

# Electronic Discovery

NCDA NICE- Downloads  
 Accessing Discovery



## ACCESSING DISCOVERY

The Nassau County District Attorney’s Office (“NCDA”) shares discovery items via NICE (“NICE”). To access shared discovery items, please refer to the instructions herein.

### Email Notifications

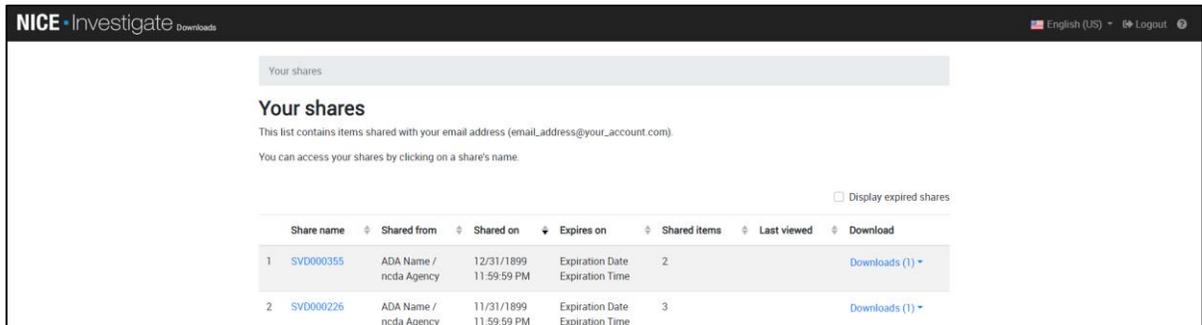
You will receive an email from [NCDA-Discovery-NoReply@digital-policing.com](mailto:NCDA-Discovery-NoReply@digital-policing.com). If you have not received an expected email, please check your spam and/or trash folders. You may also add that email address to your trusted sender list in your email account.

### Methods of Logging in

There are two (2) methods to access shared discovery items:

1. You may visit <https://ncda-download.digital-policing.com/> (“URL”) or select the link in the discovery share email, and login to the NICE portal with the email address associated with an account you register (or previously registered for JusticeWeb access) with the NCDA (please refer to the “Registered Users” section below); or
2. Input the unique passcode associated with this discovery share sent through a separate email by the NCDA.

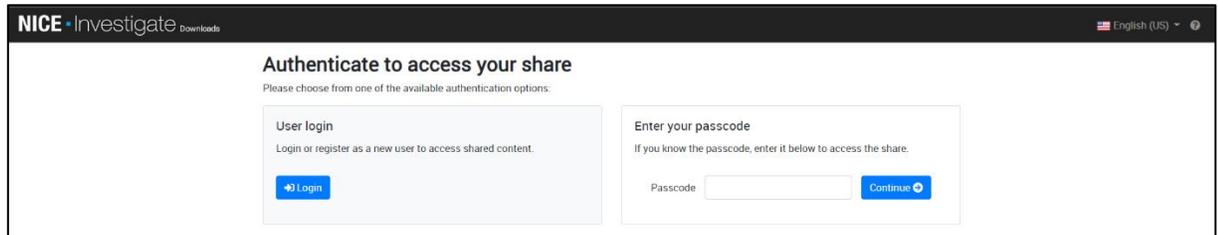
Once you have successfully logged in, you can view and/or download discovery on all **active** evidence shares available through the NICE download portal, as seen here:



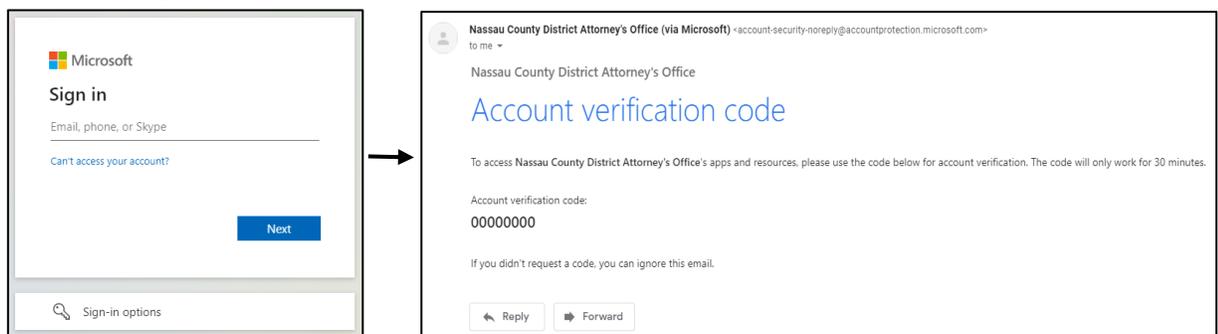
## Registered Users

If you have previously registered an email address with the NCDA for discovery purposes, please follow these steps:

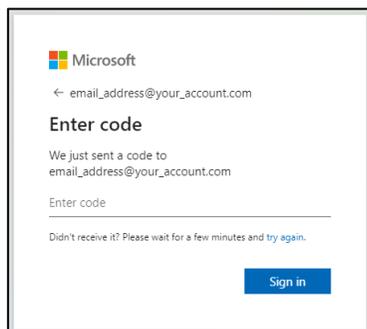
1. Visit <https://ncda-download.digital-policing.com/> or select the link in the email associated with the discovery share;
2. Input the unique passcode or select the “Login” button in the “User login” field;



3. If you want to log in instead of entering the passcode, enter the email address associated with your registered email account. A code will be emailed to that email address; and



4. Enter the code sent to that email address.



## Requesting Account Registration

If you do not have a registered email address with the NCDA, please follow these steps:

1. Send an email to [DiscoveryAccounts@NassauDA.org](mailto:DiscoveryAccounts@NassauDA.org) comprising: (1) your preferred email address; (2) your preferred cell phone number; and (3) your full name;
2. Wait for an email invitation granting you access. Please be patient as that email invitation is not auto generated because account registration must be reviewed by NCDA personnel; and
3. Follow the above steps for accessing shared discovery items with your registered email address.

## Troubleshooting & Tips

- If you are already logged in to your web browser with the email address associated with your registered account, you may not need to follow all steps in the “Registered Users” section above; visiting the URL or selecting the link in the email associated with the discovery share may bring you to the NICE download portal directly.
- If you are logged in to your web browser with multiple accounts, you may be prompted to enter the unique passcode associated with the discovery share. Alternatively, or in the absence of such unique passcode, you may follow these steps:
  1. Select the “Logout” button at the top-right corner of the window and wait for the logout to be successful;
  2. Select the “Log in again” button;
  3. Select the email address associated with your registered email account. A code will be emailed to that email address; and
  4. Enter the code sent to that email address.
- For further issues, please contact [DiscoverySupport@NassauDA.com](mailto:DiscoverySupport@NassauDA.com)

## Downloading Evidence

After accessing your share, select the button labeled “Download all” to download the materials contained in the share.

### Shared cases

Evidence from one or more cases have been shared with you by John Doe / ncda Agency on 01/01/1899 3:03 PM.

**Message from sharer**  
Here is the discovery. Thank you.

You can access this evidence until 01/01/1899 11:59 PM after which it will no longer be available.

Case name	Evidence items	Last viewed online	Last downloaded	Size	
00-00000	1	01/01/1899 3:05 PM	01/01/1899 3:06 PM	6.45 KB	<a href="#">Download all</a>

## Discovery Share Policy

The Office of the Nassau County District Attorney (“NCDA”) has provisioned electronic access for discovery (“eDiscovery”). The NCDA takes measures to protect evidence and related case information (“Discovery”). In one aspect, the NCDA provides differential access to Discovery. Further, the NCDA records and appropriately approves, on a case-by-case basis, requests for external user accounts. In continuance of the NCDA security protocols pertaining to eDiscovery, the NCDA hereby sets forth this discovery share policy (“Policy”).

To further assist in eDiscovery, the NCDA utilizes the NICE digital evidence management system (“NICE”) to share Discovery. Furthermore, a Discovery share from NICE auto-generates a unique link with a unique passcode to that share, and share recipients receive email notifications for new shares comprising that link.

To help protect Discovery from a wide range of risks, including cyber threats, unintentional and unauthorized access and/or disclosure, and other cyber hazards, while providing flexibility for authorized users to access and download Discovery, the NCDA has established a forty-five (45) day share link expiration policy. This means that a share recipient will have forty-five (45) days from receipt of a new Discovery share to simply select the download button as described herein and store, organize, and preserve Discovery for clients as deemed appropriate by said share recipient. The email notification, as well as the NICE portal, will advise on the time and date the access will expire. This Policy shall serve as advanced notice of the NCDA share link expiration policy.