location to prevent user error. Also provides instant online access to all of the tools necessary to conduct court business and includes access to State programs like ACIS and e-discovery through the use of a VPN (Virtual Private Network). Eliminates need to carry legal books and notate updates- all connections are live connections to the actual legal resource.

6. Secure document transmission system for CJS participants for both courtroom locations and individual or group email boxes. Access to the email boxes will be secured by the device itself, which only that User can access.

7. Overall CJS resource savings will make us better prepared for the growing DV numbers, keeping the DWI's current, and help with the possible passage of the law raising the juvenile age.

8. Crime victims will have a way to request contact from the District Attorney and a way to submit restitution requests online. This will include specialized services for DV victims and closely connect with Helpmate and the FJC

9. Streamline law enforcement district court scheduling, produce court calendars 24 hours in advance indicating case status, provide services to law enforcement to streamline such processes as evidence disposition, case review, training, legal updates, and overall communication.

## APPENDIX A

### DISTRICT ATTORNEY WEBSITE

### COMMUNITY ACCESS PORTAL

[www.BuncombeDA.org](http://www.BuncombeDA.org)

### FINAL LIST OF FORMS TO GO LIVE ON OPENING DATE OF AUGUST 14, 2017

#### ATTORNEY FORMS

1. ATTY CONTACT INFORMATION
2. ATTY CJLEADS REQUEST
3. ATTY SEND DRIVING RECORD TO COURTROOM
4. ATTY DWI ADMIN MTC
- 5.. ATTY NON-DWI ADMIN MTC
6. ATTY REPORT SCHEDULING ISSUE TO COURTROOM
7. ATTY SERVE THE DA
8. ATTY DAY COURT MTC
9. ATTY EARLY PLEA OFFER
91. ATTY REQUEST VIDEO

#### DISTRICT ATTORNEY FORMS

1. ADA DISMISSAL NON-CUSTODY
2. ADA DISMISSAL DEFENDANT IN CUSTODY
3. ADA CASE RESET

## PUBLIC FORMS

1. REQUEST SPEAKER FOR EDUCATIONAL EVENT

## CRIME VICTIM FORMS

1. VICTIM RESTITUTION FORM
2. VICTIM REQUEST CONTACT
3. VICTIM SUBMIT QUESTION

## TRAFFIC FORMS

1. TRAFFIC CONTINUE ADMIN CASE
2. TRAFFIC DISMISS ACCIDENT
3. TRAFFIC ACCIDENT LIABILITY ADMISSION
4. TRAFFIC MISSED COURT DATE FORM

## **APPENDIX B**

### **DISTRICT ATTORNEY WEBSITE**

### **COMMUNITY ACCESS PORTAL**

[www.BuncombeDA.org](http://www.BuncombeDA.org)

§ 15A-101.1. Electronic technology in criminal process and procedure.

As used in this Chapter, in Chapter 7A of the General Statutes, in Chapter 15 of the General Statutes, and in all other provisions of the General Statutes that deal with criminal process or procedure:

(1) "Copy" means all identical versions of a document created or existing in paper form, including the original and all other identical versions of the document in paper form.

(2) "Document" means any pleading, criminal process, subpoena, complaint, motion, application, notice, affidavit, commission, waiver, consent, dismissal, order, judgment, or other writing intended in a criminal or contempt proceeding to authorize or require an action, to record a decision or to communicate or record information. The term does not include search warrants. A document may be created and exist in paper form or in electronic form or in both forms. Each document shall contain the legible, printed name of the person who signed the document.

(3) "Electronic" means relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, Internet, or similar capabilities.

(3a) "Electronic monitoring" or "electronically monitor" or "satellite-based monitoring" means monitoring with an electronic monitoring device that is not removed from a person's body, that is utilized by the supervising agency in conjunction with a Web-based computer system that actively monitors, identifies, tracks, and records a person's location at least once every minute 24 hours a day, that has a battery life of at least 48 hours without being recharged, that timely records and reports or records the person's presence near or within a crime scene or prohibited area or the person's departure from a specified geographic location, and that has incorporated into the software the ability to automatically compare crime scene data with locations of all persons being electronically monitored so as to provide any correlation daily or in real time. In areas of the State where lack of cellular coverage requires the use of an alternative device, the supervising agency shall use an alternative device that works in concert with the



software and records location and tracking data for later download and crime scene comparison.

(4) "Electronic Repository" means an automated electronic repository for criminal process created and maintained pursuant to G.S. 15A-301.1.

(5) "Electronic signature" means any electronic method of signing a document that meets each of the following requirements:

a. Identifies and authenticates a particular person as the signer of the document, is unique to the person using it, is capable of certification, and is under the sole control of the person using it.

b. Is attached to or logically associated with the document in such a manner that if the document is altered in any way without authorization of the signer, the signature is invalidated.

c. Indicates that person's intent to issue, enter or otherwise authenticate the document.

(6) "Entered" means signed and filed in the office of the clerk of superior court of the county in which the document is to be entered. A document may be entered in either paper form or electronic form.

(7) "Filing" or "filed" means:

a. When the document is in paper form, delivering the original document to the office where the document is to be filed. Filing is complete when the original document is received in the office where the document is to be filed.

b. When the document is in electronic form, creating and saving the document, or transmitting it, in such a way that it is unalterably retained in the electronic records of the office where the document is to be filed. A document is "unalterably retained" in an electronic record when it may not be edited or otherwise altered except by a person with authorization to do so. Filing is complete when the document has first been unalterably retained in the electronic records of the office where the document is to be filed.

(8) "Issued" applies to documents in either paper form or electronic form. A document that is first created in paper form is issued when it is signed. A document that is first created in electronic form is issued when it is signed, filed in the office of the clerk of superior court of the county for which it is to be issued, and retained in the Electronic Repository.

(9) "Original" means:

a. A document first created and existing only in paper form, bearing the original signature of the person who signed it. The term also includes each copy in paper form that is printed through the facsimile transmission of the copy bearing the original signature of the person who signed it.

b. A document existing in electronic form, including the electronic form of the document and any copy that is printed from the electronic form.

(10) "Signature" means any symbol, including, but not limited to, the name of an individual, which is executed by that individual, personally or through an authorized agent, with the intent to authenticate or to effect the issuance or entry of a document. The term includes an electronic signature. A document may be signed by the use of any manual, mechanical or electronic means that causes the individual's signature to appear in or on the document. Any party challenging the validity of a signature shall have the burden of pleading, producing evidence, and proving the following:

a. The signature was not the act of the person whose signature it appears to be.

b. If the signature is an electronic signature, the requirements of subdivision (5) of this section have not been met. (2002-64, s. 1; 2011-245, s. 2(a); 2012-194, s. 6.)

**APPENDIX C**

**DISTRICT ATTORNEY WEBSITE**

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**SAMPLE SUBMISSION FORMS AND ELECTRONIC DOCUMENTS**

**APPENDIX D**

**DISTRICT ATTORNEY WEBSITE**

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**FINAL G Suite MAILBOX LIST FOR LIVE DATE OF AUGUST 14, 2017**

- |     |  |                               |
|-----|--|-------------------------------|
| 1.  | <a href="mailto:cap@buncombeda.org">cap@buncombeda.org</a>               | MAIN WEBSITE EMAIL            |
| 2.  | <a href="mailto:rg@buncombeda.org">rg@buncombeda.org</a>                 | MAIN ADMIN EMAIL              |
| 3.  | <a href="mailto:no-reply@buncombeda.org">no-reply@buncombeda.org</a>     | No-reply email                |
| 4.  | <a href="mailto:clerkadmin@buncombeda.org">clerkadmin@buncombeda.org</a> | CLERK ADMIN BOX               |
| 5.  | <a href="mailto:staffadmin@buncombeda.org">staffadmin@buncombeda.org</a> | DA STAFF BOX                  |
| 6.  | <a href="mailto:adaadmin@buncombeda.org">adaadmin@buncombeda.org</a>     | DA ADA BOX                    |
| 7.  | <a href="mailto:superior@buncombeda.org">superior@buncombeda.org</a>     | Superior Courtroom Mailbox    |
| 8.  | <a href="mailto:district1A@buncombeda.org">district1A@buncombeda.org</a> | District 1A Courtroom Mailbox |
| 9.  | <a href="mailto:district2A@buncombeda.org">district2A@buncombeda.org</a> | District 2A Courtroom Mailbox |
| 10. | <a href="mailto:district2B@buncombeda.org">district2B@buncombeda.org</a> | District 2B Courtroom Mailbox |
| 11. | <a href="mailto:district3B@buncombeda.org">district3B@buncombeda.org</a> | District 3B Courtroom Mailbox |
| 12. | <a href="mailto:jail@buncombeda.org">jail@buncombeda.org</a>             | BCDF Mailbox                  |
| 13. | <a href="mailto:djudges@buncombeda.org">djudges@buncombeda.org</a>       | District Court Judges Mailbox |
| 14. |  |                               |

**APPENDIX E**

**DISTRICT ATTORNEY WEBSITE**

**COMMUNITY ACCESS PORTAL**

[www.BuncombeDA.org](http://www.BuncombeDA.org)

**FORMS SUBMISSION AND PROCESSING MAP**

**ATTORNEY FORMS AND SUBMISSION MAP**

**1. ATTY CONTACT INFORMATION      **RODNEY****

This submission comes straight in to Rodney so no action needed.

**2. ATTY CJLEADS REQUEST      **STAFF****

Staff receives approval request in CAP Email Box

Click Link

Run CJLEADS Driving History WITHOUT PICTURE and save as PDF

**Fill in “office use only” spaces on the Form as follows:**

**1<sup>st</sup> Field      Upload PDF to field in Request Form**

**2<sup>nd</sup> Field:      YOUR 3 DIGIT INITIALS**

**3<sup>rd</sup> Field:      3 DIGIT INITIALS OF AUTHORIZING ADA**

Click Submit

System Automatically Emails PDF to User and copies CAP

**3. ATTY SEND DRIVING RECORD TO COURTROOM      **STAFF****

Staff receives approval request in CAP Email Box

Click Link

Run Driving History and save to PDF

**Fill in “office use only” spaces on the Form as follows:**

**1<sup>st</sup> Field      Upload PDF to field in Request Form**

**2<sup>nd</sup> Field:      YOUR 3 DIGIT INITIALS**

**3<sup>rd</sup> Field: 3 DIGIT INITIALS OF AUTHORIZING ADA**

**4<sup>th</sup> Field: ENTER COURTROOM EMAIL ADDRESS**

**Click SUBMIT**

**System Automatically emails PDF to courtroom and copies CA**

**4. ATTY DWI ADMIN MTC ADA FOR NOW**

**ADA receives link in CAP mailbox**

**Click Link**

**Review Request**

**Fill in “office use only” spaces on the Form as follows:**

**1<sup>st</sup> Field SELECT APPROVED OR DENIED**

**2<sup>nd</sup> Field: YOUR UNIQUE ID NUMBER**

**3<sup>rd</sup> Field: 3 DIGIT INITIALS OF AUTHORIZING ADA IN CAPS**

**4<sup>th</sup> Field: SIGN**

**Click SUBMIT**

**System automatically generates Case Reset PDF**

**System automatically attaches PDF to Email**

**Emails PDF to [clerkadmin@buncombeda.org](mailto:clerkadmin@buncombeda.org) and copies CAP**

**5. ATTY NON-DWI ADMIN MTC ADA FOR NOW**

**ADA receives link in CAP mailbox**

**Click Link**

**Review Request**

**Fill in “office use only” spaces on the Form as follows:**

**1<sup>st</sup> Field SELECT APPROVED OR DENIED**

**2<sup>nd</sup> Field: YOUR UNIQUE ID NUMBER**

**3<sup>rd</sup> Field: 3 DIGIT INITIALS OF AUTHORIZING ADA IN CAPS**

**4<sup>th</sup> Field: SIGN**

Click SUBMIT

System automatically generates Case Reset PDF

System automatically attaches PDF to Email

Emails PDF to [clerkadmin@buncombeda.org](mailto:clerkadmin@buncombeda.org) and copies CAP

**6. ATTY REPORT SCHEDULING ISSUE TO COURTROOM STAFF**

Submission comes in to CAP mailbox

Forward the email to additional person if attorney filled in blank

Forward the email to all of the selected courtrooms

Delete email from CAP mailbox

**7. ATTY SERVE THE DA STAFF**

Forward to appropriate VWLA

Verify File-stamped

VWLA prints PDF Attachment and puts in our file or folder

Delete Emails from CAP Email Box and VWLA Box

**8. ATTY DAY COURT MTC STAFF**

Forward to appropriate VWLA

VWLA prints PDF Attachment and puts in our file or folder

Notify the ADA if appropriate

Delete Emails from CAP Email Box

**9. ATTY EARLY PLEA OFFER STAFF**

Submission comes into CAP Email Box

Staff forwards to AI and Meredith and copies Rodney

**91. ATTY REQUEST VIDEO SUSANNE AND DANIELLE**

This submission will go directly to Susanne and Danielle

Search Evidence.com and generate link and send to Defense

Copy ADA if appropriate

Delete Submission Email

**DISTRICT ATTORNEY FORMS AND SUBMISSION MAP**

**3. ADA DISMISSAL NON-CUSTODY      ADA**

ADA fill out submission form, sign, click SUBMIT

System generates PDF Dismissal Form with Electronic Signature

System Attaches the PDF to an Email

Automatically Emails [clerkadmin@buncombeda.org](mailto:clerkadmin@buncombeda.org) and CAP

One page PDF attachment can be printed as needed for Clerk file

**4. ADA DISMISSAL DEFENDANT IN CUSTODY      ADA**

ADA fill out submission form, sign, click SUBMIT

System generates PDF Dismissal Form with Electronic Signature

System attaches PDF to Email

Automatically Emails [clerkadmin@buncombeda.org](mailto:clerkadmin@buncombeda.org) and CAP

Automatically copies Jail Administration Email Box

One page PDF can be printed as needed for Clerk file

**3. ADA CASE RESET      ADA**

ADA fill out submission form, sign, click SUBMIT

System generates PDF Case Reset Form with Electronic Signature

System Attaches the PDF to an Email

Automatically Emails [clerkadmin@buncombeda.org](mailto:clerkadmin@buncombeda.org) and CAP

One page PDF attachment can be printed as needed for Clerk file

**PUBLIC FORMS AND SUBMISSION MAP**

**5. REQUEST SPEAKER FOR EDUCATIONAL EVENT**



Submission comes in directly to Susanne and Todd (and Rodney?)  
Susanne calls to verify and get details and consults Todd

### VICTIM FORMS AND SUBMISSION MAP

**2. VICTIM RESTITUTION FORM STAFF**

Submission comes in to CAP Email Box

Forward WITH Attachment to appropriate VWLA

VWLA print out attachment AND EMAIL and put in file or folder

Delete Emails

**3. VICTIM REQUEST CONTACT STAFF**

Submission comes in to CAP Email Box

Look up case and determine appropriate VWLA

Forward Email to VWLA and copy ADA if appropriate

VWLA calls Victim and further action as needed

Delete Emails

**4. VICTIM SUBMIT QUESTION STAFF**

Submission comes in to CAP Email Box

Look up case and determine appropriate VWLA

Forward Email to VWLA and copy ADA if appropriate

VWLA consults ADA if needed and responds from NO REPLY box

Delete Email

### TRAFFIC FORMS AND SUBMISSION MAP

**2. TRAFFIC CONTINUE ADMIN CASE ADA FOR NOW**

ADA receives link in CAP mailbox

Click Link

## Review Request

Fill in “office use only” spaces on the Form as follows:

**1<sup>st</sup> Field**      **SELECT APPROVED OR DENIED**

**2<sup>nd</sup> Field:**    **YOUR UNIQUE ID NUMBER**

**3<sup>rd</sup> Field:**    **YOUR 3 DIGIT INITIALS IN CAPS**

**4<sup>th</sup> Field:**    **SIGN**

Click **SUBMIT**

System automatically creates Case Reset PDF

System attaches PDF to Email

Automatically emailed to [clerkadmin@buncombeda.org](mailto:clerkadmin@buncombeda.org) and CAP

Automatically Emails User

Delete Emails

## 6. TRAFFIC DISMISS ACCIDENT CASE **ADA FOR NOW**

Email with link comes into CAP for approval

PDF Letter Attached

Review PDF Insurance Letter and Request

Fill in “office use only” spaces on the Form as follows:

**1<sup>st</sup> Field**      **SELECT APPROVED OR DENIED**

**2<sup>nd</sup> Field:**    **YOUR UNIQUE ID NUMBER**

**3<sup>rd</sup> Field:**    **YOUR 3 DIGIT INITIALS IN CAPS**

**4<sup>th</sup> Field:**    **SIGN**

Click **SUBMIT**

System automatically creates Dismissal PDF

System attaches PDF to Email

Automatically emailed to [clerkadmin@buncombeda.org](mailto:clerkadmin@buncombeda.org) and CAP

**Automatically Emails User a copy**

**Delete Emails**

**7. TRAFFIC ACCIDENT LIABILITY ADMISSION      **ADA FOR NOW****

**Email with link comes into CAP for approval**

**Click Link**

**Review Admission Form**

**Fill in “office use only” spaces on the Form as follows:**

**1<sup>st</sup> Field      SELECT APPROVED OR DENIED**

**2<sup>nd</sup> Field:      YOUR UNIQUE ID NUMBER**

**3<sup>rd</sup> Field:      YOUR 3 DIGIT INITIALS IN CAPS**

**4<sup>th</sup> Field:      SIGN AND CLICK SUBMIT**

**System automatically creates Dismissal PDF**

**System attaches PDF to Email**

**Automatically emailed to [clerkadmin@buncombeda.org](mailto:clerkadmin@buncombeda.org) and CAP**

**Automatically Emails User a copy**

**Delete Emails**

**8. TRAFFIC MISSED COURT DATE FORM      **ADA FOR NOW****

**Email with link comes into CAP for approval**

**Click Link**

**Review Request information – look up and see if OFA?**

**Fill in “office use only” spaces on the Form as follows:**

**1<sup>st</sup> Field      SELECT APPROVED OR DENIED**

**2<sup>nd</sup> Field:      YOUR UNIQUE ID NUMBER**

**3<sup>rd</sup> Field:      YOUR 3 DIGIT INITIALS IN CAPS**

**4<sup>th</sup> Field: SIGN AND CLICK SUBMIT**

**System automatically creates Case Reset Form or Denial PDF**

**System attaches PDF to Email**

**Automatically emailed to [clerkadmin@buncombeda.org](mailto:clerkadmin@buncombeda.org) and CAP**

**Automatically Emails User a copy**

**Delete Emails**

**APPENDIX F**

**DISTRICT ATTORNEY WEBSITE**

**COMMUNITY ACCESS PORTAL**

[www.BuncombeDA.org](http://www.BuncombeDA.org)

**EQUIPMENT ASSIGNMENT SPREADSHEETS TO BE JOINTLY MAINTAINED WITH  
BUNCOMBE COUNTY**