	Intermountain Forensics	SOP #	EVD-201
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Forensic DNA Technical Leader Approval		**Issue Date**	
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JusticeTrax Evidence Receipt

1. *Purpose*

To describe how to receive evidence and begin chain of custody in the JusticeTrax LIMS software

2. *Summary*

To submit cases, an agency must first request to be registered. Cases can be entered through the Portal as well as the JusticeTrax software. Accepting the evidence submissions in JusticeTrax will initiate the Intermountain Forensics Chain of Custody.

3. *Procedure*

Entering a New Agency after Portal Registration Request

1. Agency information is added through in JusticeTrax under "**Outside Agencies**".
    a. The ORI field must have content in order to save the agency information
    b. At minimum, the following fields are required to setup a portal entry
        i. Agency Name
        ii. Agency Contact Last Name
        iii. Agency Contact First Name
        iv. Agency Contact e-mail
        v. Agency Contact phone #

2. There must be at least one individual designated as the "administrator" for each agency. The agency administrator will oversee the information entered and received from the JusticeTrax portal.
    a. If not specified by client, the first agency contact will be deemed administrator

3. The administrator or person of contact for the agency will then be set up with a username, password, and pin through LIMS.
    a. They will be prompted to reset after their first-time logging into the portal.

Entering a Case Through the Portal

4. Click on **New Submission**

5. Add Agency Case Number, Agency Representative and Case Synopsis

6. Add the evidence. Each entry represents one evidence package
    a. Evidence Type: Select from dropdown or select other if not present or multiple items
    b. Evidence Number: Agency item number
    c. Description: Package type
    d. Note: Description of packaging and list of items contained

7. Add Individuals associated with the case

8. Add Offenses

9. Add Request
    a. Lab, Department, and Service Type

10. Click **Submit to LIMS**

Entering a New Case Through JusticeTrax

11. Select **File**

12. Select **New Case** from the drop down

   a. The case will be assigned a temporary case number (TMP). Once the case is submitted, the case will be assigned a permanent case number

13. Select the submitting agency from the **Agency** drop down

14. Enter the agency case number (Agency File #) for a new case or search for any existing case numbers that may exist

15. Create a new case or add to existing case

16. Case Info: General overview of case, print barcodes
    a. Print Case Report
    b. Case Activities
    c. Show Electronic Case File / Discovery Packet
    d. Case Message and Synopsis
    e. Result Release Security
    f. Restrict Case
    g. Edit Security Level
    h. Attachment Information
    i. Case COC Report
    j. Case Info Report
    k. Close Case

17. Agency: Users can add or edit agency information; generate agency reports (only one agency assigned as primary to the case)

18. Offense: Add offenses related to case

19. Individuals: Add suspects, victims, witnesses, or businesses; relate evidence requests to individuals

20. Evidence: Add, edit, relate, and delete evidence; can be singularly added or added as a kit
    a. Search or view evidence by location or genealogy
    b. Evidence marked in red are on hold. Evidence in green has been returned to client
    c. When an evidence item has been selected, a panel will be opened to show item details, but cannot be edited in this window

21. Requests: Manage and process requests for services; right-click on evidence item to edit
    a. Request # is created once request has been made
    b. Status is IP in blue for "In Progress", P is for "Pending" in black, C is for "Canceled" in red, R is "Released" in green
    c. Due date is assigned to when the request is to be finished
    d. Release date is assigned once the item has been released
    e. Milestone can be *unassigned, assigned, findings entered, draft complete, tech reviewed, admin reviewed*

22. Attachments: not visible until after the case has been saved for the first time

Receiving a New Case from Portal

23. Select **File**

24. Select **Accept Evidence**

25. "Accept Evidence Search" box will pop up. Select the agency that is submitting evidence from the drop down

26. The "accept" boxes will need to be checked in order for all the case information to be imported into LIMS. Submitting through this screen will initiate the Chain of Custody.

    a. In general, **all** accept boxes should be checked when accepting the request.

i. The exception to this is when evidence is NOT received. The "missing" evidence items should not be checked/accepted.

4. References

JusticeTrax LIMS-Plus User Guide LIMS-plus v3.8.41

5. Definitions

N/A