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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 https://njediscovery.com.
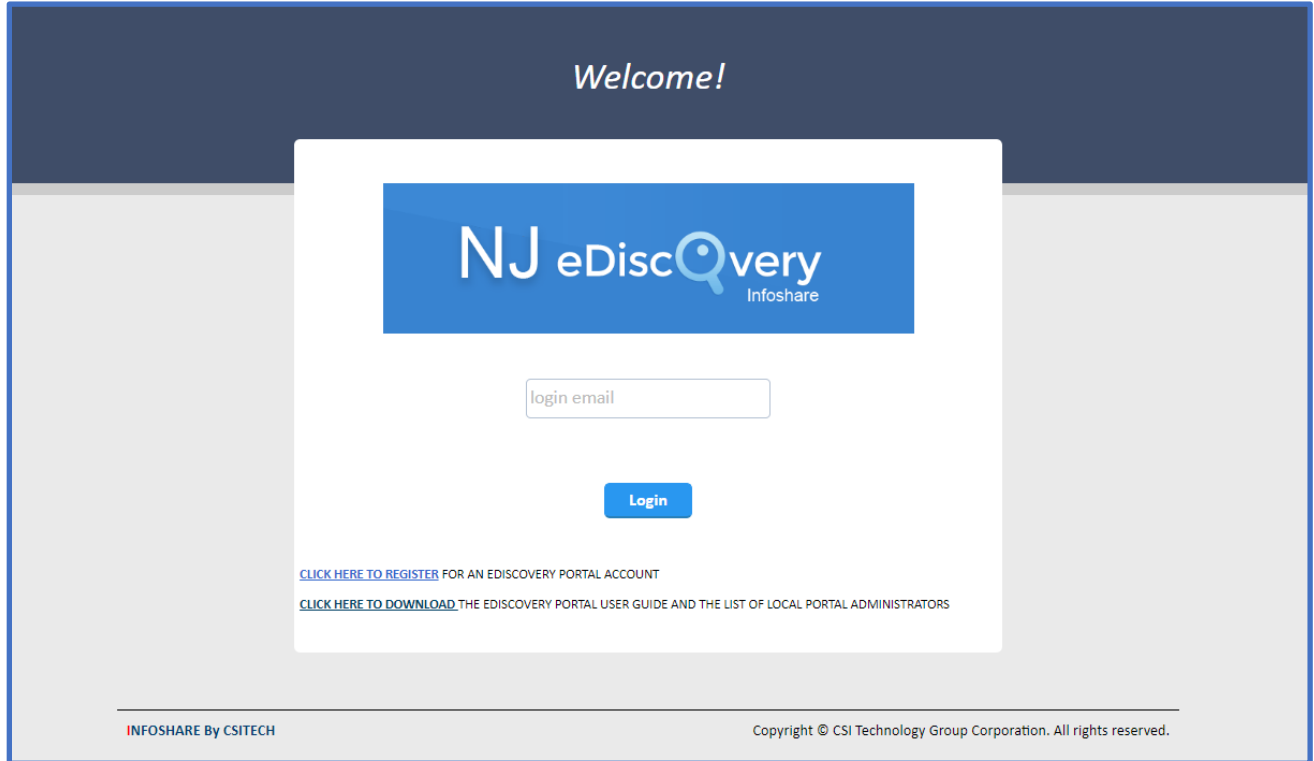
1.2 The registration process begins by clicking the "Click here to register" link on the portal homepage.

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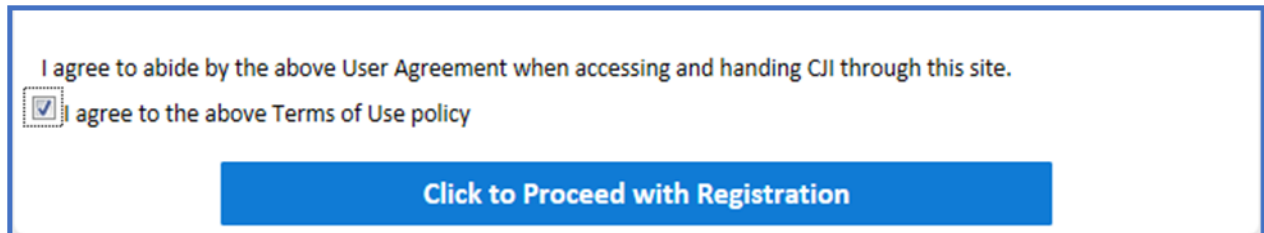
(ALL USERS MUST READ AND AGREE TO THE FOLLOWING USER AGREEMENT IN ORDER TO COMPLY WITH THE REQUIREMENT OF INFORMATION SECURITY AWARENESS TRAINING BEFORE PROCEEDING FURTHER.)

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. https://www.fbi.gov/file-repository/cjis-security-policy_v5-7_20180816.pdf/view*

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.

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.

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 authentication[i].

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 multi-digit 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.

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.

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 https://njediscovery.com.

2.2   Enter your eDiscovery portal account email address in the "Login Email" field.

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


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.

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.
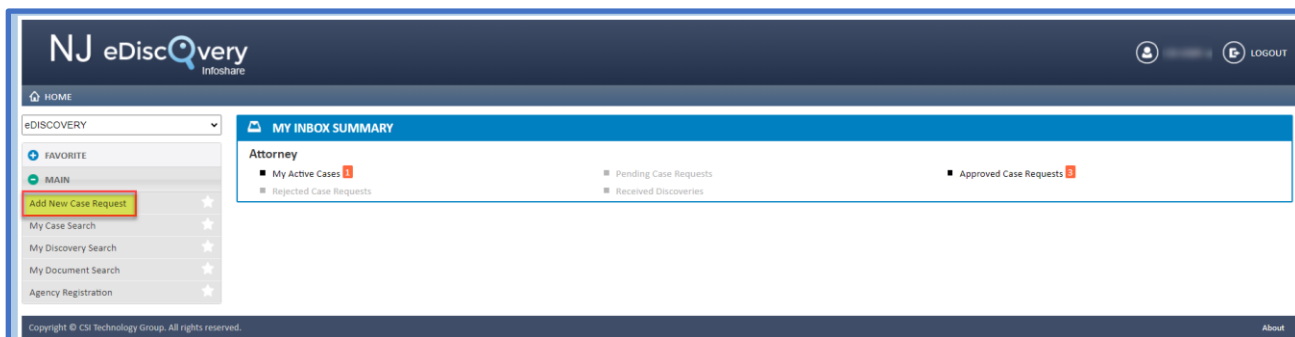

3.2   The user then adds as much accurate information as they have about the new case and clicks the "Save" button.

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.
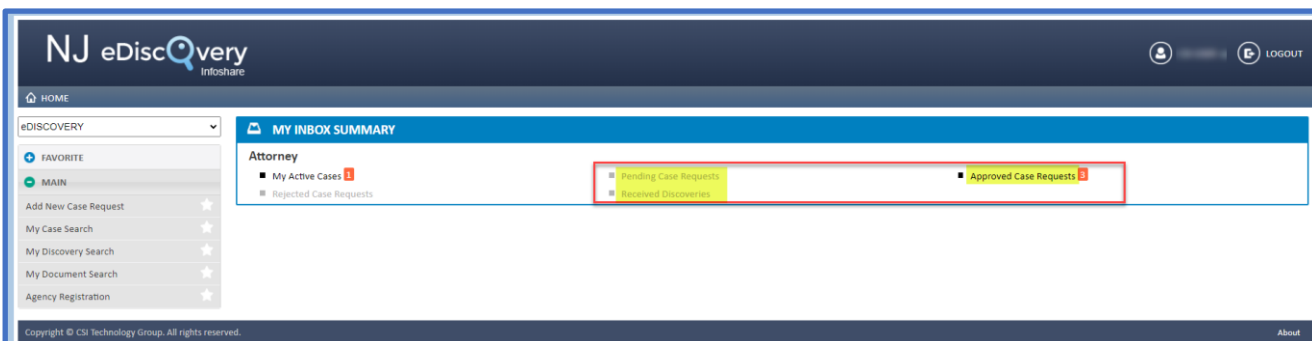
3.4   When a Request is rejected because there is not enough information to match the attorney to the case, the "Rejected Case Requests" inbox has a "Re-Send" link that allows the user to add more detail to their discovery request and re-send it to the Prosecutor's Office.
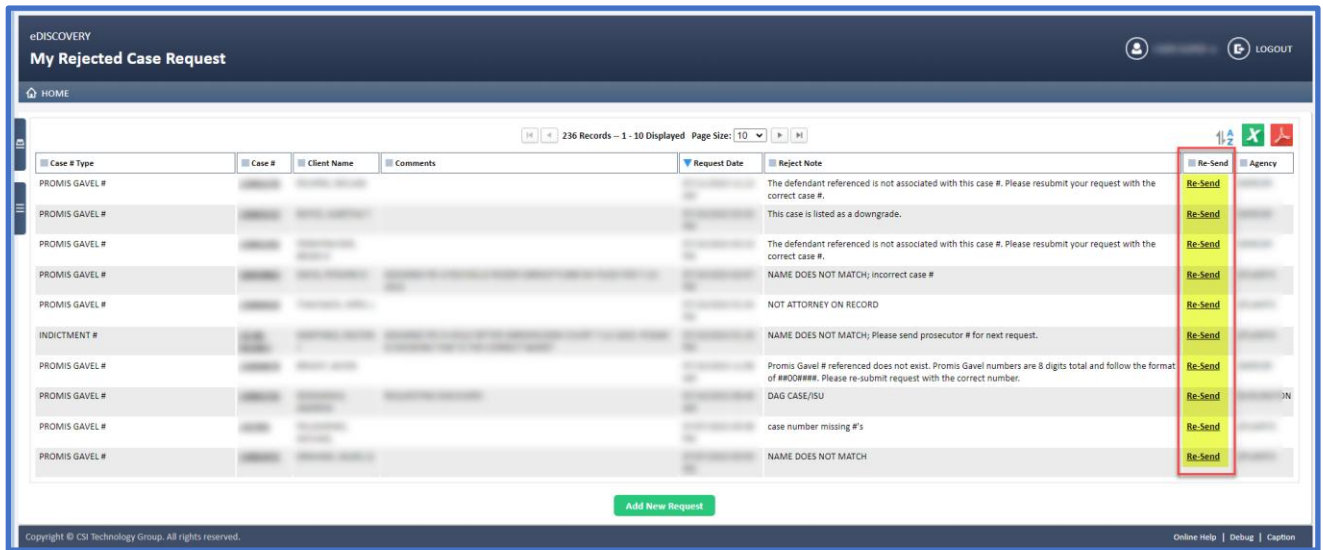
3.5   Once a discovery request has been accepted, the available discovery package will be added to the user's active case lists ("My Active Cases" inbox and "Received Discoveries" inbox).
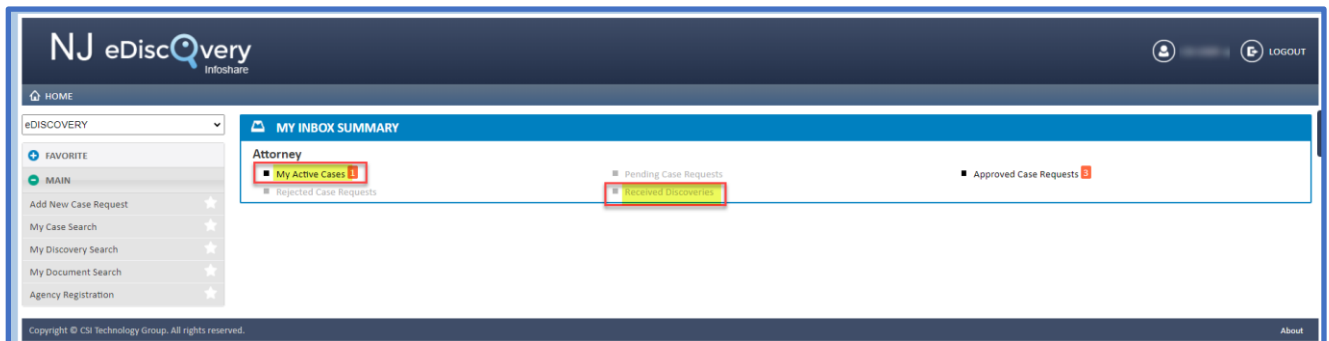
4. REGISTERING RELATED CLERICAL/SUPPORT STAFF

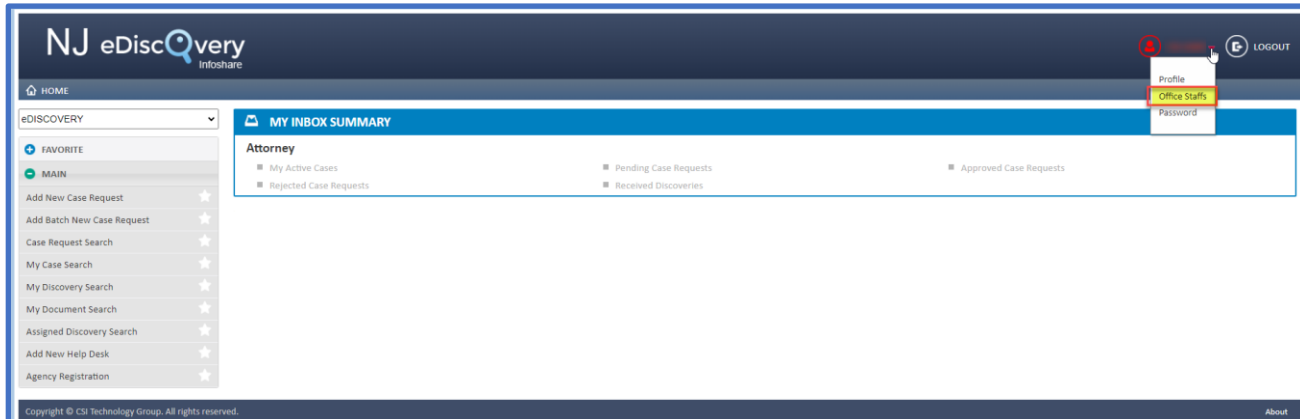4.1   Attorneys are able to register their clerical support under their own user account. This is done by clicking on their name in the upper right on the home page, and then the "Office Staffs" link in the menu that opens.

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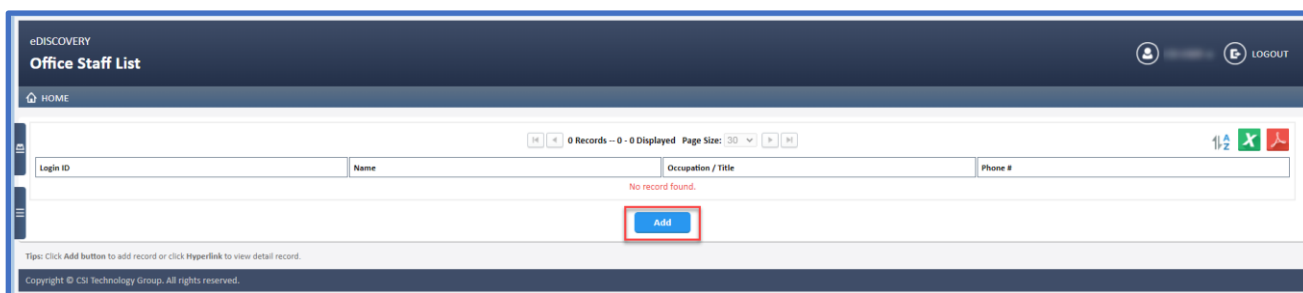
4.3   Complete the relevant details, including login email and account password, and click the "Save" button.

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.
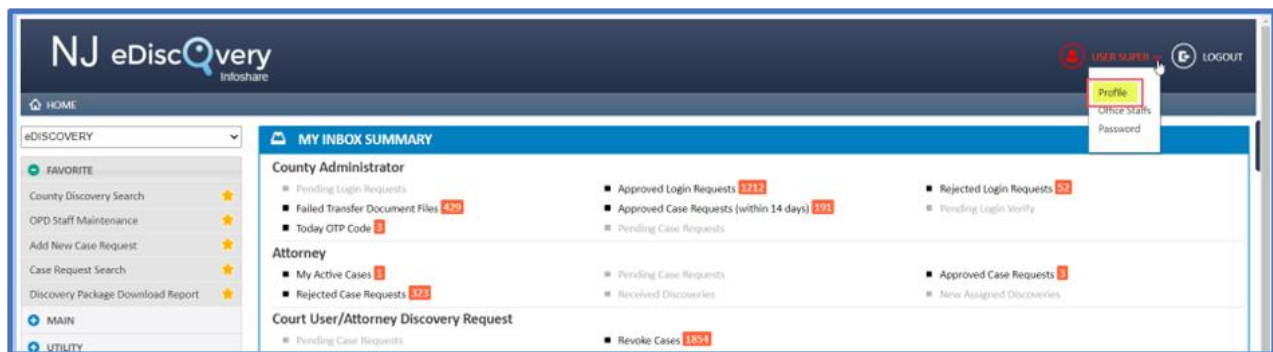
5.3 After clicking **'Profile'**, you will be directed to the 'My Personal Record' page. To ensure that you receive the required code to log into the portal, review the information listed in the "Personal Cellular #", "Email Address", "Receive OTP By", and "OTP Cellular Carrier" fields for accuracy. 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.

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.

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.

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

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	https://njediscovery.com		
	Name	Telephone #	Email Address
Primary Contact	-	-	acpoediscsupt@acpo.org

BURLINGTON COUNTY			
eDiscovery Portal URL	https://njediscovery.com		
	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	https://njediscovery.com		
	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	https://ediscovery.cmcpros.net		
	Name	Telephone #	Email Address
Primary Contact	Linda McGann	609-465-1135	lmcgann@cmcpros.net

CUMBERLAND COUNTY			
eDiscovery Portal URL	http://njediscovery.com		
	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.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.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.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	https://njediscovery.com		
	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