



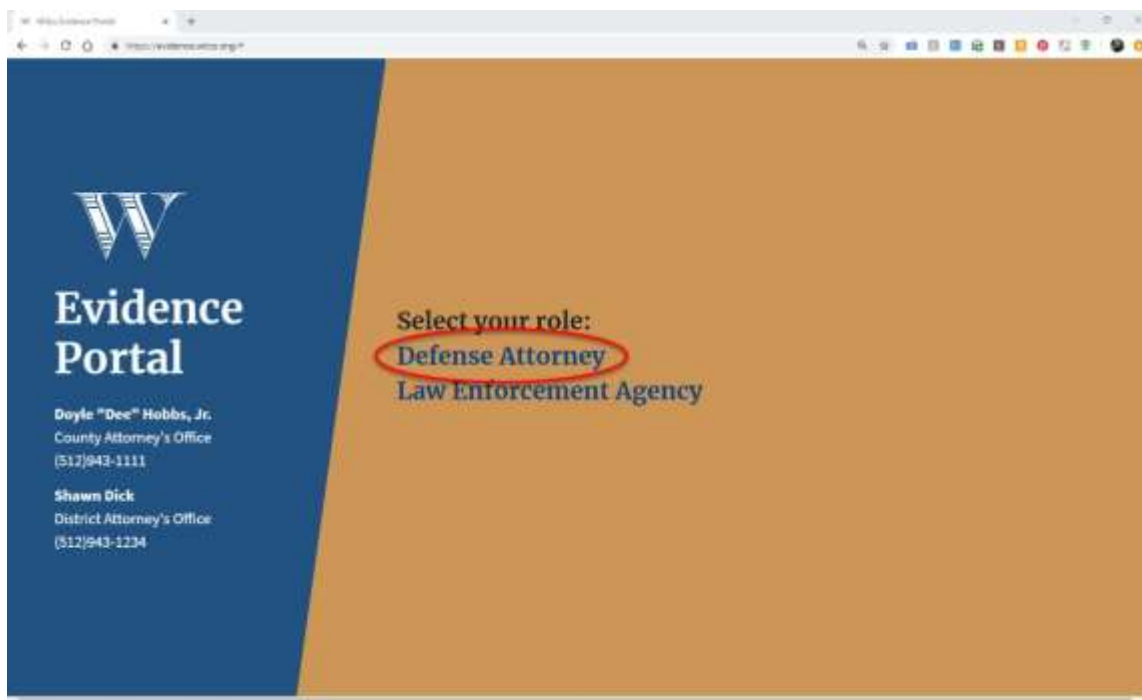
# Defense Attorney – Accessing Evidence Tutorial

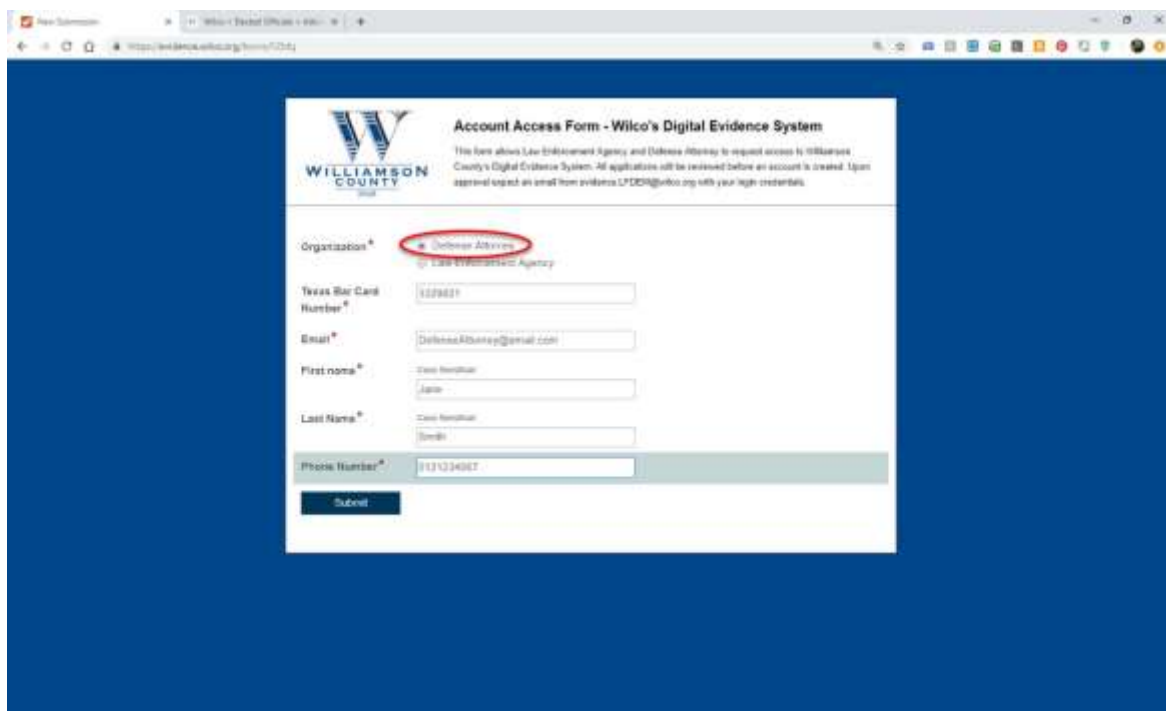
Williamson County TX

## 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.



**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.LPDS@wilco.org with your login credentials.

Organization\* Defense Attorney  
or Law Enforcement Agency

Texas Bar Card Number\*

Email\*

First name\*

Last Name\*

Phone Number\*

**Submit**

Thank you!

Your form has been submitted.

If you do not receive an email from us with a rejection or a username and password within the next 2 business days, please email the system administrator at [ctdew@wilco.org](mailto:ctdew@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.LFDEM@wilco.org with your login credentials.

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

**Texas Bar Card Number\***  
 3329821

**Email\***  
 jane.smith@gmail.com

**First Name\***  
 Jane

**Last Name\***  
 Smith

**Phone Number\***  
 9727234567

[Download Evidence Form](#)

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:

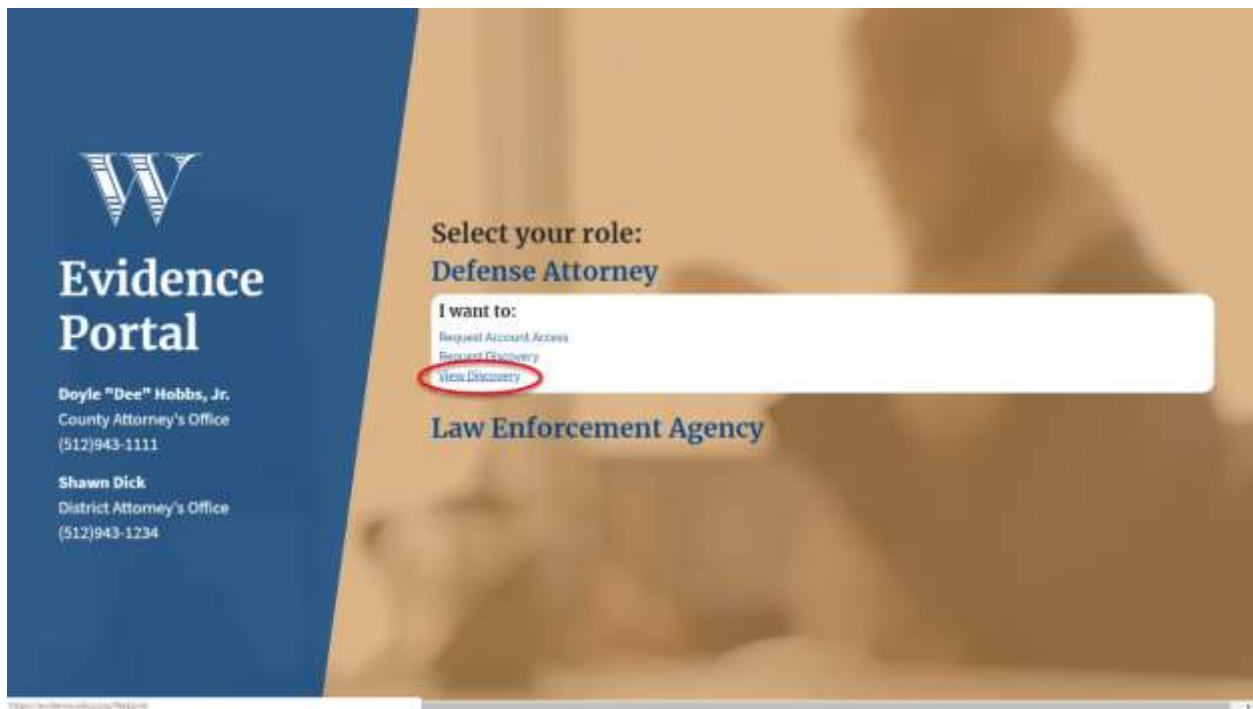
**CONFIDENTIALITY NOTICE:** This electronic message is intended to be viewed only by the individual or entity to whom it is addressed. It may contain information that is privileged, confidential and exempt from disclosure under applicable law. Any dissemination, distribution or copying of this communication 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.lfдем@wilco.org](mailto:evidence.lfдем@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 Web Link](#) [Help](#) [Training](#) [Sign Out](#)

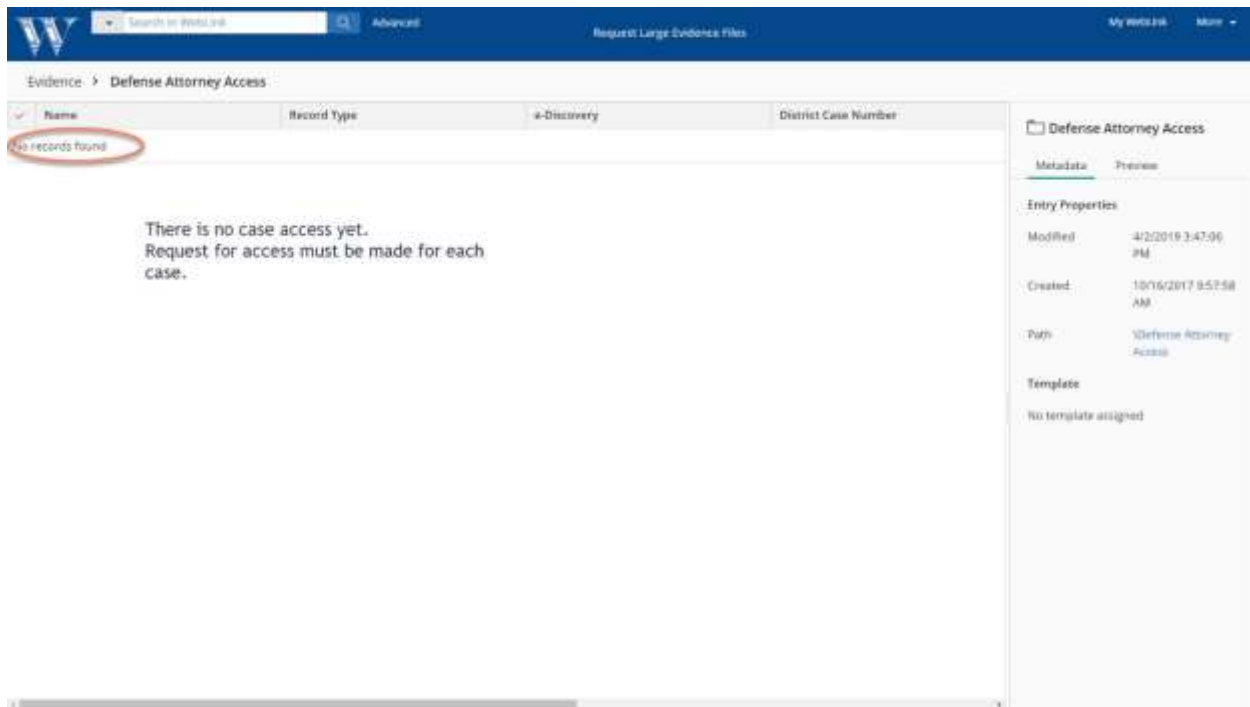
Welcome to Williamson County's Evidence Portal

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





# 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 Case #

Offense\*

Court Appointed\* ☒ Yes ☐ No

Is your client a JUVENILE RESPONDENT? ☒ Yes ☐ No

Control Number

**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 §43.201 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 §304.403 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.

[Submit](#)

To be filled in by the  
Prosecutor's Office

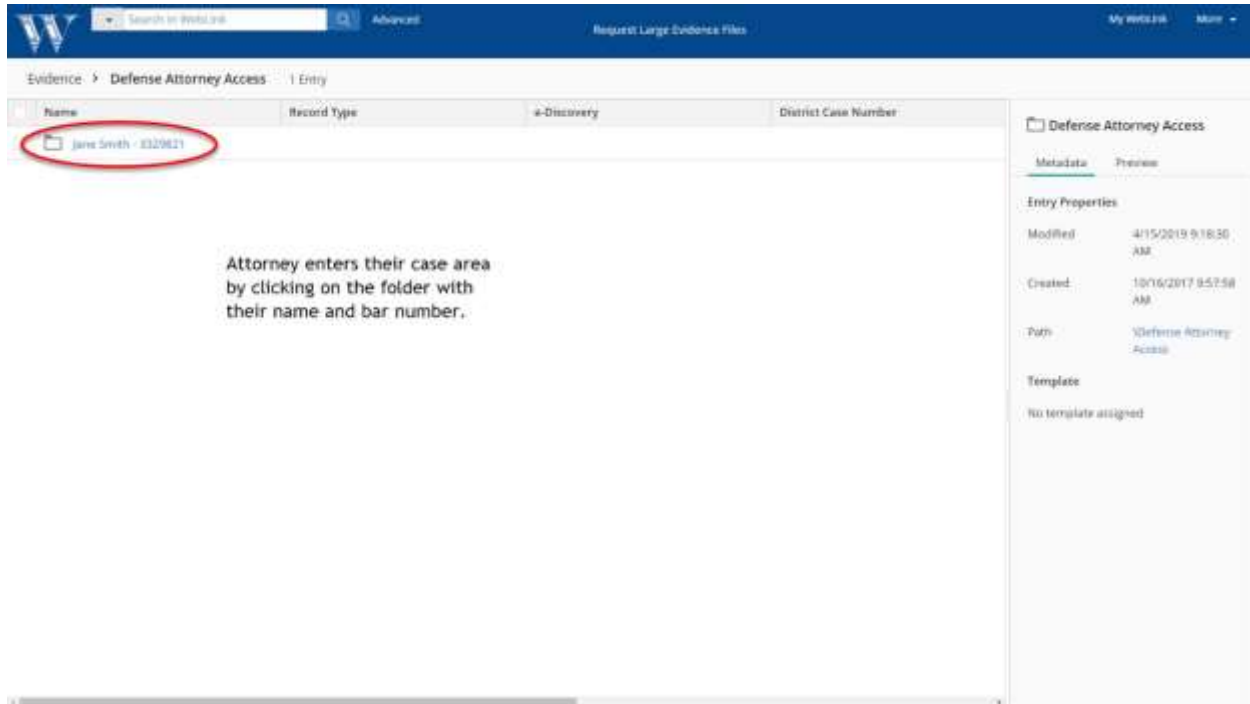
Thank you!

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 application. At the top, there is a search bar and navigation links. Below the search bar, the breadcrumb trail reads 'Evidence > Defense Attorney Access > 1 Entry'. A table with columns 'Name', 'Record Type', 'e-Discovery', and 'District Case Number' is displayed. The first entry is a folder named 'Jane Smith - E320621', which is circled in red. To the right of the table, there is a sidebar with a section titled 'Defense Attorney Access'. This sidebar contains a 'Metadata' tab and a 'Preview' tab. Under the 'Metadata' tab, there are 'Entry Properties' including 'Modified' (4/15/2019 9:18:30 AM), 'Created' (10/16/2017 9:57:58 AM), and 'Path' (\\Defense Attorney Access). Below this, there is a 'Template' section stating 'No template assigned'.

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

Evidence > LEA Cases > WC Pct 4 > Entry

Name	Record Type	e-Discovery	District Case Number
19800098 - 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 12:48:16 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 Worklink More

Evidence > LEA Cases > WC Pct 4 > 19800098 - 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
Unassigned - 747474747477 - 123456	Unassigned	Yes	747474747477
Unassigned - 747474747477 - 123456	Unassigned	Yes	747474747477
Unassigned - 747474747477 - 123456	Unassigned	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.

19800098 - 1234567 - de la Wi...

Metadata Preview

Entry Properties

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

Created: 3/26/2019 12:39:19 PM

Path: \\EA Cases\WC Pct 4\19800098 - 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.