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InfoShare eDiscovery Portal

USER GUIDE

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This guide was prepared to detail the registration process for the InfoShare[™] eDiscovery Portal.

1. ACCOUNT REGISTRATION PROCESS

1.1 Open an internet browser window on your computer and insert the URL <u>https://njediscovery.com</u>.

	Welcome!
	login email
	<u>CLICK HERE TO REGISTER</u> FOR AN EDISCOVERY PORTAL ACCOUNT <u>CLICK HERE TO DOWNLOAD</u> THE EDISCOVERY PORTAL USER GUIDE AND THE LIST OF LOCAL PORTAL ADMINISTRATORS
INFOSHARE By CSITECH	Copyright © CSI Technology Group Corporation. All rights reserved.

- 1.2 The registration process begins by clicking the "Click here to register" link on the portal homepage.
- 1.3 A copy of the user guide and list of local portal administrators can be downloaded through the download link on the portal homepage.
- 1.4 The registration process requires the user to agree to the following user agreement:

(ALL USERS MUST READ AND AGREE TO THE FOLLOWING USER AGREEMENT IN ORDER TO COMPLY WITH THE REQUIREMENT OF INFORMATION SECURITY AWARENESS TRAINING BEFORE PROCEEDING FURTHER.)

- 1) All eDiscovery Portal users who have access to criminal justice information (CJI) are required to have knowledge of and be aware of basic CJIS Security Policy principles. By agreeing to this user agreement, the registered user agrees that they will only use CJI and CHRI for its lawful and intended purpose.
 - a) For further information refer to the Federal Bureau of Investigation (FBI) Criminal Justice Information System (CJIS) Security Policy Section 5.2. <u>https://www.fbi.gov/file-repository/cjis-security-policy_v5-</u> <u>7_20180816.pdf/view</u>
- 2) The FBI CJIS Security Policy provides the minimum level of security requirements determined acceptable for the transmission, processing, dissemination and storage of Criminal Justice Information (CJI).

- a) CJI is the abstract term used to refer to all of the FBI CJIS provided data necessary for law enforcement agencies to perform their mission and enforce the laws, including, but not limited to: biometric, identity, biographic, property, and case/incident history data.
- *b)* The intent of the CJIS Security Policy is to ensure the protection of the above CJI until such time as the information is either released to the public, for example, crime report data, or is purged or destroyed in accordance with applicable statutes, or used for other lawful criminal justice purposes.
- 3) CJI must be properly handled throughout its life cycle whether at rest or in transit. CJI may only be disseminated to authorized recipients. CJI must be marked or identified as such and viewed only by those persons authorized to do so.
 - a) CJI must be shielded from the intentional or unintentional view of non-authorized personnel.
 - b) Improper access, dissemination, handling, or use of CJI is serious and may result in administrative sanctions including, but not limited to, termination of services, civil penalties, and state or federal criminal penalties.
- 4) Access to and use of Criminal History Record Information (CHRI), commonly known as "Rap Sheets" is for authorized criminal justice purposes only, including investigation, arrest, or criminal justice employment. It is not to be used for licensing purposes. By agreeing to this user agreement, the registered user agrees that they will only use CHRI for its lawful and intended purpose.
 - a) Dissemination is authorized if the other agency or party is an authorized recipient.
 - *b)* All CHRI must be afforded maximum security. It is intended for use by authorized criminal justice agencies for criminal justice purposes.
 - c) New Jersey Computerized Criminal History (NJCCH) can only be accessed for a criminal justice purpose: Investigation, arrest, criminal justice employment.
 - *d)* Interstate Identification Index (III) can only be accessed for a criminal justice purposes.
- 5) Utilizing publicly accessible computers to access, process, store or transmit CJI is prohibited. Publicly accessible computers include but are not limited to: hotel business center computers, convention center computers, public library computers, public kiosk computers, etc.
- a) For further information refer to the FBI CJIS Security Policy Section 5.5: Policy Area 5: Access Control.
- 6) According to the Office of New Jersey Info Security, no personal devices are permitted to attach to any New Jersey network. This does not include access to this site for the purpose of the authorized downloading of discovery materials.
 - a) Users must be aware of the potential risk of opening E-mail attachments from unknown sources, (virus, malicious code, computer security incident).
 - b) Users must be aware of the potential risk of social engineering: The act of manipulating people to perform actions or divulging confidential information. Prior to releasing any CJI, the identity of the requestor and their right to receive the information must be verified.

- 1.5 This user agreement is designed to ensure that the user understands the significance of the confidentiality of some of the records posted on the site. The language closely tracks the New Jersey State Police Criminal Justice Information Systems basic user agreement for access to the NCIC client based Criminal History record System.
- 1.6 Users of the eDiscovery Portal must agree to the terms of the user agreement before proceeding with registration. Checking the box will cause the blue "Click to proceed with Registration" button to become active. The user should click the button.

I agree to abide by the above User Agreement when accessing and handing CJI through this site.

1.7 Personal/Business Information

1.7.1. Portal registration calls for the user to supply a couple different kinds of information. Basic personal information is added first.

Personal Information	
* Login Email	
* Password	
* Confirm password	
* First Name	
* Last Name	
Middle Name	
Suffix Name	
Occupation/Title	
* Law Firm Name	
* Attorney Identification Number	

- 1.7.2 We recommend you use your office email. This will be your username.
- 1.8 Passwords should be letters and numbers only. The password re-set policy is at the discretion of the county system administrator.

- **1.9** Your firm name and Attorney Identification Number are required, as well as an email address and a cell phone to receive authentication codes for login.
- 1.10 Contact Information is necessary for confirmation of registration and for dual authentication¹.

Contact Information	
Street Name	
Apt/Bldg/Suite	
City	
State	
Postal Code	
* Receive Confirmation Code By	EMAIL
* Confirmation Code	Request Confirmation Code
	Please click the Request Confirmation Code button to receive the confirmation code.
Office Phone	
Fax Number	
Comments or Additional Information	

- 1.11 Multifactor authentication (MFA), also referred to as two-factor authentication (2FA) and dual authentication, is an industry standard security requirement that adds an extra layer of security to the site. It sends a multidigit one time code (OTP) to the user as the last step in the login process. The current scheme of multifactor authentication does allow the user to choose to have the code sent via text message (SMS), via email, or both.
- 1.12 Set up your security questions.

Security Questions					
* Question 1	~				
* Answer 1					
* Question 2	~				
* Answer 2					

1.13 Users should choose the security question that is easiest for them to remember the answer to.

Verify Your Registration			
Security Image:			
	2		
Verification Code:	LUVZn	Get a new coo	de

1.14 Choose an anti-spoofing icon and verify that you are not a robot.

1.15 To complete the process, click the green "Sign Up" button.

Sign Up Reset

1.16 Your request for an account will be processed by the Prosecutor's Office and you will be notified via email when your account has been approved and you can log in.

2. LOGGING INTO THE eDISCOVERY PORTAL

- 2.1 Open an internet browser window on your computer and insert the URL <u>https://njediscovery.com</u>.
- 2.2 Enter your eDiscovery portal account email address in the "Login Email" field.

	Welcome!				
	login email				
	Login				
	CLICK HERE TO REGISTER FOR AN EDISCOVERY PORTAL ACCOUNT CLICK HERE TO DOWNLOAD THE EDISCOVERY PORTAL USER GUIDE AND THE LIST OF LOCAL PORTAL ADMINISTRATORS				
INFOSHARE By CSITECH	Copyright © CSI Technology Group Con	soration. All rights reserved.			

2.3 Confirm that your security image is correct and enter your eDiscovery portal account password in the "Password" field.

* Password:	Please with that the security image is the one you selected when you registered your account. If the image is correct, please proceed with the login process. If the image is net correct, please do not proceed with the login process and contact the System Administrator.				

- 2.4 Complete the multifactor authentication (MFA) process:
 - 2.4.1 Click the "Request Confirmation Code" to have the one-time code (OTP) sent to you. The code will be sent to you via text message (SMS), email, or both depending on how you set up multifactor authentication (MFA) notifications in your eDiscovery portal account.
 - 2.4.2 Once you receive the code, enter it in the "Confirmation Code" field.
 - 2.4.3 Enter the verification code displayed in the grey box to the right of the field.
 - 2.4.4 Click the "Continue" button to reach the eDiscovery portal home page.

* Confirmation Code:	Please click the Request Confirmation Code button to receive the confirmation code.				
* Verification Code:	Get a new code				
	Continue				

3. REQUESTING ACCESS TO A NEW CASE

3.1 Once an attorney is a registered user of the Portal, they can request access to new cases through the portal. The user starts by signing on to the portal and clicking "Add New Case Request" listed in the Main menu on the home page.

NJ eDisc very						
ediscovery						
FAVORITE MAIN		Attorney My Active Cases Rejected Case Requests	Pending Case Requests Received Discoveries	Approved Case Requests 3	ľ	
Add New Case Request My Case Search My Discovery Search						
My Document Search Agency Registration						
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3.2 The user then adds as much accurate information as they have about the new case and clicks the "Save" button.

eDISCOVERY Add New Case Request			(2) (6) LOGOUT				
🟠 номе							
ENTRY OF APPEARANCE							
Agency (Req.)	Case Type (Req.)	Case # Type * (Req.)	Case # (Reg.)				
Client Last Name (Req.)	Client First Name (Req.)	Client Middle Name	Client Suffix Name				
Bail Status							
Note							
2000 characters left							
Save		Clear	Back				
π _{px} : The preferred "Case # Type" is the PROMIS GAVEL number.							
Copyright 🛚 CSI Technology Group. All rights reserved.							

3.3 When the user clicks the "Save" button, the request will be sent to an inbox on the court side and at the Prosecutor's Office for review. A user can view the status of their request by reviewing the inboxes on their homepage.

	y are			
🟠 НОМЕ				
ediscovery 🗸				
AVORITE MAIN Add New Case Request My Case Search My Discovery Search My Document Search Agency Registration	Attorney MyActive Cases	Pending Care Requests Received Discoveries	Approved Case Requests	
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3.4 When a Request is rejected because there is not enough information to match the attorney to the case, the "Rejected Case Requests" inbox has a "Re-Send" link that allows the user to add more detail to their discovery request and re-send it to the Prosecutor's Office.

eDISCOVERY My Rejected Case Re	equest				٩	(
🟠 номе							
<u> </u>			236 Records – 1 - 10 Display	yed Page Size: 10		11-2	X >
Case # Type	Case #	Client Name	Comments	Request Date	Reject Note	Re-Send	Agency
PROMIS GAVEL #	1000000	Static scott			The defendant referenced is not associated with this case #. Please resubmit your request with the correct case #.	Re-Send	
PROMIS GAVEL #	-				This case is listed as a downgrade.	Re-Send	
PROMIS GAVEL #	1000	-			The defendant referenced is not associated with this case #. Please resubmit your request with the correct case #.	Re-Send	
PROMIS GAVEL #	-	-	And the second s		NAME DOES NOT MATCH; incorrect case #	Re-Send	an ann a
PROMIS GAVEL #					NOT ATTORNEY ON RECORD	Re-Send	-
INDICTMENT #	12.		NAME OF TAXABLE PARTY AND ADDRESS OF TAXABLE PARTY.		NAME DOES NOT MATCH; Please send prosecutor # for next request.	Re-Send	-
PROMIS GAVEL #	10000				Promis Gavel # referenced does not exist. Promis Gavel numbers are 8 digits total and follow the format of ##00####. Please re-submit request with the correct number.	Re-Send	
PROMIS GAVEL #	-	-	Number of Concession, Name		DAG CASE/ISU	Re-Send	NC
PROMIS GAVEL #	1000	-			case number missing #'s	Re-Send	
PROMIS GAVEL #	10000				NAME DOES NOT MATCH	Re-Send	-
			Add New F	tequest			
Copyright © CSI Technology Group. All	rights reserved.					Online Help C	ebug Caption

3.5 Once a discovery request has been accepted, the available discovery package will be added to the user's active case lists ("My Active Cases" inbox and "Received Discoveries" inbox).

	Yy Iare	
🟠 номе		
ediscovery 🗸	A MY INBOX SUMMARY	
FAVORITE MAIN	Attorney Attorney Pending Case Requests Pending Case Requests Approved Case Requests Approved Case Requests Requests	
Add New Case Request My Case Search My Discovery Search		
My Document Search Agency Registration		
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4. REGISTERING RELATED CLERICAL/SUPPORT STAFF

4.1 Attorneys are able to register their clerical support under their own user account. This is done by clicking on their name in the upper right on the home page, and then the "Office Staffs" link in the menu that opens.

	y _{are}			LOGOUT
С номе				Profile Office Staffs
ediscovery 🗸	A MY INBOX SUMMARY			Password
G FAVORITE	Attorney			
O MAIN	My Active Cases	Pending Case Requests	Approved Case Requests	
Add New Case Request	Rejected Case Requests	Received Discoveries		
Add Batch New Case Request				
Case Request Search				
My Case Search				
My Discovery Search				
My Document Search				
Assigned Discovery Search				
Add New Help Desk				
Agency Registration				
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4.2 This will open a page showing the staff that has already been added and allowing the addition of new staff. To add new staff, simply click the add button.

	eDISCOVERY Office Staff List				
I	🔓 номе				
	2	If 0 Records 0 - 0 Display	ed Page Size: 30 V () ()	112 🗶 📕	
	Login ID Nam	ne	Occupation / Title	Phone #	
h		No record	d found.		
I	Tips: Click Add button to add record or click Hyperlink to view detail record.				
	Copyright D CSI Technology Group. All rights reserved.				

4.3 Complete the relevant details, including login email and account password, and click the "Save" button.

eDISCOVERY			CSI USER 👻 🕞 LOGOUT
Office Staff List	Add Office Staff		CSI USER 👻 🕒 LOGOUT
ф номе E	PERSONAL INFORMATION Login Email (Req.) Please input the right login email f Password (Req.)	- 112 🗶 🏓	
Tips: Click Add button to add record or click Hyperfink to view detail record. Copyright @ CSI Technology Group. All rights reserved.	Confirm Password (Req.) First Name (Req.) Middle Name	Last Name (Req.) Suffix	
	Occupation / Title		
	Street Address (Req.) Apt / Bidg / Suite : State (Req.)	City (Req.)	
	Receive OTP By (Req.)		

4.4 By creating a user name and password for a member of their support staff, a registered attorney accepts responsibility for the support staff's conduct on the site. The support staff's registration is associated with the Attorney ID number of the registered attorney.

5. HOW TO UPDATE YOUR EDISCOVERY PORTAL ACCOUNT

- 5.1 Updating your portal account profile will ensure that you receive the required multifactor authentication (MFA) code to log into the portal. Please follow the following steps to update the following information linked to your eDiscovery portal account:
 - 5.1.1 Address
 - 5.1.2 Office Phone #
 - 5.1.3 Office Fax #
 - 5.1.4 Law Firm Name
 - 5.1.5 Multifactor Authentication (MFA) Notification Settings (Receive OTP By, OTP Cellular Carrier)
 - 5.1.6 Cellular # (Req.)
 - 5.1.7 Email Address
- 5.2 After logging into the portal, hover the cursor over your username displayed in the upper right portion of the screen, after which a menu will display. Click on **'Profile'** in the menu.

NJ eDiscQ ∞ номе	Vel Infosh	y se		¢	Profile Office Staffs
eDISCOVERY	*	A MY INBOX SUMMARY			Password
FAVORITE		County Administrator			
County Discovery Search	*	Pending Login Requests Failed Transfer Document Files	Approved Login Requests 1212 Approved Case Requests (within 14 days)	Rejected Login Requests Pending Login Verify	
OPD Staff Maintenance	*	Today OTP Code	Pending Case Requests	- stored reflecterst	
Add New Case Request	*	Attorney			
Case Request Search	*	My Active Cases	 Pending Case Requests 	Approved Case Requests	
Discovery Package Download Report	٠	 Rejected Case Requests 323 	 Received Discoveries 	 New Assigned Discoveries 	
O MAIN		Court User/Attorney Discovery Request			
		 Pending Case Requests 	 Revoke Cases 1854 		

5.3 After clicking 'Profile', you will be directed to the 'My Personal Record' page. To ensure that you receive the required code to log into the portal, review the information listed in the "Personal Cellular #", "Email Address", "Receive OTP By", and "OTP Cellular Carrier" fields for accuracy. If the information listed in any of the fields is incorrect, click the 'Update' button on the right side of the screen to update the information.

eDISCOVERY My Personal Record				(USER SUPER + (LOGOUT
🙆 номе				
				Update
	Last Name SUPER	First Name USER	Middle Name	Suffix
	Office Loc, Room # 123	Office Phone # 609-999-9999	Office Fax 123-213-1233	Law Firm Name
	Receive OTP By SMS & EMAIL	Personal Cellular # 609-1	OTP Cellular Carrier Verizon	Email Address
Change Security Image Change Security Image				
Ipe: Click Update button to update record.				
Copyright © CSI Technology Group. All rights reserved.				Online Help Debug Caption

5.4 Use the **'Receive OTP By'** field to designate how you would like to receive the one-time passcode (OTP). You can select one of three options:

- 5.4.1 **Email**: Select this option if you want the OTP code sent only via email to the email address listed in your eDiscovery portal account profile.
- 5.4.2 **SMS**: Select this option if you want the OTP code sent only via text message to the cellular phone number listed in your eDiscovery portal account profile.
- 5.4.3 **SMS & Email**: Select this option if you want the OTP code sent both via email to the email address and via text message to the cellular phone number listed in your eDiscovery portal account profile.

Update My Personal Rec	🔕 USER SUPER 🖌 💽 LOGOU		
12 PRUMIE			
Last Name SUPER	First Name USER	Middle Name	Suffix
Office Loc, Room II 123	Office Phone II 609-999-9999	Office Fax 123-213-1233	Law Firm Name
Receive OTP By SMS & EMAIL V	OTP Cellular Carrier Verizon	Personal Cellular # 609-	Email Address
	Save		Clear
Tips: Click Save button to save updated record.			
Copyright ID CSI Technology Group. All rights re	served.		Online Help Debug Captio

5.5 Use the **'OTP Cellular Carrier'** field to designate the service provider for the number listed in 'Personal Cellular #' field. This information is necessary because each cellular service provider uses a different service to translate and receive the OTP notification via text message. Selecting the incorrect service provider will prevent you from receiving the OTP via text message.

eDISCOVERY Update My Personal Record				
ŵ HOME				
Last Name SUPER	First Name USER	Middle Name	Suffix	
Office Loc, Room II 123	Office Phone II 609-999-9999	Office Fax 123-213-1233	Law Firm Name	
Receive OTP By SMS & EMAIL V	OTP Cellular Carrier Verizon	Personal Cellular # 609-	Email Address	
- -	Save		Clear	
Tips: Click Save button to save updated record.				
Copyright © CSI Technology Group. All rights reserved.			Online Help Debug Caption	

5.6 Click the 'Save' button to save the updated information to your account profile.

eDISCOVERY Update My Personal Reco	(2) USER SUPER + (2) LOCOUT		
Ф номе			
Last Name SUPER	First Name USER	Middle Name	Suffix
Office Loc, Room II 123	Office Phone # 609-999-9999	Office Fax 123-213-1233	Law firm Name
Receive OTP By SMS & EMAIL V	OTP Cellular Carrier Vorizon v	Personal Cellular # 609-	Email Address
-	Save		Clear
Tips: Click Save button to save updated record.			
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6. HELP DESK ASSISTANCE

If you need assistance with the eDiscovery Portal or have additional questions, please contact the appropriate county representative in the list below:

ATLANTIC COUNTY					
eDiscovery Portal URL	eDiscovery Portal URL <u>https://njediscovery.com</u>				
	Name	Telephone #	Email Address		
Primary Contact	-	-	acpoediscsupt@acpo.org		

BURLINGTON COUNTY				
eDiscovery Portal URL	eDiscovery Portal URL <u>https://njediscovery.com</u>			
	Name	Telephone #	Email Address	
Primary Contact	Sherri Riddell	609-265-5887	sriddell@co.burlington.nj.us	
Secondary Contact	Kristy Fenimore	609-265-5035	kfenimore@co.burlington.nj.us	

CAMDEN COUNTY				
eDiscovery Portal URL <u>https://njediscovery.com</u>				
	Name	Telephone #	Email Address	
Primary Contact	Jenifer Kastrava	856-225-8554	kastravaj@ccprosecutor.org	
Secondary Contact	Rebekka Whritenour	856-365-2024	whritenourr@ccprosecutor.org	

CAPE MAY COUNTY				
eDiscovery Portal URL	L <u>https://ediscovery.cmcpros.net</u>			
	Name	Telephone #	Email Address	
Primary Contact	Linda McGann	609-465-1135	Imcgann@cmcpros.net	

CUMBERLAND COUNTY				
eDiscovery Portal URL <u>http://njediscovery.com</u>				
	Name	Telephone #	Email Address	
Primary Contact	Pearl Downing	856-453-0486	pearljo@cumberlandcountynj.gov	
Secondary Contact	Nicholina Pennington	856-453-0486	infoshare@cumberlandcountynj.gov	

GLOUCESTER COUNTY				
eDiscovery Portal URL	https://njediscovery.com			
	Name	Telephone #	Email Address	
Primary Contact	Shannon Eden	856-384-5511	seden@co.gloucester.nj.us	

HUNTERDON COUNTY				
eDiscovery Portal URL	https://njediscovery	https://njediscovery.com		
	Name	Telephone #	Email Address	
Primary Contact	Anna Alicandro	908-788-1129	aalicandro@co.hunterdon.nj.us	
Secondary Contact	Michelle Masciola	908-788-1138	mverish@co.hunterdon.nj.us	
Alternate Contact	Gail Bowen	908-806-5175	gbowen@co.hunterdon.nj.us	

MERCER COUNTY				
eDiscovery Portal URL	https://njediscovery.com			
	Name	Telephone #	Email Address	
Primary Contact	Karen Christie	609-989-6351	kchristie@mercercounty.org	
Secondary Contact	Nancy Carey	609-989-6063	ncarey@mercercounty.org	

MIDDLESEX COUNTY				
eDiscovery Portal URL	https://njediscovery.com			
	Name	Telephone #	Email Address	
Primary Contact	Pre-Trial Unit	732-296-7979	ediscovery@co.middlesex.nj.us	

MONMOUTH COUNTY				
eDiscovery Portal URL	https://ediscovery.mc	https://ediscovery.mcponj.org		
	Name	Telephone #	Email Address	
Primary Contact	Toiya Dixon	732-431-7160, ext.5050	helpdesk@mcponj.org	

OCEAN COUNTY				
eDiscovery Portal URL	https://njediscovery.com			
	Name	Telephone #	Email Address	
Primary Contact	Mandy Goodman	732-929-2027	mgoodman@co.ocean.nj.us	
Secondary Contact	Nancy Piarulli	732-929-2027	npiarulli@co.ocean.nj.us	

PASSAIC COUNTY				
eDiscovery Portal URL	https://ediscovery.	https://ediscovery.pcponj.org		
	Name	Telephone #	Email Address	
Primary Contact	Jenna Dittrich	973-881-4954	jdittrich@passaiccountynj.org	
Primary Contact	Breyanna Fields	973-881-4868	bfields@passaiccountynj.org	
Primary Contact	Jessica Rosado	973-225-3159	jrosado@passaiccountynj.org	

SALEM COUNTY				
eDiscovery Portal URL <u>https://njediscovery.com</u>				
	Name	Telephone #	Email Address	
Primary Contact	Holly Bradway	856-935-7510, ext. 8503	holly.bradway@salemcountynj.gov	
Secondary Contact	Geoffrey Gleason	856-935-7510, ext. 8638	geoffrey.gleasson@salemcountynj.gov	
Alternate Contact	Julia Harris	856-935-7510, ext. 8334	julia.harris@salemcountynj.gov	

7. REVISION HISTORY

- 1. Version 1.0
 - 1.1. Initial version released on 11/09/2021
- 2. Version 1.1
 - 2.1. Released on 11/24/2021
 - 2.2. Added Sec. IV Forms
 - 2.3. Added Sec. X Revision History
- 3. Version 2.0
 - 3.1. Released on 05/27/2025
 - 3.2. Updated Sec. 1
 - 3.3. Updated Sec. 2
 - 3.4. Updated Sec. 3
 - 3.5. Updated Sec. 4
 - 3.6. Updated Sec. 5
 - 3.7. Updated Sec. 6