



## iSubpoena Version 6.1 Update

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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 [here](#)

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 [contact us](#) immediately.

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

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)

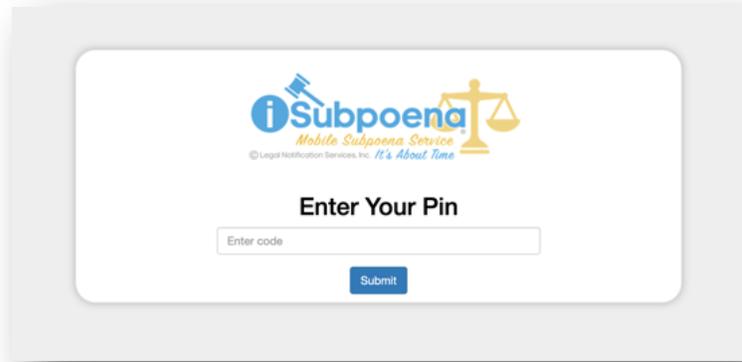
**2. Register Witness**

**a. Option 1 (Login to iSubpoena)**

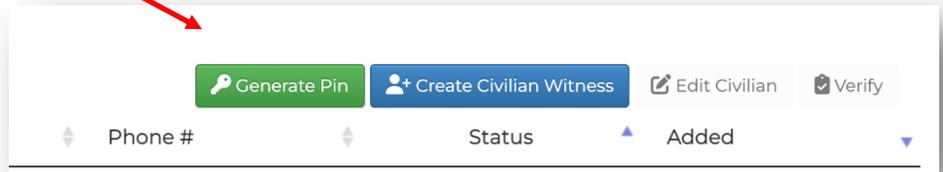
- i. Inform Witness by phone, they will need to navigate to the following website to complete the registration process. *(We want to make sure the witness understands and can navigate to the correct webpage. They will be redirected automatically to the appropriate webpage to complete their registration process.)*

1. <http://courtwitness.org>

- ii. [Navigating to one of the websites above will automatically redirect the witness to the registration page.](#)



- iii. Select the generate 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, immediate registration is recommended. (*The pin number is required to make sure only the witness can complete the form.*)



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

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.)



Create Civilian Witness

First Name:  

Last Name:  

Street Address:

City:  

State:  

Zip:  

Driver's License Number:

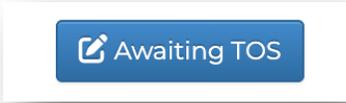
Email Address:  

Date of Birth:   

Mobile Number:  

**Witness Consents to receive text messages at the mobile number provided above.**

- 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. Verify and approve Witness foundational court information.**

- a. Login to iSubpoena and navigate to “Civilian Witnesses” page.

 A screenshot of the iSubpoena web application interface. The top navigation bar includes the iSubpoena logo, user name "Super Admin Jos", and various utility links like settings, support, feedback, and logout. Below the navigation is a breadcrumb trail "Home > Civilianwitnessadmin". The main content area features a table of civilian witnesses with columns for First Name, Last Name, Address, DL #, Email, Date of Birth, Phone #, Status, and Added. The table contains seven rows of data. A red arrow points from the "Pending" status of the second row (Charly Cooperative) to the "Verify" button in the top right of the table. Another red arrow points from the "Verify" button to the "Awaiting TOS" status of the first row (Jordon Witness).
 

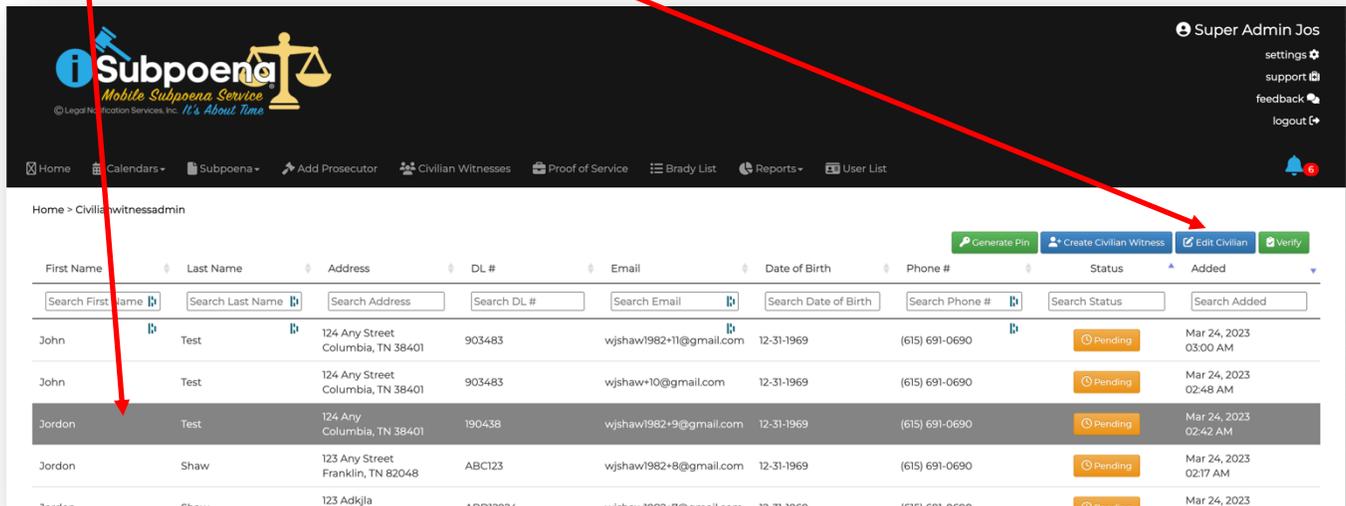
First Name	Last Name	Address	DL #	Email	Date of Birth	Phone #	Status	Added
Jordon	Witness	123 Any Street Franklin, TN 37064	TN12042801	wjshaw@shawhome.net	02-14-1982	(615) 691-0690	Awaiting TOS	Apr 18, 2023 02:42 AM
Charly	Cooperative	28 Main Street Anytown, CT 28457	7653423	admin-account@isubpoenaservice.com	05-07-1989	(530) 200-6358	Pending	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@legalnotificationsservices.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	Verified	Apr 12, 2023 11:07 AM
Cooperative	Witness	123 main St Sacramento, CA 29458	CA1234321	jvanhout@live.com	12-31-1969	(530) 200-6358	Verified	Mar 31, 2023 07:26 PM

- 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 subpoena 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.



- 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.

**Edit Civilian Witness**

First Name:  Last Name:

Street Address:

City:  State:  Zip:

Driver's License Number:

Email Address:

Date of Birth:  Mobile Number:

**5. Serve witness for court subpoenas.**

- 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:

Assigned Civilian Witness:

Receiving Court:

Assigned Prosecutor:

Is iSurvivor:

- c. Civilian witness on the subpoena 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: NCR23-95837 - PX  
Date: May 30, 2023  
Time: 08:30 AM  
Defendant's Name: Frederick Badguy  
Case Status:   
 Entire Case Call-off

Trailed Date:   
Trailed Time:   
Receiving Court:   
 Entire Case Trailed

Agency Case Number: 23-03043846  
Assigned Court: Demo Court  
Prosecutor/Coordinator: Kelly Maloy  
Prosecutor/Coordinator: Number: 5305987060  
Send Email:   
Assigned To: Jos Van Hout (vanhout@live.com)  
Notes: Testing

Actions:

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.

The screenshot shows a web form titled "Add Criminal Subpoena". The form contains the following fields and values:

- 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/Officer
- Assigned Civilian Witness: Select Civilian Witness/es
- Receiving Court: Demo Court
- Assigned Prosecutor: (empty)
- Is iSurvivor:
- Notes: Subpoena notes

A red arrow points from the top of the page down to the "Assigned Civilian Witness" dropdown menu. Another red arrow points from the bottom of the page up to the "Submit" button.

4. Confirm the receiving court and select the same attorney as the original attorney on the subpoena to the officer that you are re-issuing.
5. Add any notes to the civilian if needed. Notes to the civilian will not appear to Officers.
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.

<input checked="" type="checkbox"/>	20CF01824 - JT	May 29, 2023 03:45 PM	Active	MICHAEL ZUCCOLLILLO	Jennifer Bennett	Lucena, K.	Mary Barker	20-01263	[*]
<input type="checkbox"/>	NCR-23-393837 - PK	May 30, 2023 08:30 AM	Active	Freddie Badguy	Kelly Maloy	Demo Court	Jos Van Hout	23-03043846	Testing
<input checked="" type="checkbox"/>	NCR-23-393837 - PK	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](#)

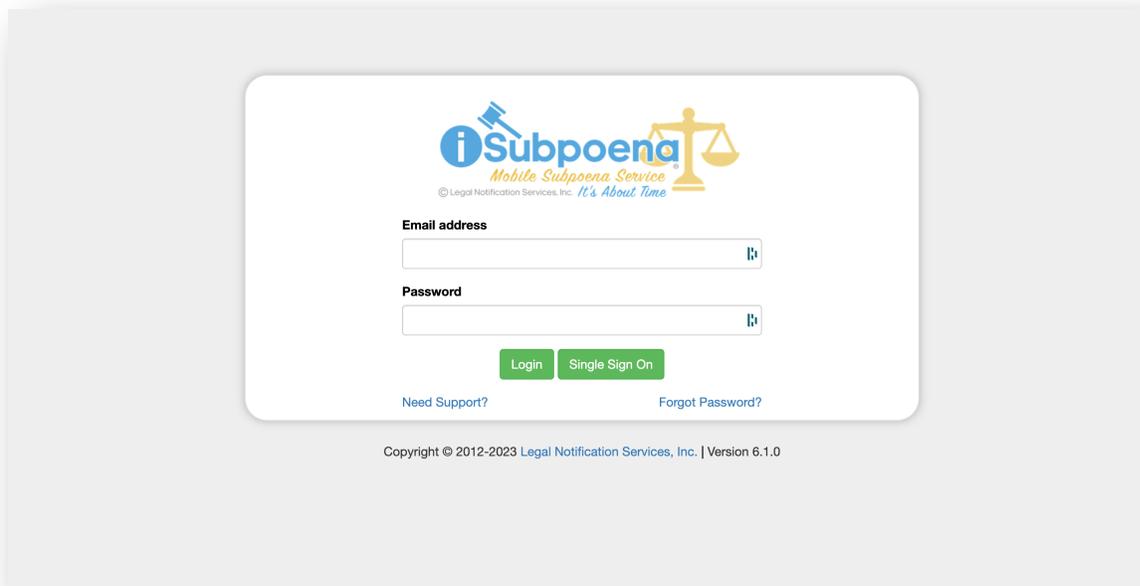
Assigned To: Sally Witness (jvanhout@techinvserv.com) (Civ)  
Notes: we are now in dept 6

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.**



- 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.

6

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

**iSubpoena**  
Mobile Subpoena Service  
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Home Calendars Subpoena Add Prosecutor Civilian Witnesses Proof of Service Brady List Reports User List

Home

click here to search Non-status Active Archive Department Subpoenas

Assigned Criminal Subpoenas: Active

Served	Court Case #	Court Date	Case Status	Case Status Updated Date	Defendant's Name	Prosecutor /Coordinator	Court	Assigned To	Agency Case #	Notes
✓	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	-
○	22CR17243 - JT	Mar 27, 2023 08:30 AM	Active		Ivan Quintero-Perez	Dwayne R. Stewart	Glenn County Superior Court - Orland	Robert Thompson	2201405	-
○	22CR17243 - JT	Mar 27, 2023 08:30 AM	Active		Ivan Quintero-Perez	Dwayne R. Stewart	Glenn County Superior Court - Orland	Alberto Vargas	2201405	-
○	21CF00941 - JT	Mar 27, 2023 01:30 PM	Active		ALLEN RILEY	Marc Noel	Deems, M.	Tristan Harper	21-01225	[*]
○	21CF00941 - JT	Mar 27, 2023 01:30 PM	Active		ALLEN RILEY	Marc Noel	Deems, M.	Jeremy Acton	21-01225	[*]
○	21CF00941 - JT	Mar 27, 2023 01:30 PM	Active		ALLEN RILEY	Marc Noel	Deems, M.	Zachary Price	21-01225	[*]
○	21CF00168 - JT	Mar 27, 2023 01:30 PM	Active		ALEX HERRERA	David Garner	Rodriguez, J.	Daniel King	20-07222	[*]

**#3 - Add number of displayed subpoenas per page option**

Fred	Witness	123 Main Street Hometown, PA 29514	2374
Cooperative	Witness	123 main St Sacramento, CA 29458	CA12

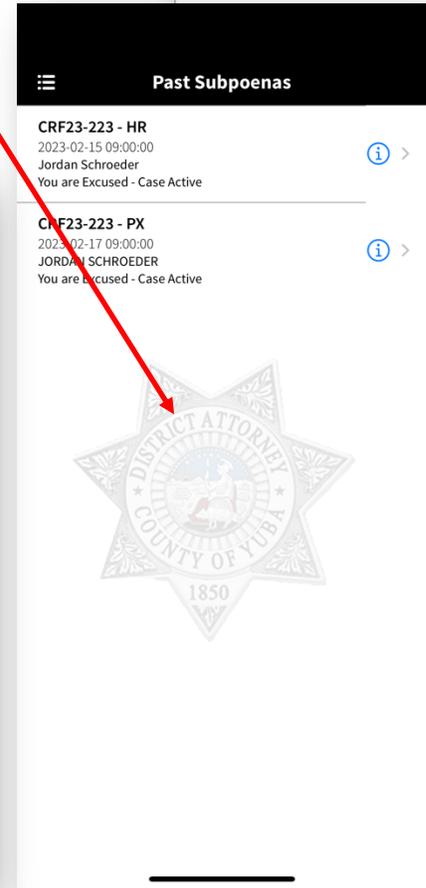
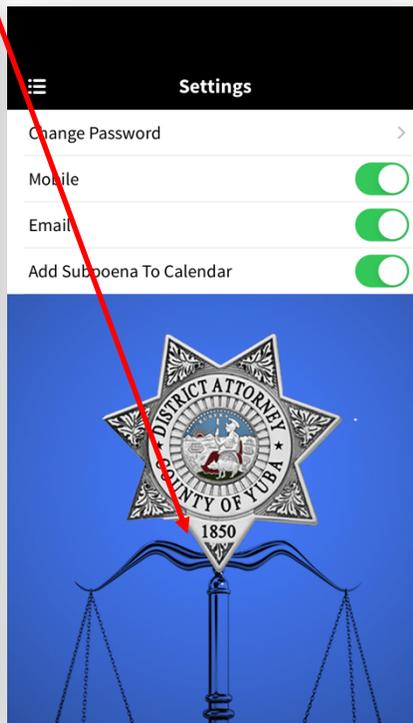
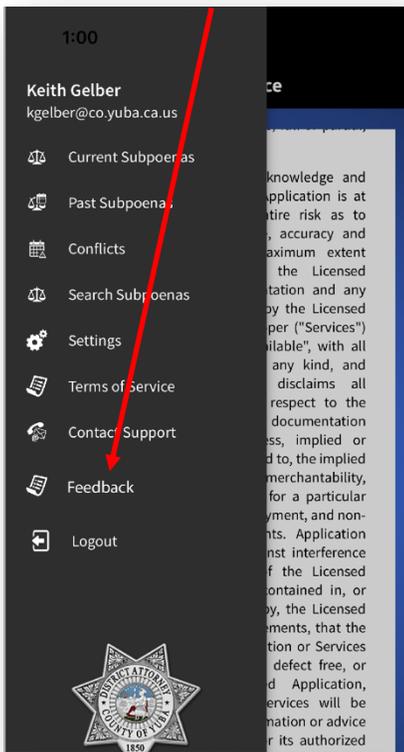
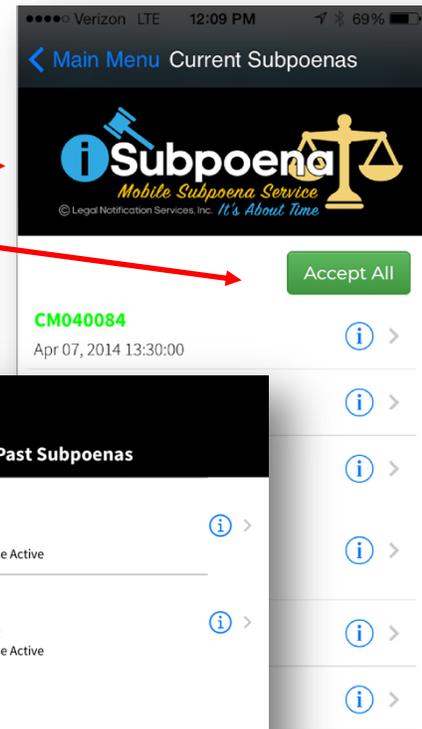
Show 10 entries

Showing 1 to 7 of 7 entries 1 row selected

Version 6.1.0

**#4 - Updated mobile apps with new logo and "Accept All" feature from Web app.**

- New logo
- Accept all feature as on the web application.
- Branding pages updates
  - Current Subpoena page (Watermark)
  - Past subpoena page (Watermark)
  - Conflicts page (Watermark)
  - Settings page
- Add "Feedback" menu to redirect to our survey page.



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