

iSubpoena Version 6.1 Update

On **May 1**, **2023**, the iSubpoena Mobile Subpoena Service will be updated with new updates, enhancements, and modifications. Customers that have subscribed to the annual License, update and maintenance plan will automatically have access to these new features and enhancements.

Item #1 in new features "New Cooperative Civilian Witness add on feature" will be an additionally priced add on feature for District Attorney Offices. This feature requires additional platform configurations and controls to function with iSubpoena.

Users of the iSubpoena system suggested some of these updates, enhancements, and modifications. We look forward to your suggestions and comments to make this service a tool that will benefit and streamline your criminal subpoena process. Please comment or contact us <u>here</u>

The updates, enhancements and modifications outlined below have been applied to the iSubpoena Professional System. Although we have thoroughly tested all new features before implementation to production, unforeseen issues may arise. If you experience any issues, please <u>contact us</u> immediately.

	New Feature Updates	Internal
1	New Cooperative Civilian Witness add on feature. Cooperative civilian witnesses can now be served and managed through iSubpoena.	650 651
	Enhanced Graphic or Display Updates	Internal
2	Updated Logo, login page, menu links, username display, menu order and added new Subpoena alerts	N/A
3	Add number of displayed subpoenas per page option	660
4	Updated mobile apps with new logo and accept all feature from Web app.	N/A
	General Updates	Internal
5	Updated Terms of Service page	657
6	Update MD Availability Calendar to Allow specific Thursdays for court in Annapolis	659
	General Bug Fixes	Internal
B1	Fixed - Removed state drop down from Forgot password page.	656
B2	Fixed – adding conflict to subpoena error when conflict already on calendar	666
	Administrative	Internal
	None	

The following are detailed instructions for some of the new features listed above. Please refer to the item numbers associated with the detailed instructions.

#1 – New Cooperative Civilian Witness add on feature. Cooperative civilian witnesses can now be served and managed through iSubpoena.

1. Contact Civilian Witness by Phone.

- a. Confirm they will be cooperative and will accept subpoenas and subpoena updates through email and text.
 - i. If not cooperative, will need Personal Service. (Nothing further required)
 - ii. If cooperative move on to (2)

2. Register Witness

- a. Option 1 (Login to iSubpoena)
 - i. Inform Witness by phone, they will need to navigate to the following website to complete the registration process. (We want to make sure the witness understands and can navigate to the correct webpage. They will be redirected automatically to the appropriate webpage to complete their registration process.)
 - 1. <u>http://courtwitness.org</u>

ii.	Navigating to on	e of the websites above will automatically redirect the witness to the
	registration page	<u>.</u>
		Mobile Subpoena Service
		Enter Your Pin
		Enter code
		Submit
iii.	Select the generation	te Pin number button on the "Civilian Witnesses" page. Inform the witness
	that this unique	pin number is needed to complete the registration process. The pin number
	does expire, imn	ediate registration is recommended. (The pin number is required to make sure
/	only the witness	can complete the form.)
/		
New Civilian Bin #	×	
New Civilian Pin #		
Pin: 61951 Expiration Date: 03-26-2023 08:48:05		P Generate Pin 2+ Create Civilian Witness C Edit Civilian 🔮 Verify
		Phone # Status Added
	OK	

iv. Witness will see following registration page. Witness will also need to agree to the terms of service and consent to receive texts.

© Legal Noti	Mobile Subpo fication Services. Inc. A Regist	tration		
First Name:		Last Name:		
Enter first name	l0	Enter last name	B)	SUBPOENA or SUMMONS PERSONAL SERVI
Street Address: Enter street address			R1	By using the ISubpoena system or by accepting these terms of service for the ISubpoena Web Interfar the ISubpoena Smartphone app., you agree to receive email subpoenas or summons, smartphone ap subpoenas or summons, alerts, texts, notifications and status information on subpoenas or summons the resistence user through the ISubpoena web interface and/or the ISubpoena service approximation on subpoenas or summons.
City:	State	: Zip:		service. You thereby agree to appear in court on the dates and times specified on the subpoena or su
Enter city	li Sele	ect State Enter	zip code]; I	issued through the ISubpoena web interface, texts and/or the ISubpoena smartphone app.
Driver's License Number:	er			Failure to comply to these terms and/or not appearing in court on the ISubpoena web interface, and/or the ISubpoena smartphone app subpoenas' or summons' indicated dates and times, cou a bench warrant being issued by a court of law to the ISubpoena web interface and/or the ISubp smartphone app registered user for failure to appear.
Email Address:				SUBPOENAS OR SUMMONS ISSUED TO THE REGISTERED USER THROUGH THE ISUBPOENA
Enter email address			lb.	AND/OR SMARTPHONE APP SYSTEM, THROUGH ANY OPTIONS ASSOCIATED WITH THIS SER ALERTS, TEXTS, EMAILS, AND NOTIFICATIONS, INDICATES PROPER SERVICE. A CONFLICT DISPOSITION INDICATED BY THE REGISTERED USER DOES NOT EXCUSE THE REGISTERED U
Date of Birth:		Mobile Number:		FROM THIS SUBPOENA OR SUMMONS.
Select date of birth	l¦≀ Ⅲ nessages at the	Enter mobile phone number		Conflict Status with ISubpoena web interface, texts and/or the ISubpoena smartphone app issued sub summons must be discussed with the assigned prosecutor or coordinator listed on the ISubpoena we and/or the ISubpoena smartphone app issued subpoena or summons.
I agreed to the Terms of	Service			Accept

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b. Option 2

i. Select the "Create Civilian Witness" button on the "Civilian Witnesses" page and complete the form with the information obtained from the witness on the phone. (Complete all questions and check boxes.)

Phone # Status Added			P Ge	enerate Pin	+ Create Civilian W	/itness	🗹 Edit Civilian	🖉 Verify
Create Civilian Witness First Name: Enter first name Enter street address Enter street address City: Enter city I) Select State Enter driver's license number Enter driver's license number Enter driver's license number Enter email address: Enter email address Select date of birth Mobile Number: Enter mobile phone number		4	Phone #	÷	Status	•	Added	
First Name: Last Name: Enter first name I Enter first name I Street Address: Enter last name Enter street address City: State: Zip: Enter city I) Select State City: Enter city I) Select State Enter driver's license number Email Address: Enter email address I: Date of Birth: Select date of birth I: Enter mobile phone number	Create Civilian Witness			_	_		1	
Enter first name [] Enter first name [] Street Address: Enter street address City: State: Zip: Enter city [] Select State Driver's License Number: Enter driver's license number Email Address: Enter email address Date of Birth: Select date of birth [] Enter mobile phone number	First Name:		Last Nar	me:				
Street Address: Enter street address City: State: Enter city Image: Provide the street address in	Enter first name		 	last name		l¦ı		
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City: State: Zip: Enter city I Select State Enter zip cod Driver's License Number: Enter driver's license number Email Address: Enter email address Inter email address: Select date of birth Image: Select date of birth Enter mobile phone number	Enter street address							
Enter city Image: Construction of the second	City:		State:		Zip:			
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Email Address: Enter email address Date of Birth: Select date of birth Image: Content in the ima	Enter driver's license num	nber						
Enter email address Image: Comparison of the second	Email Address:							
Date of Birth: Mobile Number: Select date of birth Image: Compare the second s	Enter email address					li)		
Select date of birth ;1 III Enter mobile phone number ;1	Date of Birth:		Mobile N	Number:				
	Select date of birth	- ID - 8	Enter	mobile pho	ne number	li)		
Witness Consents to receive text messages at the mobile number provided above.	Witness Consents to recei	ve text m	essages at the m	obile number	provided abov	e.		
			8	Close	+ Create Civil	ian		
Close + Create Civilian								

- ii. After submitting the form, the witness should receive a text to accept the Terms of Service. Request to stay on the phone to confirm they can receive the text. You can also wait to confirm they can receive the email.
- iii. Prior to the witness accepting the "Terms of Service" through their text notification, you will see the "Awaiting TOS" button next to their name in the "Civilian Witness" page.



iv. After the witness accepts the terms of service, a pending button will appear. (A browser refresh may be required to see the update.)



3. <u>Verify and approve Witness foundational court information</u>.

a. Login to iSubpoena and navigate to "Civilian Witnesses" page.

C Legal Notification Se	e Sud arvices, In	poena Service											Super Admir setti sup; feedbi	n JC ings port I pack gout I
Home 🛱 Calen	ndars -	Subpoena -	Add Prosecutor	Civ	ilian Witnesses 🛛 🗧	Pro	pof of Service 🔚 Brady List	Repo	rts 🗸 📴 User List					1
Home > Civilianwitne	essadr	nin												
First Name	¢	Last Name	Address	¢	DL#	0	Email	¢	P Generation Date of Birth	ate Pin 2+ Create Civilia Phone #	an Witnes	ss 🗹 Edit Civilian Status	Verify Resend T	TOS
Search First Name	di.	Search Last Name	Search Address]	Search DL #		Search Email	Ð	Search Date of Birt	Search Phone #	I S	earch Status	Search Added	_
Jordon	Ð	Witness	123 Any Street Franklin, TN 37064		TN12042801		wjshaw@shawhome.net	8	02-14-1982	(615) 691-0690	I	🕑 Awaiting Tr S	Apr 18, 2023 02:42 AM	
		Cooperative	28 Main Street Anytown, CT 28457									O Per ling	Apr 19, 2023 10:45 AM	
Johhny		Nice guy	28 Cedars Edge CT Bluffton, SC 29910		1231234567		webmaster@techinvserv.com		05-30-1956	(530) 200-6358		© Verified	Apr 18, 2023 12:05 PM	
John		Niceguy	28 Cedars Edge Ct Bluffton, SC 29910		1231232345		jvanhout@legalnotificationservice	s.com	05-30-1956	(530) 200-6358		⊘Verified	Apr 18, 2023 12:00 PM	
Sally		Witness	2345 corner street indianapolis, IN 45874		636454789		jvanhout@techinvserv.com		07-23-1945	(530) 200-6358		⊘Verified	Apr 12, 2023 11:11 AM	
Fred		Witness	123 Main Street Hometown, PA 29514		23747465		jvanhout@isubpoena.com		06-18-1974	(530) 200-6358	/	Ø Verified	Apr 12, 2023 11:07 AM	
Cooperative		Witness	123 main St Sicramento, CA 29458	3	CA1234321		jvanhout@live.com		12-31-1969	(530) 200-6358		Ø Verified	Mar 31, 2023 07:26 PM	
show 10 ∨ entries Showing 1 to 7 of 7 er	s ntries	1 row selected											Previous 1	Ne:
							winter @ 2012 2027 Logal Natification C		le e					

- b. Click on pending witness you are going to verify.
 - i. Confirm witness information through verified state and federal databases and internal secured information based on your departments verification protocols using the supplied Driver's License. address, Date of Birth, and name.
- c. If witness data is confirmed and verified, select the green verify button.

- d. If witness data is not confirmed and verified. Nothing further is required and the witness will need to be re-contacted to discuss discrepancies.
- e. Only confirmed and verified witnesses will be selectable in isubpoena for court subpoena services.

4. Edit witness information.

- a. Login to iSubpoena and navigate to "Civilian Witnesses" page.
- b. Click on witness you are going to edit.
- c. Select the "Edit Civilian" button.

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First Name	\$	Last Name 🕴	Address 0	DL# 0	Email ϕ	Date of Birth $\prescript{0}$	Phone #	Status	Added 🔻
Search First Ia	ame 📙	Search Last Name µ	Search Address	Search DL #	Count Count				
				Search DL #	Search Email	Search Date of Birth	Search Phone #	Search Status	Search Added
ohn	10	Test	124 Any Street Columbia, TN 38401	903483	wjshaw1982+11@gmail.com	Search Date of Birth	Search Phone #	Li Search Status	Mar 24, 2023 03:00 AM
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- d. The witness information form will display. Edit the information as needed and select the "Update Civilian" button.
- e. You can also delete a civilian witness here as well.

			<u> </u>		
Edit Civilian Witness					
First Name:		Last Name:			
Jordon	li)	Test			Ð
Street Address:					
124 Any					l)
City:	State:			Zip:	
Columbia ;ı	Ten	nessee ~		38401	Ð
Driver's License Number:					
190438					
Email Address:					
wjshaw1982+9@gmail.com					l0
Date of Birth:		Mobile Number:			
12-31-1969		(615) 691-0690			l)
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S Close	e 💼	Delete Civilian	Ľ	Update Civi	lian
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5. <u>Serve witness for court subpoenas.</u>

- a. Navigate to Menu link "Subpoena" > "Add criminal Subpoena."
- b. In the "Assigned Civilian Witness" field start typing in the witness's name. If the civilian witness is verified and confirmed, their name will appear. You can add multiple civilian witnesses as with officers.

Assigned User/Officer:	Select User/s
Assigned Civilian Witness:	Select Civilian Witness/es
Receiving Court:	-Select Court Venue-
Assigned Prosecutor:	-Select assigned prosecutor-
ls iSurvivor:	

c. Civilian witness on the isubpoena active subpoena pages will be displayed with a (civ) after their name.

Demo Court	Jos van Hout	
Demo Court	Cooperative Witness (Civ)	

d. If you have an interface with your CMS to iSubpoena.

- i. Prior to any CMS interface update
 - 1. Select the Criminal subpoena to which you want to add the Civilian Witness or Witnesses
 - 2. After subpoena displays, select the "Re-issue" button.

Subpoena info	
	Entered by: jvh
	Court Case Number: NCR-22 93837 - PX
	Date: May 30 h 2023
	Time: 0830 m
	Detendants Name: - Fredu Badguy
	Up de Status
	Trailed Date: Click to select date
	Trailed Time:
	Receiving Court Venue-
	- Entire Case Trailed
	Update Trailed Status
	Association State Number 27-070/7846
	Assigned Cutt Demo Court
	Prosecutor/Coordinator Kelly Maloy
	Prosecutor/Coordinator: Number 5305387060
	Send Email Copy Email Address
Re-Issue Go Back	Assigned z Jos Van Hout (jvanhout@live.com)
	Not :: Testing
	Edit Note
	Ac ons: Available Conflict
	Re-issue Go Back

3. On the re-issue subpoena screen, confirm all the information is correct and select the **Civilian Witness or Witnesses** you wish to serve in the assigned Civilian Witness field drop down. **Do not select the officers as they have already been served through the CMS interface**. Leave the Assigned Officer field blank. You can start typing the witness's name or scroll through the drop-down list.

Add Criminal Subpoer	na
Entered by:	jvh
Subpoena Type:	Preliminary Hearing
Multiple Defendant:	
Court Case Number:	NCR-23-393837
Defendant First Name:	Freddie []
Defendant Last Name:	Badguy
Agency Case Number:	23-03043846
Date:	2023-05-30
Time Slots:	08:30:00
Assigned User/Officer:	Select User/
Assigned Civilian Witness:	Select Civilian Witness/es
Receiving Court:	Demo Court •
Assigned Prosecutor:	
s iSurvivor:	
Notes:	Subpoena notes
Submit	
•	
4. Conf	irm the receiving court and select the same attorney as the original attorney o
subp	oena to the officer that you are re-issuing.
5. Add a	any notes to the civilian if needed. Notes to the civilian will not appear to Offic

- 6. When all information is confirmed and verified select the submit button.
- e. After interface is updated, civilian witness's will be added automatically through the interface.

6. Sending notes to civilians.

a. Select the subpoena with the civilian witness.

୯	20CF01824 - JT	May 22 023 013 PM	Active	MICHAEL ZUCCOLILLO	Jennifer Bennett	Lucena, K.	Mary Barker	20-01263	[**]
ο	NCR-23-393837 - PX	May 30, 2023 08:30 AM	Active	Freddie Badguy	Kelly Maloy	Demo Court	Jos Van Hout	23- 03043846	Testing
ଝ	NCR-23-393837 - PX	May 30, 2023 08:30 AM	Active	Freddie Badguy	Kelly Maloy	Demo Court	Sally Witness (Civ)	23- 03043846	we are now in dept 6

- b. Select the "Edit Note" button to start the process.
- c. Note that civilian notes are separate from sending officer notes for security and integrity issues.

	Assigned To: Sally Witness (jvanhout@techinvserv.com) (Civ) Notes: we are now in dept 6 Edit Note
Assigned To: Notes:	Sally Witness (jvanhout@techinterv.com) (Civ) we are now in dept 6 we are now in dept 6 This is a civilian subpoena. Notes entered here will only go to this civilian and no other subpoenas. Save note Cancel

#2 — Updated Logo, login page, menu links, username display, menu order and added new Subpoena alerts. Reduced font size for better subpoena informational display.

C Lega Hotification Services. In	poena Service	
Email address Password Login	ابا Single Sign On	
Need Support?	Forgot Password?	
Copyright © 2012-2023 Legal No	otification Services, Inc. Version 6.1.0	

- Better layout with reduced font and easier to read.
- Enhanced Menu links
- New unread Subpoena alert.
 - Click on blue alert bell to display unread court subpoenas.
 - Click on unread subpoena from the list to go directly to unread subpoena.

Court Case #: JCF000542 Court Case #: JCF000562 Court Case #: JCF000542 Court Case #: JCF002623 Court Case #: JCF34832 Court Case #: JCF38109

©Legal N	Subport Mobile Subport Addition Services. Inc. 1/14	Subpoena-	Add Prosecu	tor 🎂 Civi	lian Witnesses 🛛 🚔 Proof of Serv	rice 🔚 Brady Lit	st 🔥 Reports- 🗃 User List			setti supp feedba log
ne Q Click I	here to search						🗌 Non-status		Active Archive -	Department Subpor
ssigr	ned Criminal	Subpoenas	: Active							
rved 🎄	Court Case #	Court Date 👌	Case Status	Case Status Updated Date	Defendant's Name	Prosecutor /Coordinator	Court \$	Assigned To	Agency Case #	Notes
ß	22CR2244 - JT	Mar 22, 2023 08:00 AM	Active		JOSEPH CHAPMAN-JAMES	Kelly Frost	Tehama County Superior Court - Red Bluff - TBD	Chris Benson	RE: 22- 01981	
0	22CR17243 - JT	Mar 27, 2023 08:30 AM	Active		Ivan Quintero-Perez	Dwayne R. Stewart	Glenn County Superior Court - Orland	Robert Thompson	22011405	
0	22CR17243 - JT	Mar 27, 2023 08:30 AM	Active		Ivan Quintero-Perez	Dwayne R. Stewart	Glenn County Superior Court - Orland	Alberto Vargas	22011405	
0	21CF00941 - JT	Mar 27, 2023 01:30 PM	Active		ALLEN RILEY	Marc Noel	Deems, M.	Tristan Harper	21-01225	[**]
0	21CF00941 - JT	Mar 27, 2023 01:30 PM	Active		ALLEN RILEY	Marc Noel	Deems, M.	Jeremy Acton	21-01225	[**]
0	21CF00941 - JT	Mar 27, 2023 01:30 PM	Active		ALLEN RILEY	Marc Noel	Deems, M.	Zachary Price	21-01225	[**]

#3 - Add number of displayed subpoenas per page option

Fred	Witness	123 Main Street Hometown, PA 29514	23
Cooperative	Witness	123 main St Sacramento, CA 29458	C/
Show 10 v entries			
	ing a second second		



Legal Notification Services, Inc. 16 & About Time

Legal Notification Services, Inc. P.O. Box 3996 Bluffton, SC 29910 (530) 736-4850