

Electronic Discovery Instructions

NCDA JusticeWeb Registration & Use



Introduction

In order to optimize compliance with Article 245 of the New York State Criminal Procedure Law, the NCDA has created an electronic sharing platform for discovery (**JusticeWeb**). This web-based platform will make discovery materials available to users for download until conclusion of each respective case. The platform is protected by dual-layer security and designed to memorialize transmission and download activity to ensure integrity of service.

How to Register

Send your preferred e-mail address, cell phone number, and your full name to DiscoveryAccounts@NassauDA.org. You will then receive an e-mail invitation granting you access to the NCDA App Portal. After accessing the portal and double-clicking on the JusticeWeb app, please click 'Request Account' in the top right corner of the screen and submit the information requested. You should receive automated email notification upon successful completion of the account application and upon approval. **Please allow 1-2 business days for processing your request for an account.**

How to Log-In

The weblink for JusticeWeb, which will come with the invitation, is <https://myapps.microsoft.com/nassauda.org>. If your e-mail address is associated with a Microsoft account, you will be able to log in to the NCDA App Portal with your account credentials. If your e-mail address is **not** associated with a Microsoft account, you will be prompted to receive a verification pin code (via e-mail or text message) as an intermediate step for system security.



It is **not** required for you to have a Microsoft-associated account for access to JusticeWeb, though it can streamline the log-in process. For instructions on how to associate an e-mail address with a Microsoft account, please visit: <https://support.microsoft.com/en-us/help/4026324/microsoft-account-how-to-create>.

The first time you log in to JusticeWeb, you will be prompted to accept NCDA terms of use.

How to Use After Account Request Approved

Once your JusticeWeb account has been approved, you can access the NCDA App Portal and 'Sign In' to JusticeWeb. You will see a listing of all active cases on which you are assigned as well as cases on which the assigned prosecutor has designated discovery available for download. You can search by defendant name and various case numbers (partial searches are allowed). Case listings can be sorted alphabetically, by status, or by most recently added.

Click on download to retrieve the zipped discovery packet. Microsoft Windows and Apple computers can natively unzip the packets and show the individual files within. The files may then be stored where you select.

A record of site, upload, and download activity is maintained within the DA case management system.

Troubleshooting

If a case appears to be missing, please first verify with the assigned prosecutor that it was made available to you.

If you are having difficulty accessing the JusticeWeb site, please contact JusticeWebSupport@NassauDA.org.