

Instructions for the CIP Portal

First Time Registration

If this is your first time accessing the CIP Portal, you will need to create an account. This is only necessary once to register your email address with the portal and assign a password.

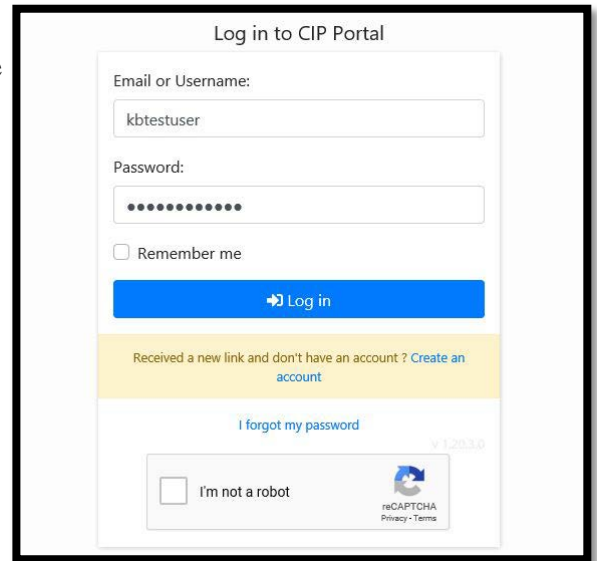
From the Log In screen, Click the link to “Create an account”

From the New user screen, enter a username of your choosing. Enter the email address to which the email with the link was sent. Type in a password and confirm the password followed by pressing register.

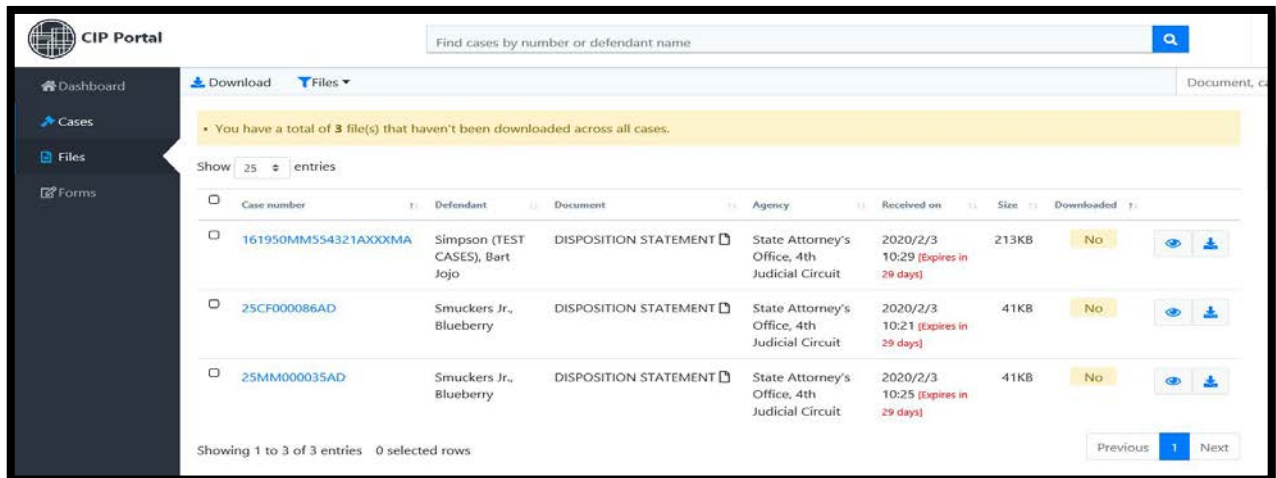
You will receive a confirmation email. Following the link to confirm your account and complete the registration process.

Using the CIP Portal

Once you have your username and password, login to the portal. Make sure that you click on the I'm not a Robot verification box to login.

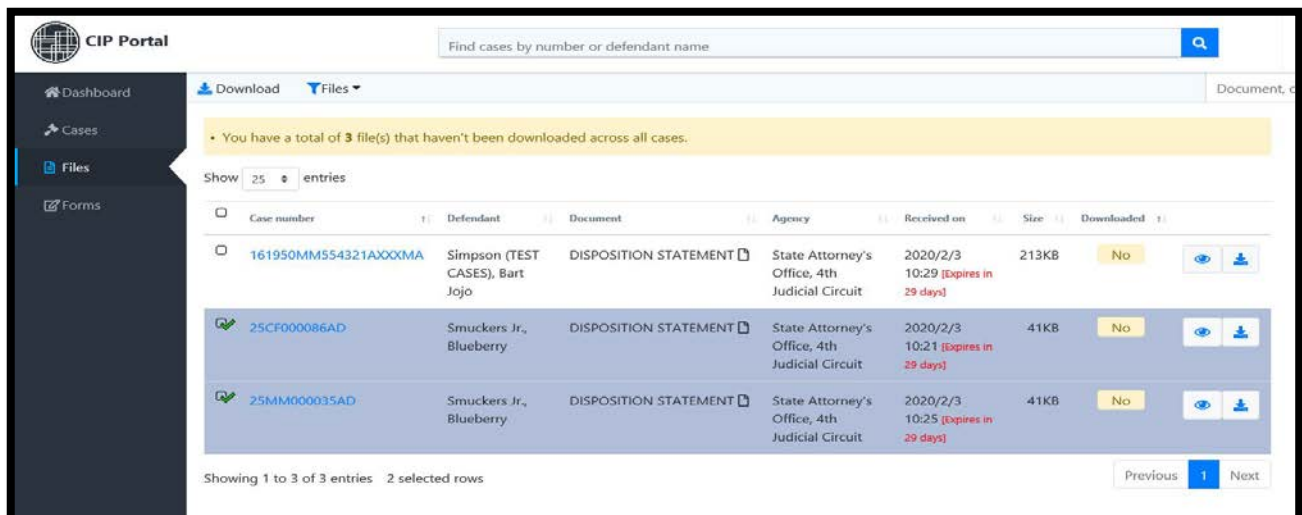


Once you have signed in, you will see the CIP Portal Main Screen and you will be on the Files List.



Case number	Defendant	Document	Agency	Received on	Size	Downloaded
<input type="checkbox"/> 161950MM554321AXXXMA	Simpson (TEST CASES), Bart Jojo	DISPOSITION STATEMENT	State Attorney's Office, 4th Judicial Circuit	2020/2/3 10:29 (Expires in 29 days)	213KB	No
<input type="checkbox"/> 25CF000086AD	Smuckers Jr., Blueberry	DISPOSITION STATEMENT	State Attorney's Office, 4th Judicial Circuit	2020/2/3 10:21 (Expires in 29 days)	41KB	No
<input type="checkbox"/> 25MM000035AD	Smuckers Jr., Blueberry	DISPOSITION STATEMENT	State Attorney's Office, 4th Judicial Circuit	2020/2/3 10:25 (Expires in 29 days)	41KB	No

From this screen, you can select files for download.



Case number	Defendant	Document	Agency	Received on	Size	Downloaded
<input type="checkbox"/> 161950MM554321AXXXMA	Simpson (TEST CASES), Bart Jojo	DISPOSITION STATEMENT	State Attorney's Office, 4th Judicial Circuit	2020/2/3 10:29 (Expires in 29 days)	213KB	No
<input checked="" type="checkbox"/> 25CF000086AD	Smuckers Jr., Blueberry	DISPOSITION STATEMENT	State Attorney's Office, 4th Judicial Circuit	2020/2/3 10:21 (Expires in 29 days)	41KB	No
<input checked="" type="checkbox"/> 25MM000035AD	Smuckers Jr., Blueberry	DISPOSITION STATEMENT	State Attorney's Office, 4th Judicial Circuit	2020/2/3 10:25 (Expires in 29 days)	41KB	No

Select the files that you wish to download and click download files.

The files will be compiled into a zip file and the download will begin. Where the files are placed on your computer are dependent on the settings in your web browser.

The system notates the files that have been previously downloaded by putting a yes in the Downloaded? Field after the screen is refreshed or you log in next time.

The screenshot shows the CIP Portal interface. At the top, there is a search bar with the text "Find cases by number or defendant name". Below the search bar, there is a navigation menu with "Dashboard", "Cases", "Files", and "Forms". The "Files" menu is selected. The main content area shows a message: "You have a total of 1 file(s) that haven't been downloaded across all cases." Below this message, there is a table with the following columns: Case number, Defendant, Document, Agency, Received on, Size, and Downloaded. The table contains three rows of data:

Case number	Defendant	Document	Agency	Received on	Size	Downloaded
161950MM554321AXXXMA	Simpson (TEST CASES), Bart Jojo	DISPOSITION STATEMENT	State Attorney's Office, 4th Judicial Circuit	2020/2/3 10:29 [Expires in 29 days]	213KB	No
25CF000086AD	Smuckers Jr., Blueberry	DISPOSITION STATEMENT	State Attorney's Office, 4th Judicial Circuit	2020/2/3 10:21 [Expires in 29 days]	41KB	Yes
25MM000035AD	Smuckers Jr., Blueberry	DISPOSITION STATEMENT	State Attorney's Office, 4th Judicial Circuit	2020/2/3 10:25 [Expires in 29 days]	41KB	Yes

At the bottom of the table, it says "Showing 1 to 3 of 3 entries 0 selected rows". There are "Previous" and "Next" buttons at the bottom right.

You can use the Files Filter Menu to filter the list to items that have not been downloaded.

This screenshot is similar to the previous one, but with a yellow arrow pointing to the "Downloaded" column header. The table content is the same as in the previous screenshot:

Case number	Defendant	Document	Agency	Received on	Size	Downloaded
25MM000035AD	Smuckers Jr., Blueberry	DISPOSITION STATEMENT	State Attorney's Office, 4th Judicial Circuit	2020/2/3 10:25 [Expires in 29 days]	41KB	Yes
25CF000086AD	Smuckers Jr., Blueberry	DISPOSITION STATEMENT	State Attorney's Office, 4th Judicial Circuit	2020/2/3 10:21 [Expires in 29 days]	41KB	Yes
161950MM554321AXXXMA	Simpson (TEST CASES), Bart Jojo	DISPOSITION STATEMENT	State Attorney's Office, 4th Judicial Circuit	2020/2/3 10:29 [Expires in 29 days]	213KB	No

Also, at top of the screen is a search box to allow you to search by case number. Case number should be entered without dashes. The search box and the filter work together to allow you to find the files that have not been downloaded for a specific case number.

Files are available on the Portal for 30 days. After 30 days, the files are automatically deleted from the portal. If you need to get a file after it has been removed from the portal, you will have to request it from the State Attorney's Office.