

Instructions for the CIP Portal

The CIP Portal is an interface that allows State Attorneys (and Public Defenders) who use the STAC Case Management system to easily share materials from cases to other individuals. The 16th Circuit State Attorney's Office will be using this to provide discovery to private defense attorneys and Public Defenders. It is extremely important that we always have up to date email addresses and phone numbers.

If you need assistance with the CIP Portal, please contact our Help Desk Specialist: STAC Coordinator, Vanessa Sowers at Vsowers@keyssao.org or 305-292-3400.

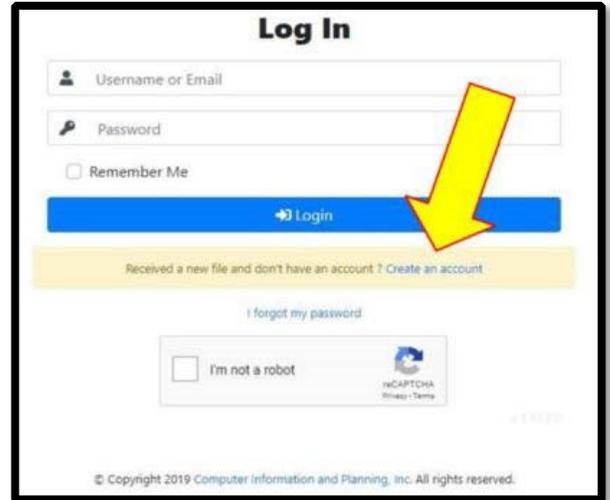
First Time Registration

Before you are able to access the CIP Portal, you must create an account. Follow the link in the email that was sent notifying you of materials available in the CIP Portal.

****NOTE**** *you cannot register with the CIP Portal in advance of getting any materials sent. The CIP Portal disallows the registration of an email that has not received materials.*

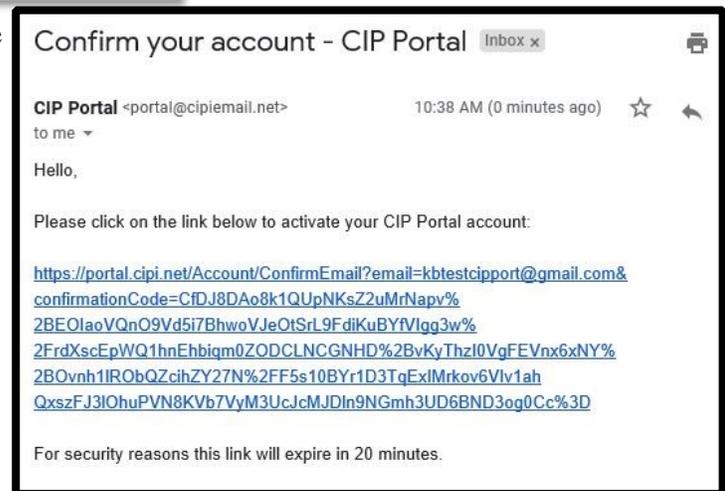
If this is your first time accessing the CIP Portal, you will need to create an account. This is only necessary once to register your email address with the portal and assign a password.

From the Log In screen, Click the link to “Create an account”



From the New user registration screen, enter a username of your choosing. Enter the email address to which the email with the link was sent. Type in a password and confirm the password followed by pressing register.

You will receive a confirmation email. Following the link to confirm your account and complete the registration process.



Using the CIP Portal

Once you have your username and password, login to the portal. Make sure that you click the I'm not a Robot verification box to log in.

Log in to CIP Portal

Email or Username:

Password:

Remember me

[➔ Log in](#)

Received a new link and don't have an account ? [Create an account](#)

[I forgot my password](#)

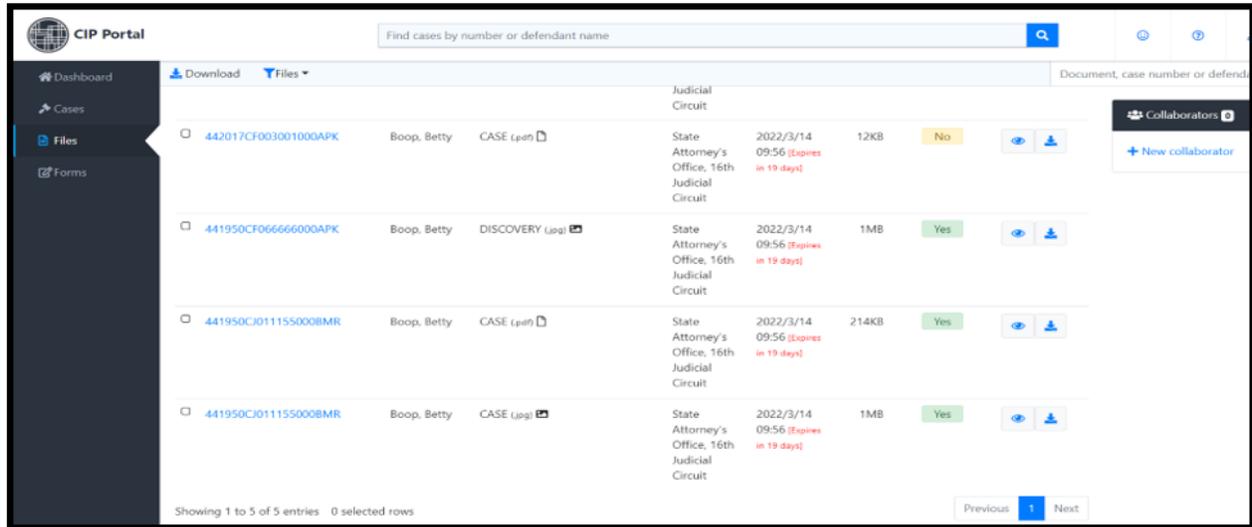
v 1.38.0.0

I'm not a robot



reCAPTCHA
Privacy - Terms

Once you have signed in, you will see the CIP Portal Main Screen and you will be on the Files List.



CIP Portal Find cases by number or defendant name

Dashboard | Cases | **Files** | Forms

Download | Files

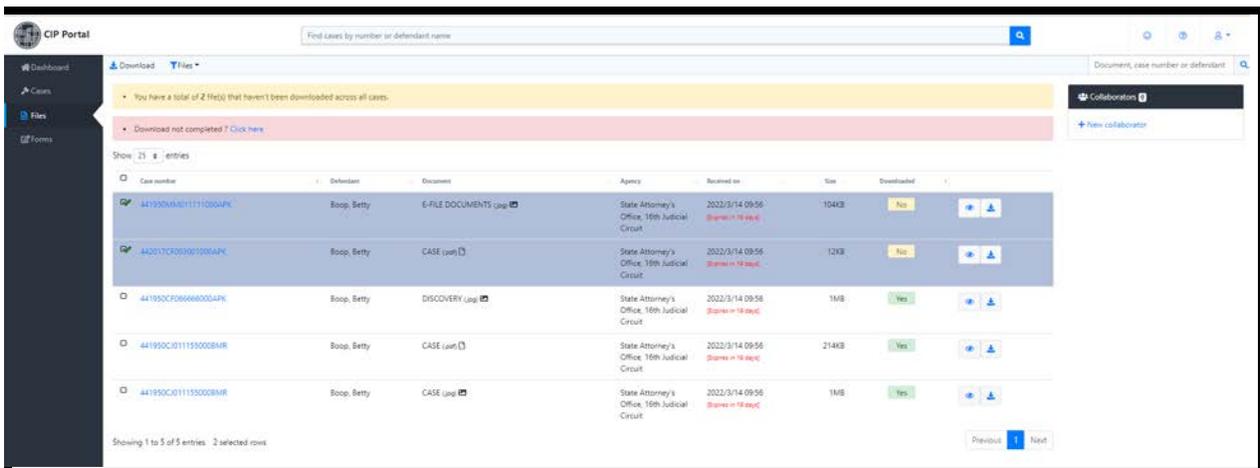
Document, case number or defendant

Case number	Defendant	Document	Agency	Received on	Size	Downloaded	Actions
442017CF003001000APK	Boop, Betty	CASE (pdf)	State Attorney's Office, 16th Judicial Circuit	2022/3/14 09:56 (Expires in 19 days)	12KB	No	View Share
441950CF066666000APK	Boop, Betty	DISCOVERY (pdf)	State Attorney's Office, 16th Judicial Circuit	2022/3/14 09:56 (Expires in 19 days)	1MB	Yes	View Share
441950CJ011155000BMR	Boop, Betty	CASE (pdf)	State Attorney's Office, 16th Judicial Circuit	2022/3/14 09:56 (Expires in 19 days)	214KB	Yes	View Share
441950CJ011155000BMR	Boop, Betty	CASE (pdf)	State Attorney's Office, 16th Judicial Circuit	2022/3/14 09:56 (Expires in 19 days)	1MB	Yes	View Share

Showing 1 to 5 of 5 entries 0 selected rows

Previous | 1 | Next

From this screen, you can select files for download.



CIP Portal Find cases by number or defendant name

Dashboard | Cases | **Files** | Forms

Download | Files

Document, case number or defendant

You have a total of 2 files that haven't been downloaded across all cases.

Download not completed? [Click here](#)

Show 21 entries

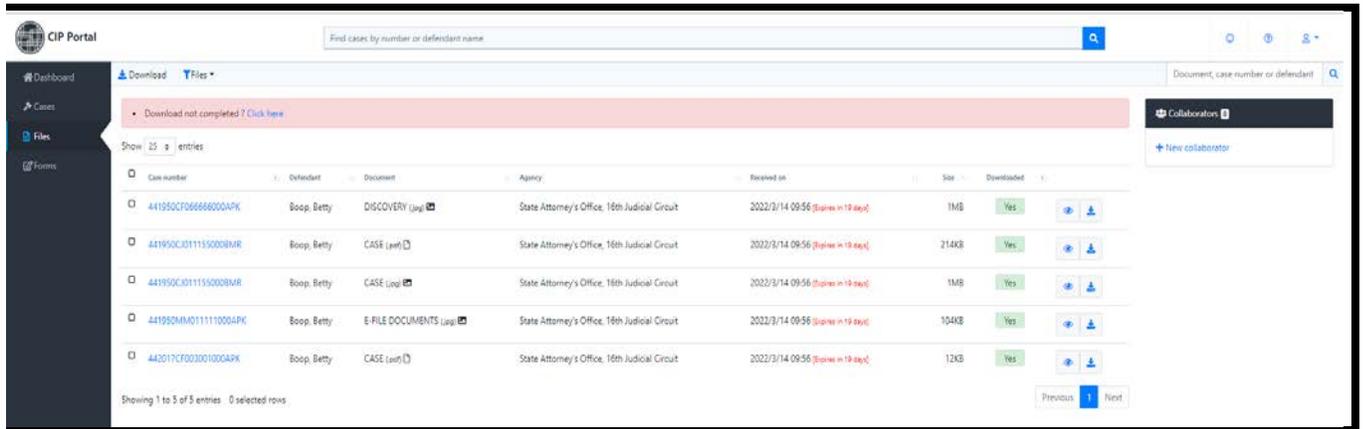
Case number	Defendant	Document	Agency	Received on	Size	Downloaded	Actions
441950WAB1111000APK	Boop, Betty	E-FILE DOCUMENTS (pdf)	State Attorney's Office, 16th Judicial Circuit	2022/3/14 09:56 (Expires in 19 days)	104KB	No	View Share
442017CF003001000APK	Boop, Betty	CASE (pdf)	State Attorney's Office, 16th Judicial Circuit	2022/3/14 09:56 (Expires in 19 days)	12KB	No	View Share
441950CF066666000APK	Boop, Betty	DISCOVERY (pdf)	State Attorney's Office, 16th Judicial Circuit	2022/3/14 09:56 (Expires in 19 days)	1MB	Yes	View Share
441950CJ011155000BMR	Boop, Betty	CASE (pdf)	State Attorney's Office, 16th Judicial Circuit	2022/3/14 09:56 (Expires in 19 days)	214KB	Yes	View Share
441950CJ011155000BMR	Boop, Betty	CASE (pdf)	State Attorney's Office, 16th Judicial Circuit	2022/3/14 09:56 (Expires in 19 days)	1MB	Yes	View Share

Showing 1 to 5 of 5 entries 2 selected rows

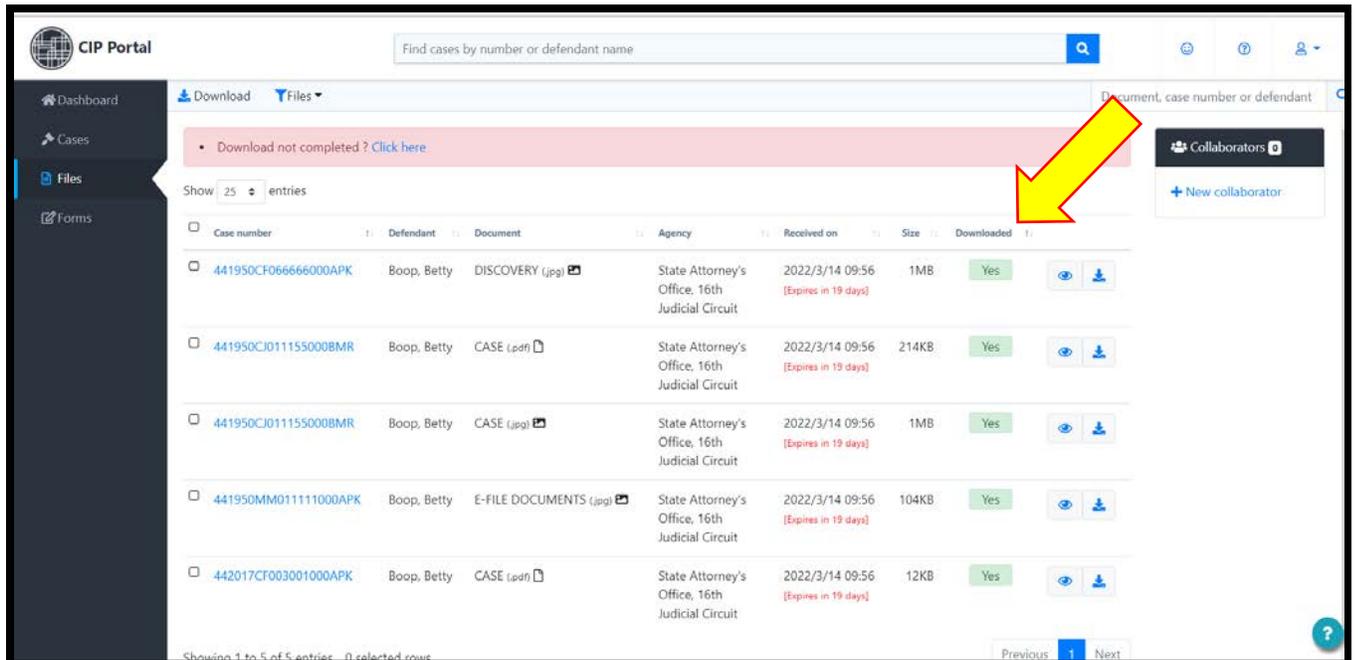
Previous | 1 | Next

The files will be compiled into a zip file and the download will begin. Where the files are placed on your computer are dependent on the settings in your web browser.

The system notates the files that have been previously downloaded by putting a yes in the Downloaded? Field after the screen is refreshed or you log in next time.



You can use the Files Filter Menu to filter the list to items that have not been downloaded.



Also, at top of the screen is a search box to allow you to search by case number. Case number should be entered without dashes. The search box and the filter work together to allow you to find the files that have not been downloaded for a specific case number.

Files are available on the Portal for 30 days. After 30 days, the files are automatically deleted from the portal. If you need to get a file after it has been removed from the portal, you will have to request it from the State Attorney's Office.