

External View

External View is a lite version of **PROSECUTORBYKARPEL®**, mainly used by police officers.

Note: When creating a case, you will be able to see if there are any matching police report numbers, including those in history and if there are multiple, you will receive a prompt to select which report number should be used. You will only be allowed to select one.

General Access to External View

After you log in, you are presented with a basic search screen and search results. Click **Court** to see past and future court dates you are assigned to as a witness.

The screenshot shows the External View interface. At the top, there is a white box with two paragraphs of legal disclaimers. Below this is a 'Logon:' form with fields for 'User Id' and 'Password', a 'Remember me' checkbox, a 'Change Password' link, and a 'Log On' button. Below the login form is a search interface titled 'Search - Case Information Search'. It contains several input fields: 'Last Name', 'First Name', 'Middle Name', 'Offense Date From' (with a calendar icon), 'To' (with a calendar icon), 'Court Case #', 'L. E. Agency' (with a dropdown menu), 'Agency', 'State ID', 'Report #', and 'Fingerprint # | FPPC'. A red arrow points to a 'Court' button on the right side of the search form. At the bottom of the search form are buttons for 'Create New Referral', 'Referral History', 'Clear', and 'Search'. A 'Logout' link is visible in the top right corner of the search area.

The Search Results screen is displayed.

You can only go into cases. You cannot click on the Defendant's name. Note that some of the Personal Information is set by the Show/Hide Options.

Search - Party Search Results								Logout
Name	State ID	Address	Status	DL Number	Race	Sex	DOB	
Bogus, 8555555 Joe (SOA164_test)	2341234213	test	WRD	B123-1234-1234	B	F	01-10-1960	
Bogus, Allspice		1010 Spice Island Dr		1231231239090	I	U	01-01-2001	
Bogus, Anise		test					01-01-2001	
Bogus, Ariadne		999 Athens Place			W	F	03-03-1996	
Bogus, Athena Alias		dvdb	WRD	123123123	W	F	07-06-1999	
Bogus, Athena Arachnia Jr		2334 Maple	CNF		A	F	01-01-1933	
Bogus, Athena Artemis	A33254710	123 Acropolis Lane		X9706938	W	F	03-04-1997	
Bogus, Athena B			CNF		A	F	01-01-1999	
Bogus, Athena Molly	A33254710	Transient	DEJ	X9706938	W	M	09-14-1986	
Bogus, AthenaAUTH Artemis	454678989	Transient		123123123	W	M	03-04-1999	
Bogus, Authorize Defendant							01-01-2000	
Bogus, Avery							11-11-1985	
Bogus, B		Cecilia Chapman 711-2880Nulla St.Man...			A		01-01-1971	
BOGUS, B								
Bogus, B		Cecilia Chapman 711-2880Nulla St.Man...			A		01-01-1971	

Jurisdiction	File #	Court #	Report #	Charge	Type	Issued	Status	Stage	Disp Date
Alpine	047-456222				M		REVIEW	ACTIVE	
Attorney Genera'l's...	047-454631			13195 - PC422(a) - 13195 - Criminal Th...		04-17-2018	OPEN	DISP	04-17-2018
Butte	047-453783			10634 -	M		REVIEW		
Butte	047-453731		HSA 123456		M		REVIEW		
Butte	047-453482			10020 - BP25661 - Possession Of Fals...	M	09-04-2018	OPEN	FILED	
Butte	047-453848			11204 - VC22348(b) - Speeding Greater...	M	10-16-2017	OPEN	ACTIVE	
Butte	047-454897		CHPLB CHP201...	10834 - PC459 - First Degree Burglary, ...		05-21-2018	CLOSED	ACTIVE	
Butte	047-453751			10142 - HS11377(a) - Possession Of A ...		10-04-2017	OPEN	ACTIVE	
Butte	047-453488			10834 - PC459 - First Degree Burglary, ...	M	10-18-2017	OPEN	ACTIVE	
Butte	047-453557			12304 - BP25658.2(a) - Allowing Home ...	M	10-18-2017	OPEN	ACTIVE	
Butte	047-453226			13285 - GC6215.2(a)(1)(B) - 13285 - 13...	M	09-06-2017	OPEN	ACTIVE	
Butte	047-453182			11204 - VC22348(b) - Speeding Greater...	M	09-07-2017	OPEN	ACTIVE	
Butte-ADDR	047-453849	EDISC TEST		11204 - VC22348(b) - Speeding Greater...		10-16-2017	OPEN	1368	
Butte-ADDR	047-453012	TEST1234	MSO 125 CHAR...	10535 - PC240 - Assault		08-18-2017	OPEN	1368	
Butte-DEPEND	047-453058	WD78653			M		REVIEW	ACTIVE	
Butte-DEPEND	047-454193	12-21-12		12121 - PC459 - First Degree Residenti...		11-27-2017	OPEN	ACTIVE	
Butte-DEPEND	047-452999			10105 - PC646.9(a) - Stalking	M	08-17-2017	OPEN	ACTIVE	

Click on the Case link. You will be presented with the following tabs:

- Charge
- CoDefendant
- Court Date
- Bond (Show/Hide Option)
- Documents

Sample Charges Results

Search - Felony Case Information - Bogus, Athena Artemis Logout |

File #	047	11456756	Cause Number	T7789965	Stage	JURYTR-Jury Trial
Report #	T3654789		Status	OPEN	Division	GCDC2
L E Agency	Amtrak Police - Stockton		Jurisdiction	047	Merced	
Fingerprint #	FPFC					

Assigned: Pippa Barrett pbarrett@karpel.com Def. Atty:

[More Staff](#)

Charge [CoDefendant](#) [Court Date](#) [Bond](#) [Documents](#)

CNT	Date	Current/Plea Charge	Type	Class	Disposition	Sentence
1	11-27-2019	BP25658(a) - Sale Of Alcoholic Beverage To A Minor	M	F	Filed	Suspend Portion of Confinement 10000 years
2	11-27-2019	HS11353.5 - Controlled Substances On School Grounds	F		Filed	
3	11-27-2019	HS11353.5 - Controlled Substances On School Grounds FSD b,sh	F		Filed	
4	11-27-2019	HS11353.5 - Controlled Substances On School Grounds FSD	F		Filed	
5	11-27-2019	HS11353.5 - Controlled Substances On School Grounds FSD	F		Filed	
6	11-27-2019	HS11353.5 - Brooklyn Park Controlled Substances On School Grounds	F		Filed	

[Exit](#) [Attach File](#)

With Document Upload enabled, you can click **Attach File** to upload documents to this case.

Search - Felony Case Information - Bogus, Athena Artemis Logout |

File #	047	11456756	Cause Number	T7789965	Stage	JURYTR-Jury Trial
Report #	T3654789		Status	OPEN	Division	GCDC2
L E Agency	Amtrak Police - Stockton		Jurisdiction	047	Merced	
Fingerprint #	FPFC					

Assigned: Pippa Barrett pbarrett@karpel.com Def. Atty:

[More Staff](#)

Charge [CoDefendant](#) [Court Date](#) [Bond](#) [Documents](#)

CNT	Date	Current/Plea Charge	Type	Class	Disposition	Sentence
1	11-27-2019	BP25658(a) - Sale Of Alcoholic Beverage To A Minor	M	F	Filed	Suspend Portion of Confinement 10000 years
2	11-27-2019	HS11353.5 - Controlled Substances On School Grounds	F		Filed	
3	11-27-2019	HS11353.5 - Controlled Substances On School Grounds FSD b,sh	F		Filed	
4	11-27-2019	HS11353.5 - Controlled Substances On School Grounds FSD	F		Filed	
5	11-27-2019	HS11353.5 - Controlled Substances On School Grounds FSD	F		Filed	
6	11-27-2019	HS11353.5 - Brooklyn Park Controlled Substances On School Grounds	F		Filed	

[Exit](#) [Attach File](#)



Click **Add Files** to select the desired file. Click **Upload** to upload this file to this charge. When the upload is complete the Upload screen disappears.

File Upload

Files

[+ Add files](#) [Clear List](#) [Upload](#)

Sample Redacted Combined docs 2.pdf 197.40 KB [Cancel](#)

[Exit](#)

Sample CoDefendant Results

When you upload a document, you will be prompted to copy that document to all other codefendant cases.

Search - Felony Case Information - Bogus, Athena Artemis Logout |

File #	047	11456756	Cause Number	T7789965	Stage	JURYTR-Jury Trial
Report #	T3654789		Status	OPEN	Division	GCDC2
L E Agency	Amtrak Police - Stockton		Jurisdiction	047	Merced	
Fingerprint #	FPFC					

Assigned: Pippa Barrett pbarrett@karpel.com More Staff Def. Atty:

Charge CoDefendant Court Date Bond Documents

PA	File Number	Defendant	Counts
047	456728	Bogus, Athena Artemis Timberlake, Justin R	1,2,3,4,5 1,2

Exit Attach File

Sample Court Date Results

Search - Felony Case Information - Bogus, Athena Artemis Logout |

File #	047	11456756	Cause Number	T7789965	Stage	JURYTR-Jury Trial
Report #	T3654789		Status	OPEN	Division	GCDC2
L E Agency	Amtrak Police - Stockton		Jurisdiction	047	Merced	
Fingerprint #	FPFC					

Assigned: Pippa Barrett pbarrett@karpel.com More Staff Def. Atty:

Charge CoDefendant Court Date Bond Documents

Setting	Description	Div	Event	Judge	Date
DC	District Court	GCDC2	Jury Trial		12-04-2019 09:00 AM

Exit Attach File

Sample Bond Results

Search - Felony Case Information - Bogus, Mike Logout |

File #	047	455245	Cause Number	18-659684	Stage	DISP-Disposed
Report #	SO20180905		Status	DISPOSED	Division	9
L E Agency	Alcoholic Beverage Control		Jurisdiction	053	Monterey	
Fingerprint #	FPFC					

Assigned: Hal Nutt More Staff Def. Atty: Jack Baker mbaker@karpel.com

Charge CoDefendant Court Date Bond Documents

Count	Charge	Date	Amount	Type	Status
1	12115 - First Degree Burglary, Person Present - First Degree Burglary, Person Present - F - 12115 - First Degree Burglary, Perso...		10000.00	Cash only	Status as pending

Exit Attach File

Sample Documents Results

Folders will not be displayed on this tab and you cannot upload either.

Search - Felony Case Information - Bogus, Mike Logout |

File #	047 455245	Cause Number	18-659684	Stage	DISP-Disposed
Report #	SO20180905	Status	DISPOSED	Division	9
L E Agency	Alcoholic Beverage Control	Jurisdiction	053 Monterey		
Fingerprint #	FPPC				

Assigned: Hal Nutt More Staff Def. Atty: Jack Baker mbaker@karpel.com

Charge CoDefendant Court Date Bond Documents

File Name	This Case	Created	Size
 HyperlinkMergeToMailMessage_Jav_Bogus_1121011_6537904_PM.msg		09-20-2018	100 KB
 HyperlinkMergeToMailMessage_Art_Badguy_1120645_1908751_PM.msg		09-20-2018	100 KB
 HyperlinkMergeToMailMessage_Art_Badguy_1120005_8330293_PM.msg		09-20-2018	100 KB
 HyperlinkMergeToMailMessage_Art_Badguy_1115521_2131536_AM.msg		09-20-2018	100 KB

Exit Attach File

Adding New Cases to External View

1. Click **Create New Referral** to be taken to the Person Search screen. Enter the desired person information and click **Search**.

The results that appear are from the PbK database for your county.

2. Click on the name, if the search returns a defendant that's SSN and DOB both match the desired person. The New Referral Creation screen will open.

OR

3. Click Create New Person, to add the party if your search does not return the desired party.

Name	Race	Sex	Birth Date	SSN	Local ID	State ID	DL Number
Bogus_3555555_Joe (SQA164_test)	B	F	01-10-1960	999-99-9999	123	2341234213	B123-1234-1234
Bogus_Altisrice	I	U	01-01-2001	686-86-8686			1231231239090
Bogus_Anisa			01-01-2001				
Bogus_Ariadne	W	F	03-03-1996				
Bogus_Athena Alias	W	F	07-06-1999	676-76-7676			123123123
Bogus_Athena Arachnia Jr	A	F	01-01-1933	111-11-1111			
Bogus_Athena Artemis	W	F	03-04-1997	444-44-4443	137596284	A33254710	X9706938
Bogus_Athena B	A	F	01-01-1999				
Bogus_Athena Molly	W	M	09-14-1986	532-17-5968	137596284	A33254710	X9706938
Bogus_AthenaAUTH.Artemis	W	M	03-04-1999	532-17-5968	137596284	454678989	123123123
Bogus_Authorize Defendant			01-01-2000				

File #	Court #	Charge	Type	Offense	Status	Stage	Disp Date
047-18020		10009 - BP12024.1 - Misrepresentation Of Charge	F	01-09-2018	OPEN	1368/1370	
047-452177		10057 - FG2001 - Unlawful Possession	M	03-01-2017	OPEN	ACTIVE	
047-452546		10014 - BP25631 - 10014 - Purchase Of Alcoholic Beverage After...		04-06-2017	OPEN	ACTIVE	
047-452664		10014 - BP25631 - Purchase Of Alcoholic Beverage After 2 A.M. (...)		04-06-2017	OPEN	ACTIVE	
047-452761	LB54224	VC23152(A) - VC23152(A) - Driving Under The Influence		07-29-1995	OPEN	JURYTR	
047-452808	1234TEST	10107 - HS11357(c) - Possession Of Marijuana Of More Than 28...		05-01-2016	OPEN	PRELIM	
047-452862		10013 - BP25631 - Sale Of Alcoholic Beverages After 2 A.M.	M	07-19-2017	OPEN	ACTIVE	
047-452931		11004 - PC627.2 - Failure To Register Prior To Entry Onto School...		04-12-2017	CLOSED	DISP	
047-452937	ZZZ123EEE	10217 - MC1 - Alcohol In Public Place		12-28-2016	OPEN	1368	
047-452999		11015 - PC646 9(a) - Stalking	M	08-03-2017	OPEN	ACTIVE	
047-453012	TEST1234	10535 - PC240 - Assault		01-01-2017	OPEN	1368	
047-453058	WD78653		M		REVIEW	ACTIVE	

The only difference from the Create New Person screen and clicking on the link of an existing person is that the existing person screen will have some prefilled information.

4. Add or update defendant pedigree information.
5. Click **Add Case** to be taken to a screen to enter your Charges.

6. Add Report Number, Reporting Officer, and Arrest information (Booking Agency and Arrest #/Booking #).

11. Search for the witness(es) and click **Search**.

Witness Search Logout | ☰

Person Identifiers

SSN	Local ID	SID	FBI
<input type="checkbox"/> Entity <input type="checkbox"/> Soundex <input type="checkbox"/> Phonetic	Last Name	First Name	Middle Name
<input type="checkbox"/> International	Address	Employer	DL#
	Race	Sex	Date Of Birth <input type="text"/>
	Phone Number <input type="text"/>		Child <input type="text"/>

12. Click on the desired name in the Witness Search Results screen.

Witness Search Results Logout | ☰

Name	Address	DOB	Race	Sex	SSN	Local	SID	DL Number
Bogus_Hera	123 Palladian Way	01-01-1956	W	F				
Bogus_Hermes		01-01-1987	W	M				
Bogus_Hermione_Granger		03-12-1992						
Bogus_Hestia		01-01-1992						
Bogus_Hunter	147 Loser's Way	11-04-1980						
Bogus_Inc.								

File #	Court #	Charge	Type	Offense	Status	Stage	Disp Date
047-456336					REVIEW		
047-456391		Battery Upon A Custodial ...	F	05-06-2019	OPEN	ARGN	
047-456351	PLEA OFFER	Attempted Second Degree ...	F	04-01-2019	OPEN	1368	
047-456244		Traffic - DWI - Operate Mot...	M	03-12-2019	CLOSED	ARGN	04-25-2019
047-456243		First Degree Burglary, Pers...	F	03-04-2019	CLOSED	DISP	
047-456150	123	First Degree Burglary, Pers...	F	01-07-2019	OPEN	DISP	02-04-2019
047-456295	12-53-12	Assault On A Public Official	F	01-01-2019	OPEN	ACTIVE	
047-456020	123	Trespass On Railroad Prop...	I	12-18-2018	DISPOSED	DISP	02-21-2019
047-456019		Trespass On Railroad Prop...	M	12-18-2018	REFUSED	ACTIVE	12-18-2018
047-456018		Trespass On Public School...	M	12-05-2018	REFUSED	CLOSED	12-18-2018
047-456024		Trespass On Railroad Prop...	M	12-04-2018	REFUSED	CLOSED	12-19-2018
047-456022		Trespass On Railroad Prop...	M	12-04-2018	REFUSED	ACTIVE	12-18-2018

13. Update the witness information and click **Add**. Add as many witnesses as necessary.

Witness Edit - Bogus, Hunter - New Referral Creation Logout | ☰

<input type="checkbox"/> Entity	Child <input type="checkbox"/> <input type="checkbox"/> Int	Name	Bogus, Hunter	DOB	11-04-1980	Age	39	Place of Birth		SSN		
	Address 1	147 Loser's Way	Race	Brown	Sex	Male	Height	5'08"	Weight	130	Local ID T	
	Address 2		Hair	Brown	Eye	Brown	Ethnicity		Phone		State ID T	
	City	Saint Louis	State	MO	Zip	63121	State-License#		Lic#/Class/Exp		FBI	
	Employer		Defendant Status		Inmate #							

14. Click on the Documents tab and either Attach a File, or Scan in the police reports.

The screenshot shows the 'Documents' tab selected in the 'Case - Bogus, Nora X - Now Referral Creation' window. The interface includes a 'Referral' section with fields for 'Referred' (05-15-2020), 'Report #', 'Police', and 'OCN'. An 'Arrest' section includes 'Date Time', 'Arrest #', 'Booking PD', and 'Neighborhood'. Below these is a table with columns for 'Charge', 'Witness', 'Documents', and 'Co-Defend'. The 'Documents' tab is active, showing a table with columns for 'File Name', 'This Case', 'Created', and 'Size'. At the bottom right, a black arrow points to a box containing 'Scan' and 'Attach File' buttons. Other buttons include 'Delete Docs', 'Add URL', 'Exit', 'Maximize', 'Preview Referral', and 'Refer Case'.

15. Click on the Co-Defend tab to add codefendants. Remember you are linking on the Report Number.

The screenshot shows the 'Co-Defend' tab selected in the 'Case - Bogus, Nora X - Now Referral Creation' window. The 'Referral' and 'Arrest' sections are visible at the top. The 'Co-Defend' tab is active, showing a table with columns for 'Report #', 'Defendant', 'Codefending', and 'All'. At the bottom, there is an 'Add Defendant' button and an 'Accept' button. Other buttons include 'Exit', 'Preview Referral', and 'Refer Case'.

16. Click **Preview Referral** to see the Police Referral Summary Report. This preview is loaded with all the data that you've provided.

Case - Bogus, Nora X - New Referral Creation Logout

Referral		Arrest	
Referred: 05-15-2020	Received:	Date Time:	at:
Report #:		Arrest #:	
Police:	Agency:	Booking PD:	
OCN:	Lab #:	Neighborhood:	

Charge | Witness | Documents | Co-Defend

Date	Charge	Mod	Enh	Location	City/State/Zip

Add Charge
Exit
16
17

Case - Referral Preview - New Referral Logout

Friday November 15 2019 11:30 AM

Referral Summary

Report Number RTT-1234587	SSN 999-65-5123	License Number	
Name Bogus, Norah X	DOB 11-14-1997	Place of Birth	Status
Address 123 Bad Person Way Saint Louis MO 63122	Race	Sex	Height
Referral Date 11/15/2019 10:57:58 AM	Hair	Eyes	Weight
Arrest Date 01-01-1900	ORI	DSN	
Booking #	Local ID T	State ID	Fingerprint #

Referred Charges					
Count	Docket #	Charge Code	Statute	Severity Description	Date
1		168.9311M	168.931(1)(h)	Election Law - Failure To Perform Duty	11-11-2019
2		168.9311E	168.931(1)(e)	Election Law - Using Religion To Influence Votes	11-11-2019

Referral Documents	
File Name	
Sample_initial Discovery 11162016.pdf	

Notes:

Page 1 of 1

Exit
Refer Case

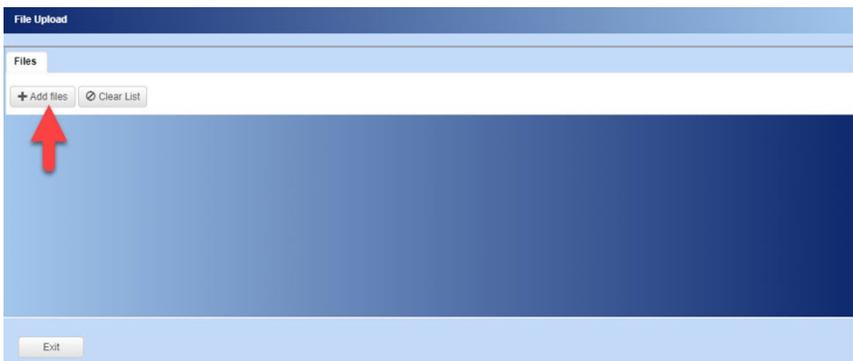
17. Click **Refer Case** to refer this case from the Preview screen.

Uploading Documents Through External View

On the Documents tab, click **Attach File**.

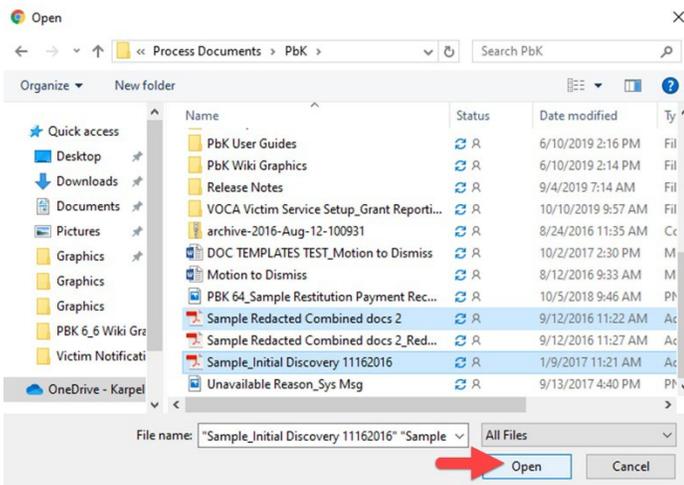


Click **Add files** to add the desired files to this case.

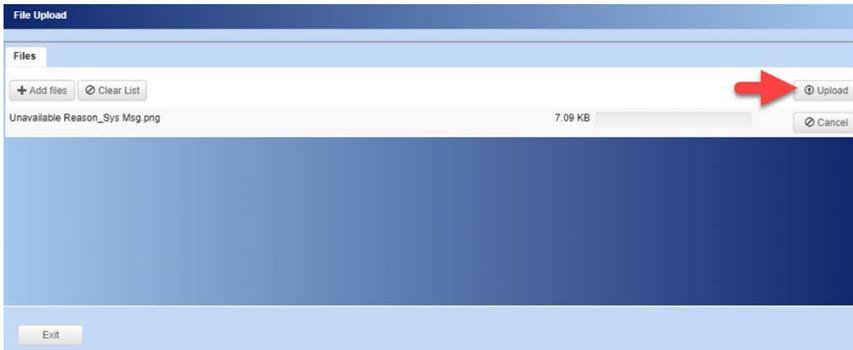


Navigate to the files you want to upload to this case. Select the desired files and click **Open**.

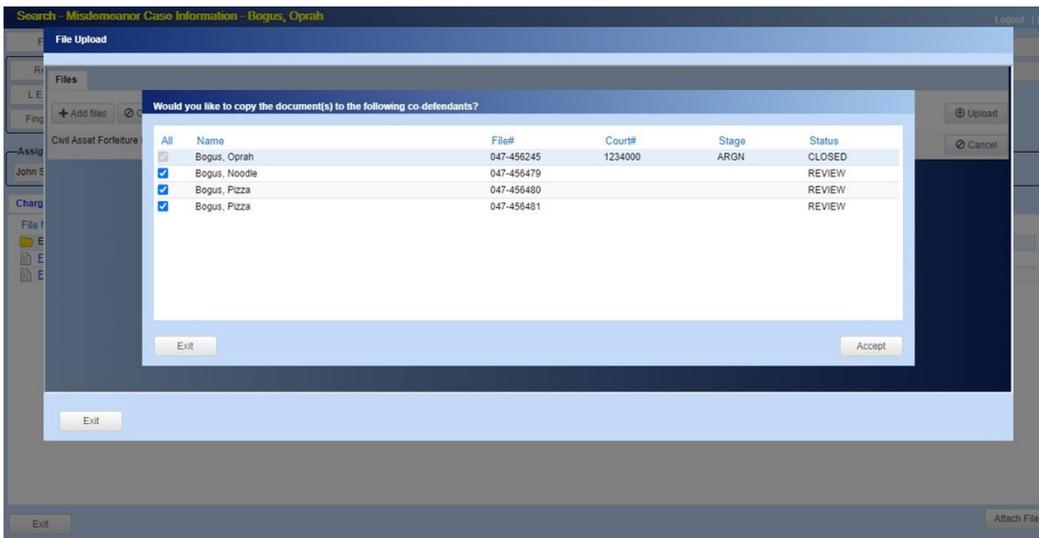
Note: Keep in mind that these documents will be given to Law Enforcement and eventually sent to the DA.



Click **Upload** to upload these files to this case.



When you upload documents to a case that has CoDefendants you will now receive the “Would you like to copy the document(s) to the following co-defendants?” prompt with All Names selected by default.



Maintaining Officers in External View

Click on the Dynamic Menu and go to **Maintenance > Officers**.

The screenshot shows a search interface with the following fields:

- Name Information:** Last Name, First Name, Middle Name
- Offense Date From:** From (calendar icon), To (calendar icon), Court Case #
- L. E. Agency:** Agency (dropdown), State ID, Report #
- Fingerprint #:** FPFC

Buttons include: Create New Referral, Referral History, Clear, Search, and a Court button. A 'Maintenance' dropdown menu is open in the top right, with 'Officers' selected. A red arrow points to this menu.

Double click to select the desired officer.

The screenshot shows a table with the following columns: DSN, Dept, ORI, Termination Date, Last Name, First Name, Middle Name. The data is as follows:

DSN	Dept	ORI	Termination Date	Last Name	First Name	Middle Name
11564	MOPD			Mngr.	Gunnar	
11568	MOPD			Sum	Harkirat	
10785	MOPD			Mac	Malcom	
1019	MOPD		08-24-2017	Ki Mi	Shiela	
10745	MOPD			Chichester	Pelowski	
10736	MOPD			Nakaguchi	Andiana	
10498	MOPD			Danielsen	Stephanie	
11225	MOPD			Hamblin	Razhawn	
M875	MOPD			Artinian	Son Pa	
11281	MOPD			Lungren	Floribeto	
10789	MOPD			Arburara	Defford	
10036	MOPD		05-11-2020	Cuneta	Karamjit	
11295	MOPD			Saechow	Chael De	
11310	MOPD			Rris Te	Christpher	
11020	MOPD			Hospital	Cosme	
10149	MOPD			Rdoza Ro	Volunteer	
10949	MOPD			Dana	Baxter	
11319	MOPD			Wilmer	Ria Pa	

Buttons: Exit, Add

Modify the desired information and click **Update**.

Add Police DSN

Police Dept	SQA164_test	NEW1999	DSN	Soc. Sec. #	Soc. Sec. #
Last Name	Rodney	First Name	Rob	Middle Name	
Middle Name		Suffix		Suffix	
Race		Sex			
700 W 22nd Street					Address
					Set To Pd Address
Merced		City	CA	State	95340
		ZIP			
bengelman@karpel.com					Email Address
Assignment	Assignment	Rank	Detective		
Termination Date		<input type="checkbox"/> Civilian	<input type="checkbox"/> Deceased		
NEW1999	eSubpoena Userid	password	*****		
Pager Carrier	Pager Carrier	Pager Number	Pager Number		
<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Notify By Page	<input checked="" type="checkbox"/> Notify By Email			

Exit Unavailable Contact Info Update