



P.O. Box 946
Red Bluff, CA 96080
(530) 736-4850
info@isubpoena.com

ISUBPOENA PROFESSIONAL

SMARTPHONE APP INSTRUCTIONS

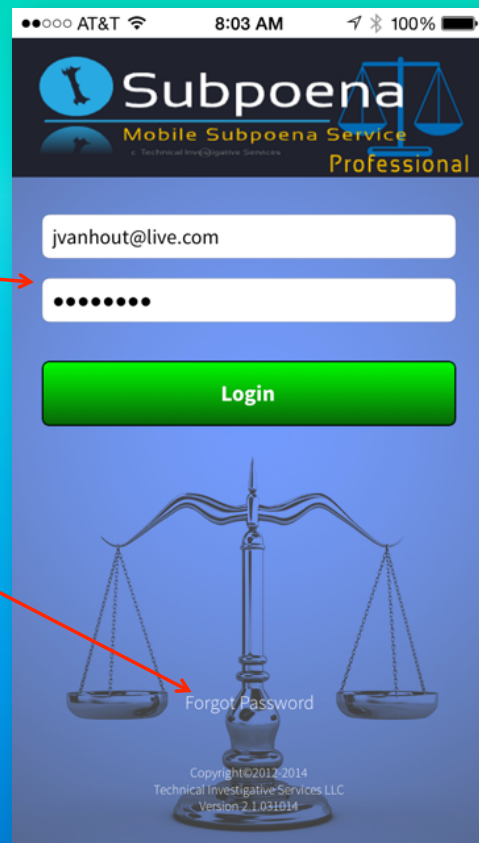
VERSION 3.0

LOGIN PAGE

After installing the App the login page appears.

After you registered on the web application just login with your user name and password. The user name is your email address.

If you forgot your password select the forgot password link and a temporary password will be sent to your email address



ISubpoena App

Copyright – Technical Investigative Services – All rights Reserved

FORGOT PASSWORD PAGE

Enter your email address and an email with password information will be sent to your email account

ISubpoena App

Copyright – Technical Investigative Services – All rights Reserved

CURRENT SUBPOENAS

Current Subpoenas will list your current subpoenas

- **Red** subpoenas are ones that you have indicated you are unavailable for due to Vacation, Training or other.
- **Green** subpoenas are ones that you have accepted.
- **Black** subpoenas are ones that you have not given a status to.
- To give a subpoena status tap on the number and select either Accept or Unavailable.
- Subpoenas are listed with the closest court date on top of the list.

Cm 23412 - JT	Jul 25, 2014 08:30:00	>
CM098765 - JT	Jul 29, 2014 13:30:00	>
CM 23432 - HR	Jul 31, 2014 13:15:00	>
dadadad - PX	Jul 31, 2014 13:15:00	>
bfr45678 - RH	Jul 31, 2014 13:30:00	>
CM0976543 - JT	Jul 31, 2014 13:30:00	>
CM345456 - RH	Jul 31, 2014 13:30:00	>
czczczc - HR	Jul 31, 2014 16:00:00	>
Czcz czcz		

ISubpoena App

Copyright – Technical Investigative Services – All rights Reserved

CURRENT SUBPOENAS

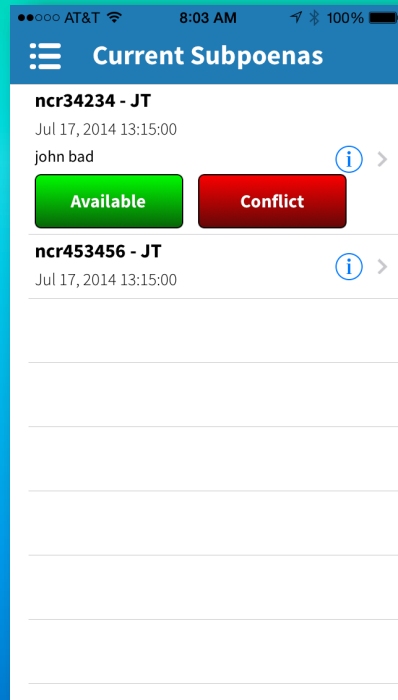
Current Subpoenas will list your current subpoenas

- **Red** subpoenas are ones that you have indicated you are unavailable for due to Vacation, Training or other.
- **Green** subpoenas are ones that you have accepted.
- **Black** subpoenas are ones that you have not given a status to.
- To give a subpoena status tap on the number and select either Accept or Unavailable.

SELECTING AVAILABLE

After selecting "Available" the subpoena will change font color to green.

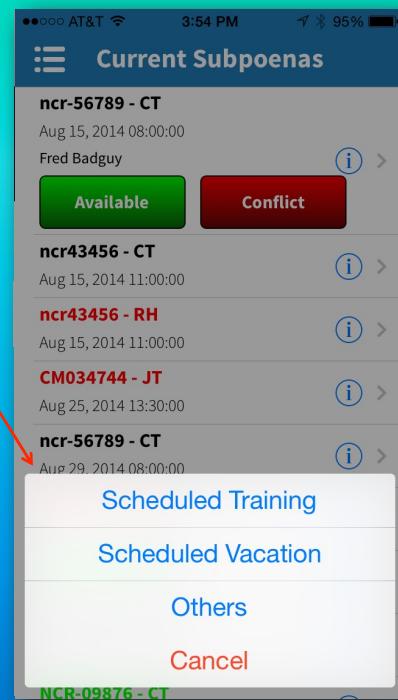
ISubpoena App



Copyright – Technical Investigative Services – All rights Reserved

SELECTING CONFLICT

Conflict options are displayed. Select the one that applies or select "other"



Copyright – Technical Investigative Services – All rights Reserved

SELECTING CONFLICT

The app will let you select a start date and stop date with a brief summary.

ISubpoena App

Scheduled Training

Start Date

End Date

Submit

Copyright – Technical Investigative Services – All rights Reserved

SELECTING CONFLICT

Some counties will have users re-directed to a officer unavailable form from the app after completing the app conflict information.

Also on web portal.

ISubpoena App

OFFICER UNAVAILABILITY FORM

When an officer is scheduled for mandatory training and/or vacation and is unavailable for trial or hearing, please fill out this questionnaire and it will be sent to the District Attorney's office immediately. Thank you!

Subpoena Case Number:

*Required

Agency Information:

Please Select One

Officer Unavailable Due to:

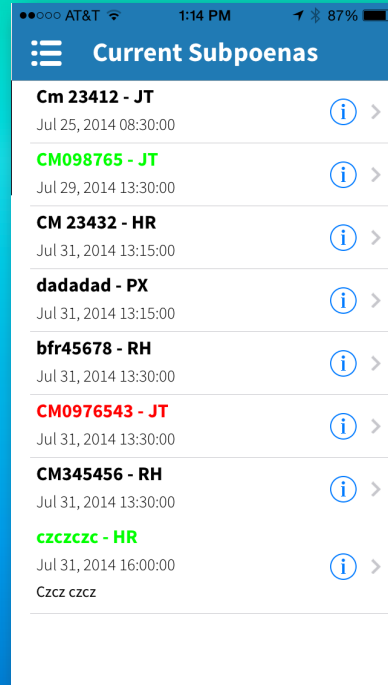
Please Select One

Dates Unavailable

Copyright – Technical Investigative Services – All rights Reserved

VIEWING THE SUBPOENA

You can view the subpoena by tapping on the ⓘ button or the right arrow next to the subpoena you wish to view.



ISubpoena App

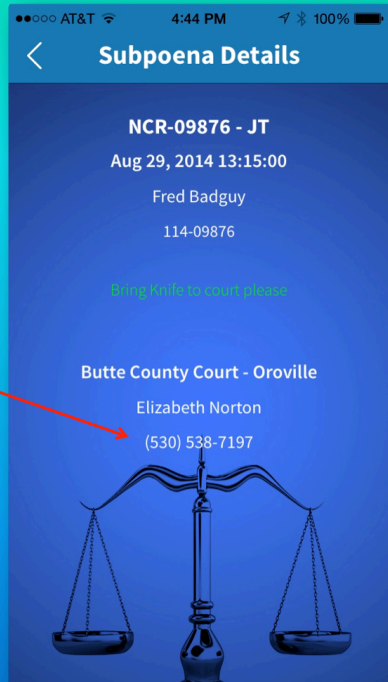
Copyright – Technical Investigative Services – All rights Reserved

VIEWING THE SUBPOENA

You will see the following subpoena type designators after the case number:

- Jury Trial = JT
- Preliminary Hearing = PX
- Court Trial = CT
- Court Hearing = HR
- Restitution Hearing = RH
- Violation of Probation = VOP
- Juvenile = JUV

The subpoena lists the date and time, Defendants' first and last name, Court, Prosecutor and their phone number which you can tap to place a call, text or email directly from your cell phone. Also a note field is provided for notes to the officer about the court appearance.



ISubpoena App

Copyright – Technical Investigative Services – All rights Reserved

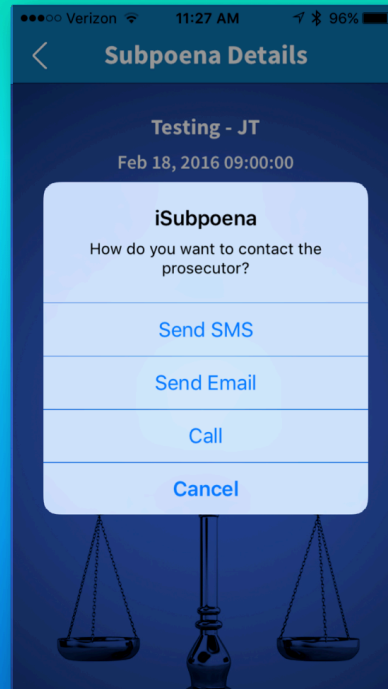
VIEWING THE SUBPOENA

You will see the following subpoena type designators after the case number:

Jury Trial = JT
Preliminary Hearing = PX
Court Trial = CT
Court Hearing = HR
Restitution Hearing = RH
Violation of Probation = VOP
Juvenile = JUV

The subpoena lists the date and time, Defendants' first and last name, Court, Prosecutor and their phone number which you can tap to place a call, text or email directly from your cell phone. Also a note field is provided for notes to the officer about the court appearance.

ISubpoena App

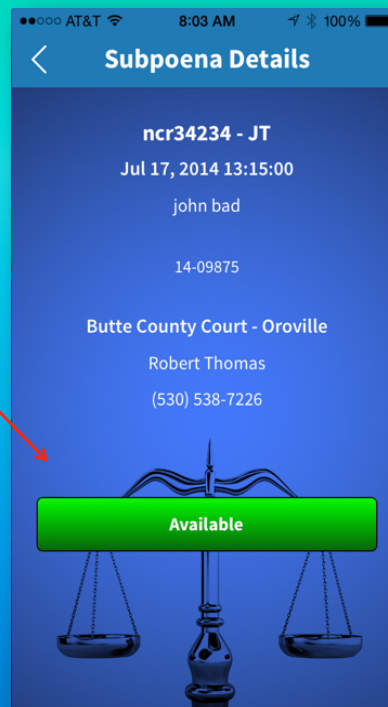


Copyright – Technical Investigative Services – All rights Reserved

VIEWING THE SUBPOENA

If you have selected conflict but the training or vacation or other plans have changed, you can select the accept button on the subpoena.

ISubpoena App



Copyright – Technical Investigative Services – All rights Reserved

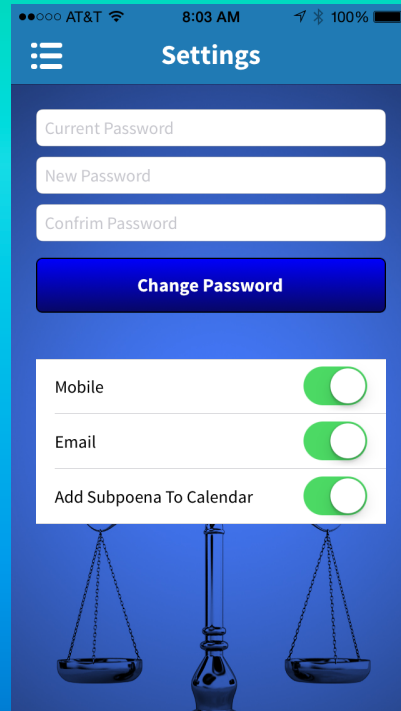
SETTINGS

Settings button are for App settings for notifications, Password changes and login out of the app.

Here you can select to receive mobile alerts, email alerts and to add the subpoena to your cell phone calendar. **If you choose to add the subpoena to your calendar the system automatically places two alerts on your subpoena date. One day before and two days before the subpoena date.**

These settings are on by default.

ISubpoena App

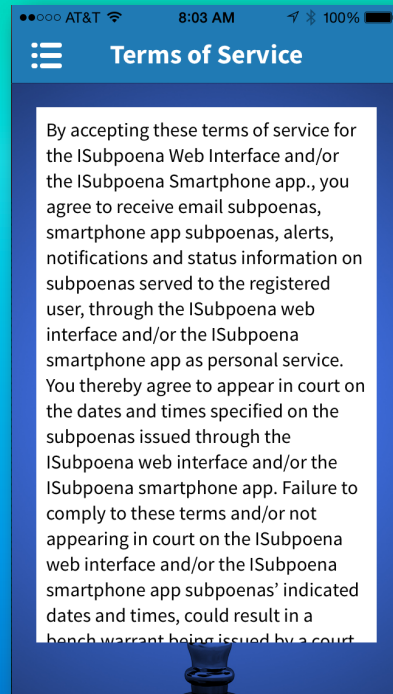


Copyright – Technical Investigative Services – All rights Reserved

TERMS AND CONDITIONS

You must agree to the terms and conditions to use the app and web application.

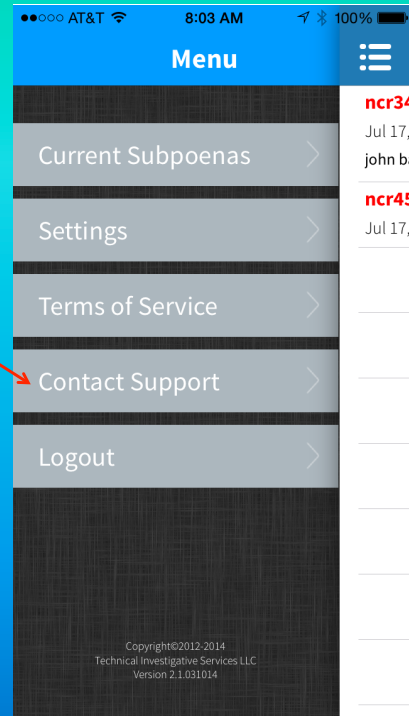
ISubpoena App



Copyright – Technical Investigative Services – All rights Reserved

CONTACT SUPPORT

Selecting this button takes you to a website support portal for questions and support tickets.



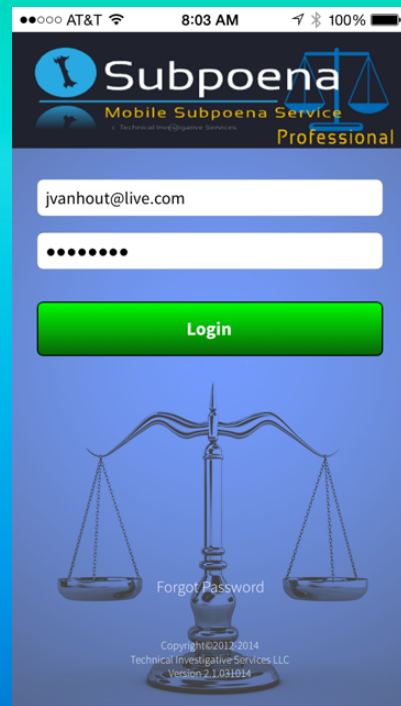
ISubpoena App

Copyright – Technical Investigative Services – All rights Reserved

IPHONE APP and ANDROID APP

Does work on an iPad.

Users without the App will still receive email notifications.



ISubpoena App

Copyright – Technical Investigative Services – All rights Reserved



P.O. Box 946
Red Bluff, CA 96080
(530) 736-4850
info@isubpoena.com