

WALTON COUNTY SHERIFFS OFFICE  
CRIMINAL INVESTIGATIONS BUREAU

# LERMS CASE FILE FOLDERS

Step by Step Guide to Case File Organization



We will be moving back to utilization of the folders within the LERMs case file. This will organize your case files and assist those who are not familiar with the case easily locate the information in which they are looking for and/or need. We need to ensure the items in our case files are labeled correctly to depict what information is contained within each file.

# FILE ORGANIZATION

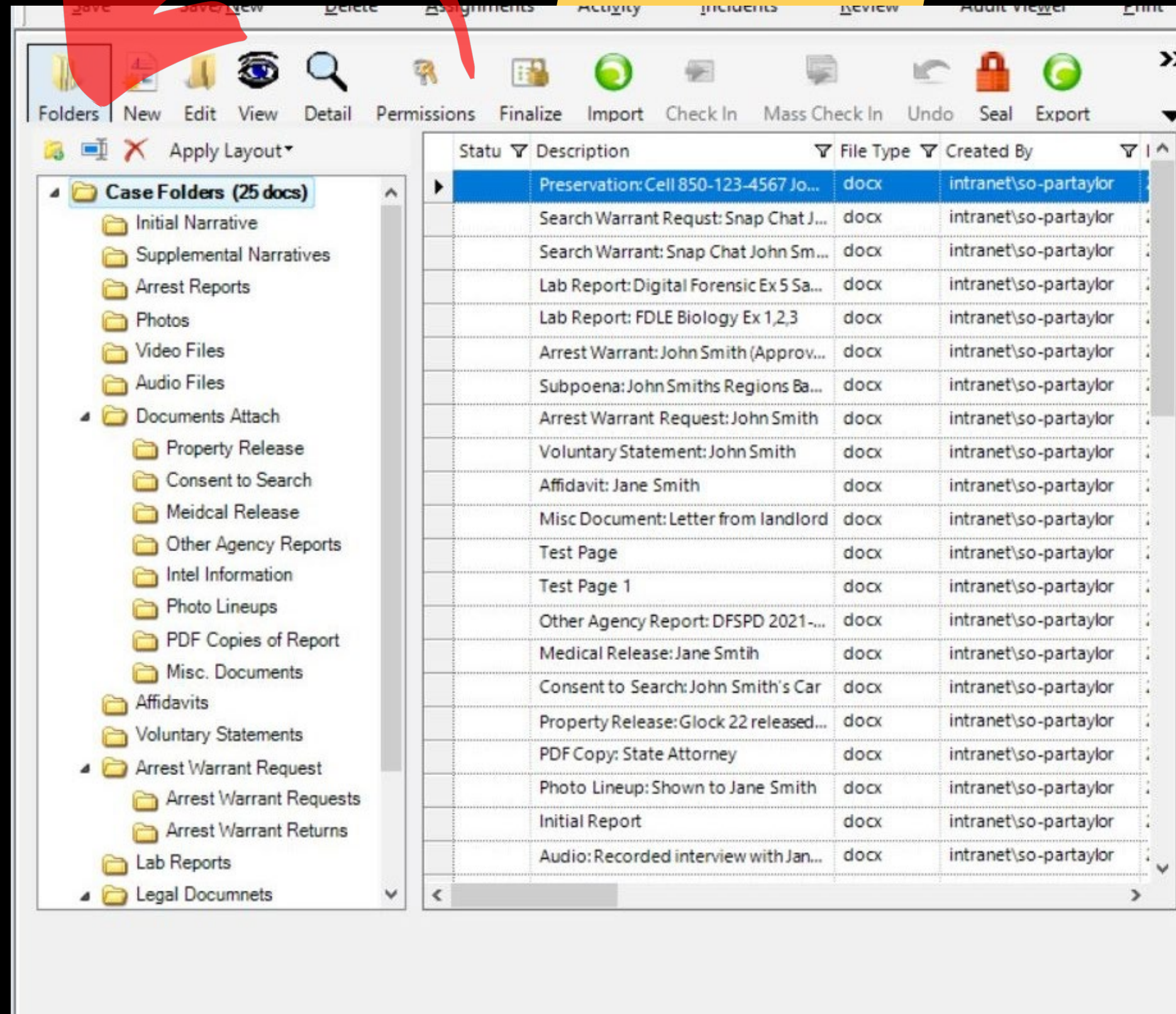
## ALL FILE VIEW

When you first click on you documents tab many of you see the "All documents" view. This is what can make a case appear disorganized.

Statu	Description	File Type	Created By	Date/Time Created	Last Changed By
	Preservation: Cell 850-123-4567 Jo...	docx	intranet\so-partaylor	2/16/2021 2:01:28 PM	intranet\so-partaylor
	Search Warrant Request: Snap Chat J...	docx	intranet\so-partaylor	2/16/2021 1:58:30 PM	intranet\so-partaylor
	Search Warrant: Snap Chat John Sm...	docx	intranet\so-partaylor	2/16/2021 1:58:30 PM	intranet\so-partaylor
	Lab Report: Digital Forensic Ex 5 Sa...	docx	intranet\so-partaylor	2/16/2021 1:58:30 PM	intranet\so-partaylor
	Lab Report: FDLE Biology Ex 1,2,3	docx	intranet\so-partaylor	2/16/2021 1:58:30 PM	intranet\so-partaylor
	Arrest Warrant: John Smith (Approv...	docx	intranet\so-partaylor	2/16/2021 1:58:30 PM	intranet\so-partaylor
	Subpoena: John Smiths Regions Ba...	docx	intranet\so-partaylor	2/16/2021 1:58:29 PM	intranet\so-partaylor
	Arrest Warrant Request: John Smith	docx	intranet\so-partaylor	2/16/2021 1:57:15 PM	intranet\so-partaylor
	Voluntary Statement: John Smith	docx	intranet\so-partaylor	2/16/2021 1:57:15 PM	intranet\so-partaylor
	Affidavit: Jane Smith	docx	intranet\so-partaylor	2/16/2021 1:57:15 PM	intranet\so-partaylor
	Misc Document: Letter from landlord	docx	intranet\so-partaylor	2/16/2021 1:57:15 PM	intranet\so-partaylor
	Test Page	docx	intranet\so-partaylor	2/16/2021 1:57:14 PM	intranet\so-partaylor
	Test Page 1	docx	intranet\so-partaylor	2/16/2021 1:57:14 PM	intranet\so-partaylor
	Other Agency Report: DFSPD 2021-...	docx	intranet\so-partaylor	2/16/2021 1:54:51 PM	intranet\so-partaylor
	Medical Release: Jane Smtih	docx	intranet\so-partaylor	2/16/2021 1:54:51 PM	intranet\so-partaylor
	Consent to Search: John Smith's Car	docx	intranet\so-partaylor	2/16/2021 1:54:51 PM	intranet\so-partaylor
	Property Release: Glock 22 released...	docx	intranet\so-partaylor	2/16/2021 1:54:51 PM	intranet\so-partaylor
	PDF Copy: State Attorney	docx	intranet\so-partaylor	2/16/2021 1:54:50 PM	intranet\so-partaylor
	Photo Lineup: Shown to Jane Smith	docx	intranet\so-partaylor	2/16/2021 1:54:50 PM	intranet\so-partaylor
	Initial Report	docx	intranet\so-partaylor	2/16/2021 1:52:07 PM	intranet\so-partaylor
	Audio: Recorded interview with Jan...	docx	intranet\so-partaylor	2/16/2021 1:52:06 PM	intranet\so-partaylor

# FOLDER VIEW

By clicking on the folder button on the top left in the documents section you will open a folder view.



The screenshot displays a software interface with a top toolbar containing various icons and buttons. A red arrow points to the 'Folders' button in the top left corner of the toolbar. Below the toolbar, there is a navigation pane on the left and a main content area on the right.

The navigation pane shows a tree view of folders under the heading 'Case Folders (25 docs)'. The folders listed are:

- Initial Narrative
- Supplemental Narratives
- Arrest Reports
- Photos
- Video Files
- Audio Files
- Documents Attach
  - Property Release
  - Consent to Search
  - Meidcal Release
  - Other Agency Reports
  - Intel Information
  - Photo Lineups
  - PDF Copies of Report
  - Misc. Documents
- Affidavits
- Voluntary Statements
- Arrest Warrant Request
  - Arrest Warrant Requests
  - Arrest Warrant Returns
- Lab Reports
- Legal Documnets

The main content area displays a table of documents with the following columns: Status, Description, File Type, and Created By. The table contains the following data:

Statu	Description	File Type	Created By
	Preservation: Cell 850-123-4567 Jo...	docx	intranet\so-partaylor
	Search Warrant Request: Snap Chat J...	docx	intranet\so-partaylor
	Search Warrant: Snap Chat John Sm...	docx	intranet\so-partaylor
	Lab Report: Digital Forensic Ex 5 Sa...	docx	intranet\so-partaylor
	Lab Report: FDLE Biology Ex 1,2,3	docx	intranet\so-partaylor
	Arrest Warrant: John Smith (Approv...	docx	intranet\so-partaylor
	Subpoena: John Smiths Regions Ba...	docx	intranet\so-partaylor
	Arrest Warrant Request: John Smith	docx	intranet\so-partaylor
	Voluntary Statement: John Smith	docx	intranet\so-partaylor
	Affidavit: Jane Smith	docx	intranet\so-partaylor
	Misc Document: Letter from landlord	docx	intranet\so-partaylor
	Test Page	docx	intranet\so-partaylor
	Test Page 1	docx	intranet\so-partaylor
	Other Agency Report: DFSPD 2021-...	docx	intranet\so-partaylor
	Medical Release: Jane Smtih	docx	intranet\so-partaylor
	Consent to Search: John Smith's Car	docx	intranet\so-partaylor
	Property Release: Glock 22 released...	docx	intranet\so-partaylor
	PDF Copy: State Attorney	docx	intranet\so-partaylor
	Photo Lineup: Shown to Jane Smith	docx	intranet\so-partaylor
	Initial Report	docx	intranet\so-partaylor
	Audio: Recorded interview with Jan...	docx	intranet\so-partaylor

# MOVING FILES TO A FOLDER

To move a file into a folder simply click on the file you wish to move and while holding the left mouse button drag the file into the appropriate folder and release the mouse button.

The screenshot shows a software interface with a top toolbar containing icons for Save, Save/New, Delete, Assignments, Activity, Incidents, Review, Audit Viewer, and Print. Below the toolbar is a secondary toolbar with icons for Folders, New, Edit, View, Detail, Permissions, Finalize, Import, Check In, Mass Check In, Undo, Seal, and Export. The main area is divided into two panes. The left pane shows a folder tree under 'Case Folders (25 docs)' with subfolders like 'Initial Narrative', 'Supplemental Narratives', 'Arrest Reports', 'Photos', 'Video Files', 'Audio Files', 'Documents Attach', 'Affidavits', 'Voluntary Statements', 'Arrest Warrant Request', 'Lab Reports', and 'Legal Documents'. The right pane shows a table of files with columns for Status, Description, File Type, and Created By. A red arrow points from the file 'Subpoena: John Smiths Regions Ba...' in the table to the 'Documents Attach' folder in the tree. On the right side of the interface, there are vertical tabs for 'PROPERTY', 'DETAIL', 'FIELD', 'OFFENSES', 'VEHICLES', 'SUBJECTS', 'DOCUMENTS', and 'ARRESTS'.

Statu	Description	File Type	Created By
	Preservation: Cell 850-123-4567 Jo...	docx	intranet\so-partaylor
	Search Warrant Request: Snap Chat J...	docx	intranet\so-partaylor
	Search Warrant: Snap Chat John Sm...	docx	intranet\so-partaylor
	Lab Report: Digital Forensic Ex 5 Sa...	docx	intranet\so-partaylor
	Lab Report: FDLE Biology Ex 1,2,3	docx	intranet\so-partaylor
	Arrest Warrant: John Smith (Approv...	docx	intranet\so-partaylor
	Subpoena: John Smiths Regions Ba...	docx	intranet\so-partaylor
	Arrest Warrant Request: John Smith	docx	intranet\so-partaylor
	Voluntary Statement: John Smith	docx	intranet\so-partaylor
	Affidavit: Jane Smith	docx	intranet\so-partaylor
	Misc Document: Letter from landlord	docx	intranet\so-partaylor
	Test Page	docx	intranet\so-partaylor
	Test Page 1	docx	intranet\so-partaylor
	Other Agency Report: DFSPD 2021-...	docx	intranet\so-partaylor
	Medical Release: Jane Smtih	docx	intranet\so-partaylor
	Consent to Search: John Smith's Car	docx	intranet\so-partaylor
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	Photo Lineup: Shown to Jane Smith	docx	intranet\so-partaylor
	Initial Report	docx	intranet\so-partaylor
	Audio: Recorded interview with Jan...	docx	intranet\so-partaylor

If for some reason you drop the file in the wrong fold simply selct the file and move it to the correct folder.

## LABELING FILES

- Label files with the folder or subfolders title and a accurate description of the file in the following manner.
  - Example: "Lab Report: Digital Forensics of Exhibit 5 (Samsung Cell Phone)"
- This is to include those files uploaded by Deputies prior to and during your investigative involvement.
- When labeling supplements or arrest reports please label the PDF version of the file. (The word document may remain unedited and does not need to be moved into a folder.)

# COMPLETE

Once you have labeled and moved the files into the corresponding folders you will have a cleaner more organized product.

The screenshot displays a software interface with a top toolbar containing icons for Save, Save/New, Delete, Assignments, Activity, Incidents, Review, Audit Viewer, and Print. Below the toolbar is a secondary toolbar with icons for Folders, New, Edit, View, Detail, Permissions, Finalize, Import, Check In, Mass Check In, Undo, Seal, and Export. The main area is divided into two panes. The left pane shows a tree view of folders under 'Case Folders', including: Initial Narrative (1 docs), Supplemental Narratives (1), Arrest Reports (1 docs), Photos (1 docs), Video Files (1 docs), Audio Files (1 docs), Documents Attach (with sub-folders: Property Release (1 doc), Consent to Search (1 do), Meidcal Release (1 docs), Other Agency Reports (1), Intel Information, Photo Lineups (1 docs), PDF Copies of Report (1), Misc. Documents (1 doc), Affidavits (1 docs), Voluntary Statements (1 do), Arrest Warrant Request (with sub-folders: Arrest Warrant Requests, Arrest Warrant Returns), and Lab Reports (2 docs). The right pane is a table with columns for Status, Description, File Type, and Created By, which is currently empty. On the far right, a vertical sidebar contains several colored tabs: PROPERTY (blue), OFFENSES (green), SUBJECTS (teal), DOCUMENTS (red), and ARRESTS (red). Checkmarks are visible next to the PROPERTY and DOCUMENTS tabs.