

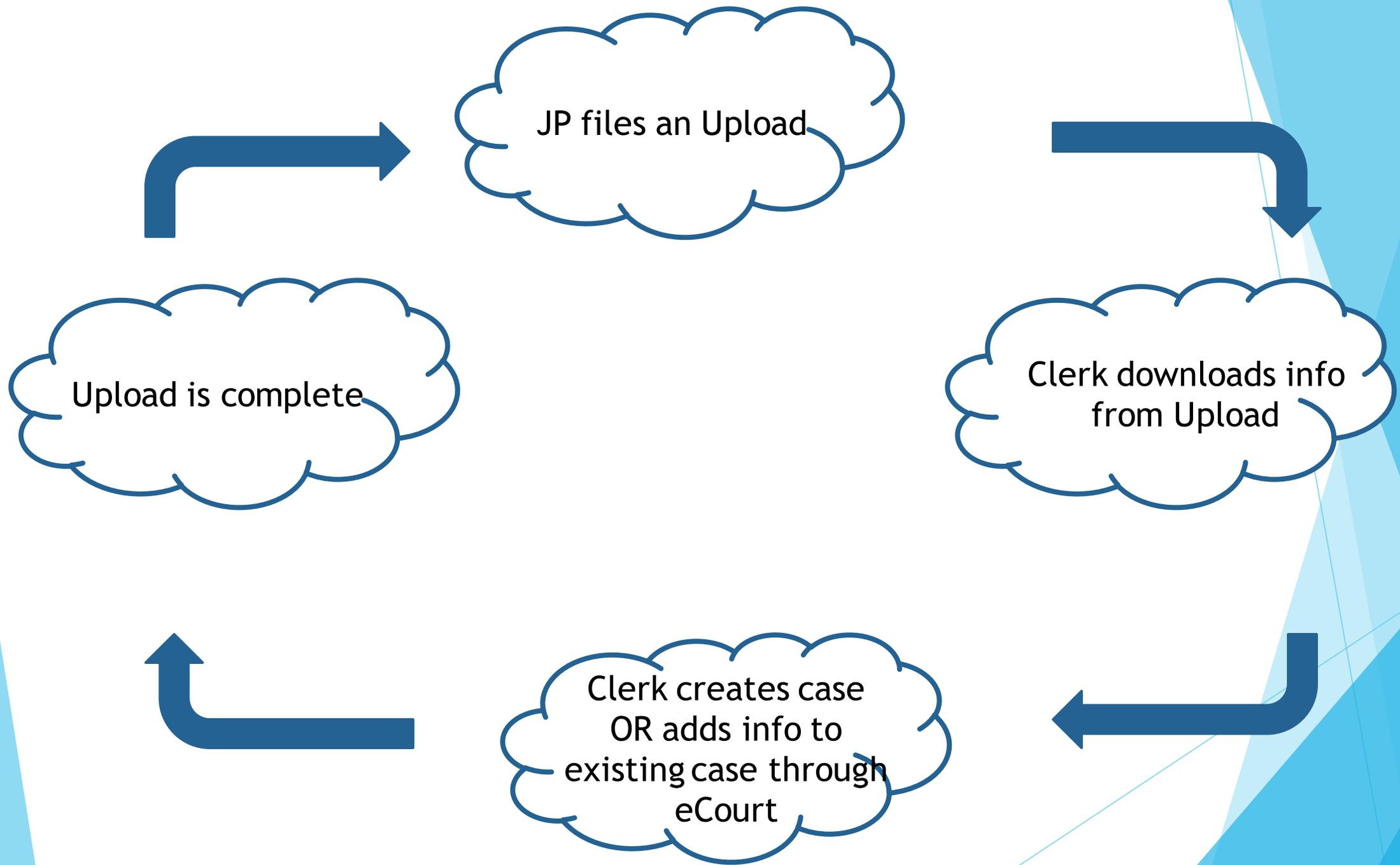
Superior Court of San Benito County



Filing with SharePoint-
Criminal

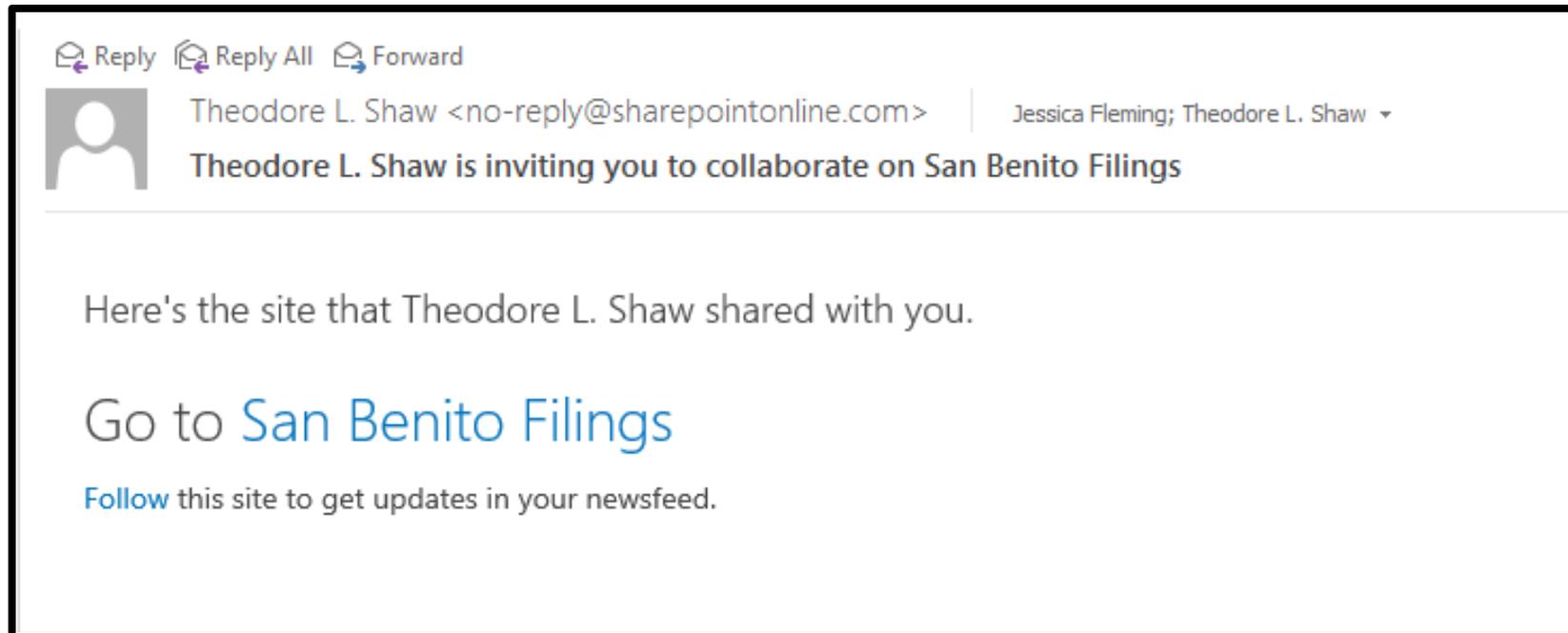
Introduction:

- ▶ What is Criminal SharePoint?
 - ▶ Criminal SharePoint is a website that will allow the San Benito Superior Court's Justice Partners to electronically file all documents.
- ▶ How does it work?
 - ▶ Using Criminal SharePoint will eliminate the physical papers our Justice Partners bring in by instead uploading them into SharePoint from their own office. (per local RULE 10.13 effective 01/01/2023 will only be accepting electronic filing)



Navigating To Criminal SharePoint

- ▶ To access Criminal SharePoint:
 - ▶ You will receive an email that looks like the one below, click on the blue highlighted San Benito Filings link. This will take you directly to the Criminal SharePoint home page.



- ▶ Once you accept the invitation for Criminal SharePoint, you can create a shortcut for easier access in the future.

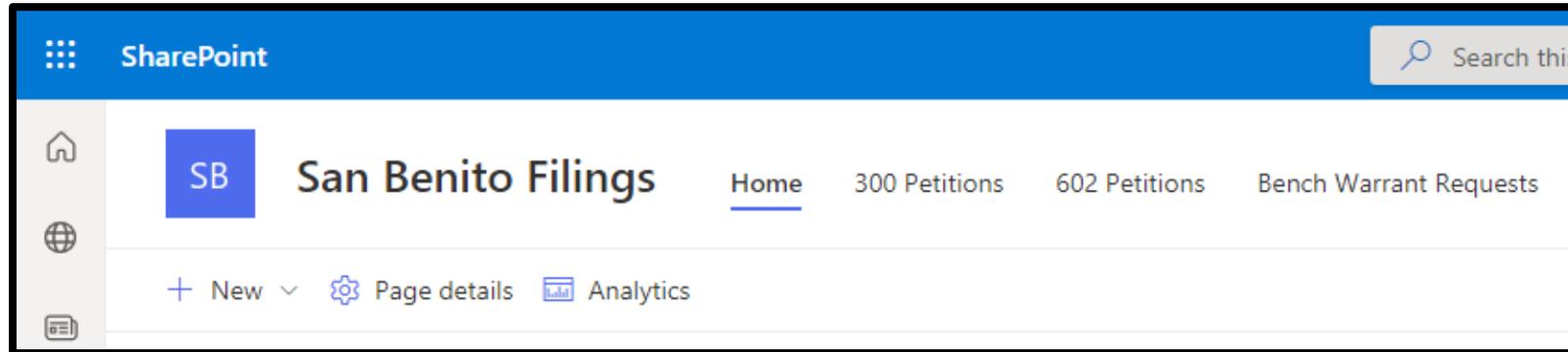
Prior to Filing in Criminal SharePoint

- ▶ Scan and name all documents that are going into Criminal SharePoint. The title of the documents must be input with the exact name of the document and case number (if you have one); so, MAKE SURE TO CHECK THE TITLE of the documents prior to going into SharePoint.
- ▶ Here are some examples in how the documents need to be named:
 - ▶ Proof of Service - CS-22-00001
 - ▶ Criminal Protective Order
 - ▶ Complaint

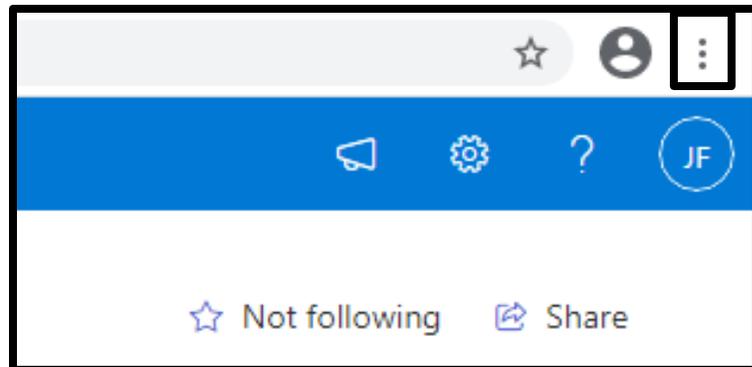
Tip for Prepping Documents: If you are working with multiple documents, create a folder for each party so it is easier to find and access once you're in Criminal SharePoint.

Creating a Criminal SharePoint Shortcut

- ▶ Start by going to the Criminal SharePoint home page.

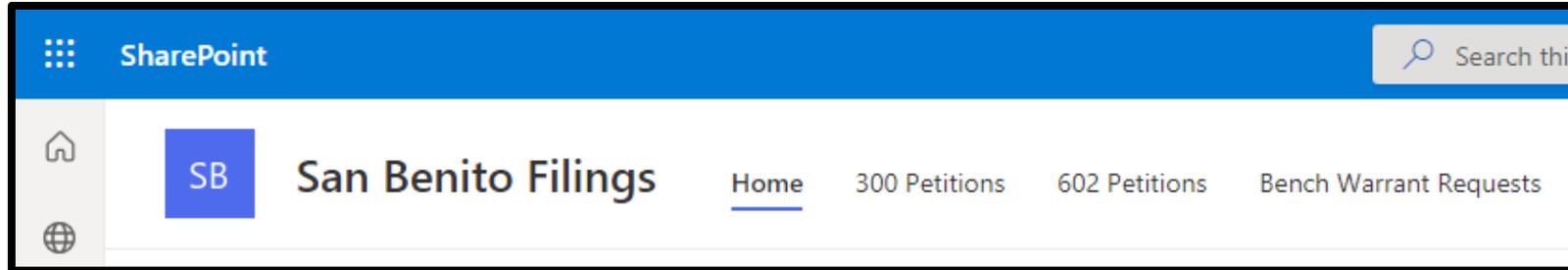


- ▶ Then go to the upper right-hand corner and click on the three dots

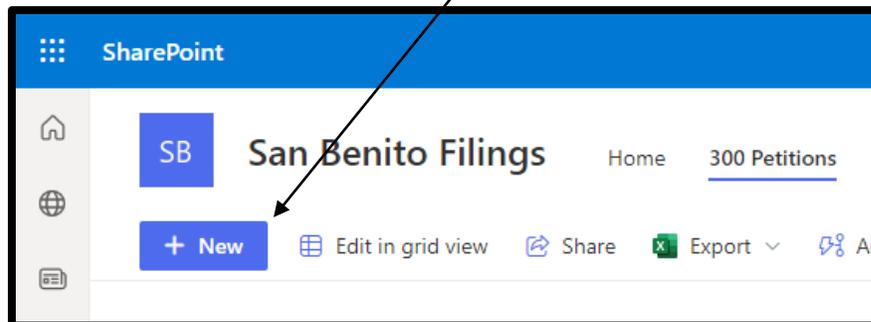


Creating a New Upload

- ▶ Start by going to the home page and locating the list you would like to file your documents into. (300 Petitions, Bench Warrants Request, etc.)



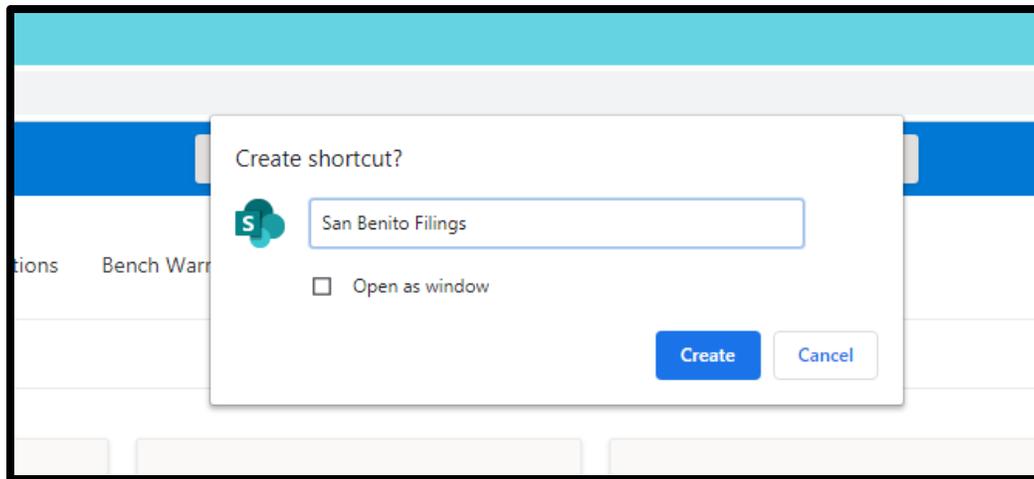
- ▶ Then click on the “+ New” button in the top left-hand corner



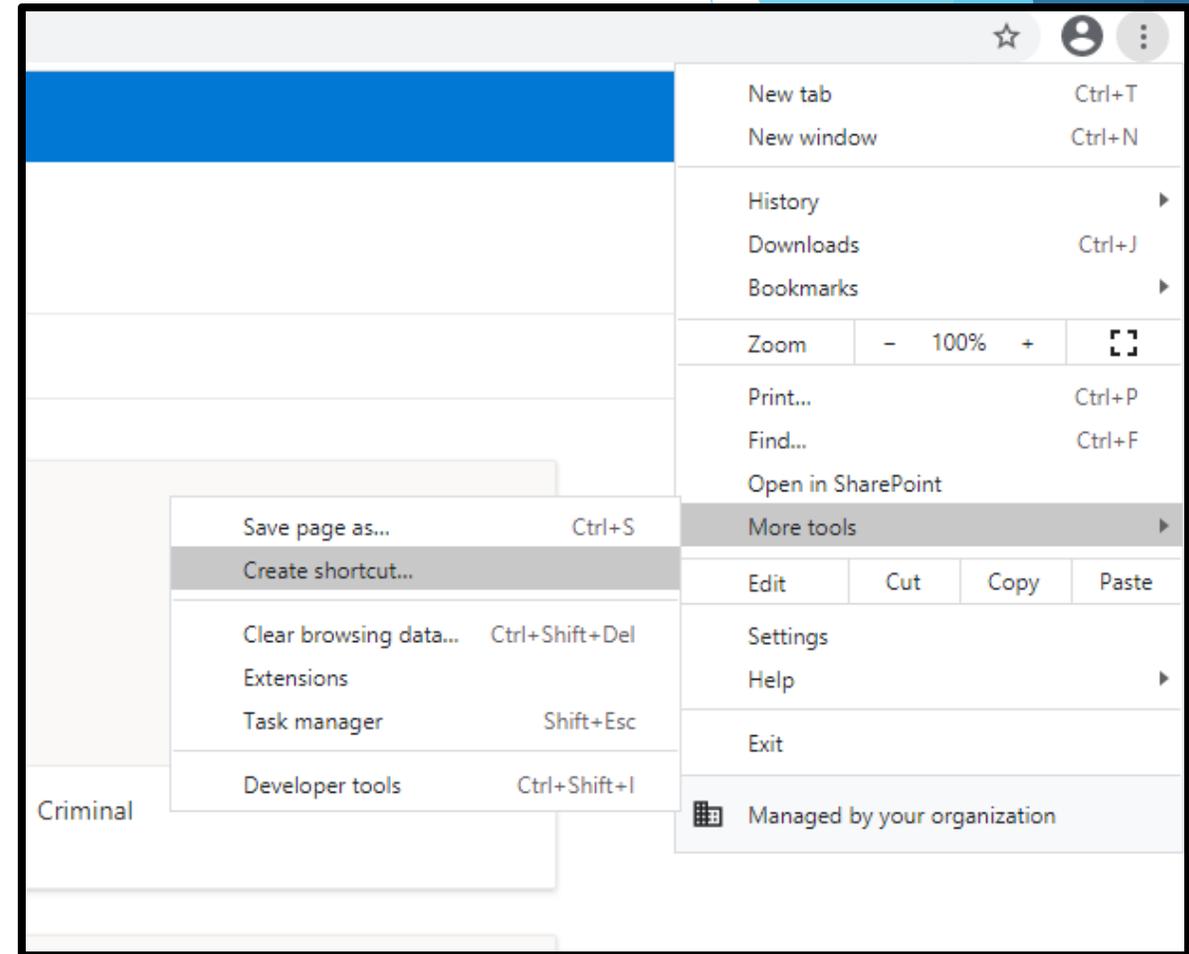
- ▶ After clicking on the button, a window will open where you can start entering the case information.

Creating a Criminal SharePoint Shortcut

- ▶ Now find the tab that says more tools
- ▶ Click on it and then click on the create shortcut option
- ▶ You will be prompted to name the shortcut
 - ▶ Recommended name: San Benito eFilings



- ▶ Once you have typed in the name of the shortcut, press create.
- ▶ You will now be able to access Criminal SharePoint directly from your computers home screen and electronically file documents.

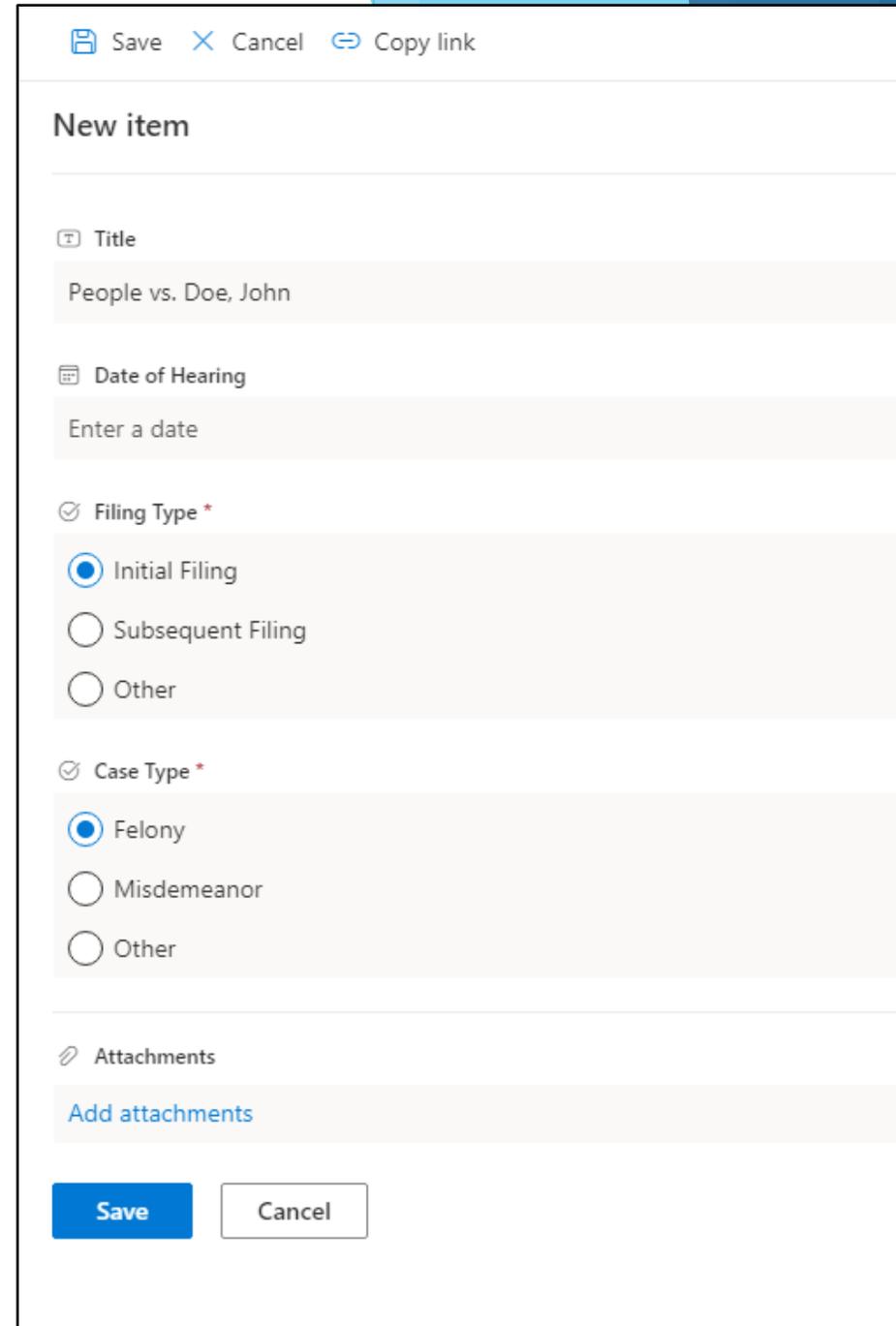


Creating an Upload

- ▶ Begin by entering the case name into the Title section
 - ▶ Make sure to format the Title with the correct case caption:
 - ▶ People vs. Doe, John
 - ▶ In the Matter of Doe, Jane
 - ▶ CS-22-00001

IF YOU HAVE MULTIPLE PARTIES, YOU MUST CREATE A NEW UPLOAD FOR EACH PARTY

- ▶ Then enter the Date of Hearing (if applicable)
 - ▶ Once you click on the “Enter a date” field, a calendar will pop up and you can choose the date from there.
- ▶ Choose the Filing Type and Case type from the options given.
- ▶ Once you have entered all the information needed, and checked to ensure the information is correct; you are now ready to add attachments. **(Per Local Rule CRC 3.1312, only PDF Format Documents will be accepted.)**



The screenshot shows a 'New item' form with the following fields and options:

- Title:** People vs. Doe, John
- Date of Hearing:** Enter a date
- Filing Type *:** Initial Filing, Subsequent Filing, Other
- Case Type *:** Felony, Misdemeanor, Other
- Attachments:** Add attachments

At the top of the form are buttons for 'Save', 'Cancel', and 'Copy link'. At the bottom are 'Save' and 'Cancel' buttons.

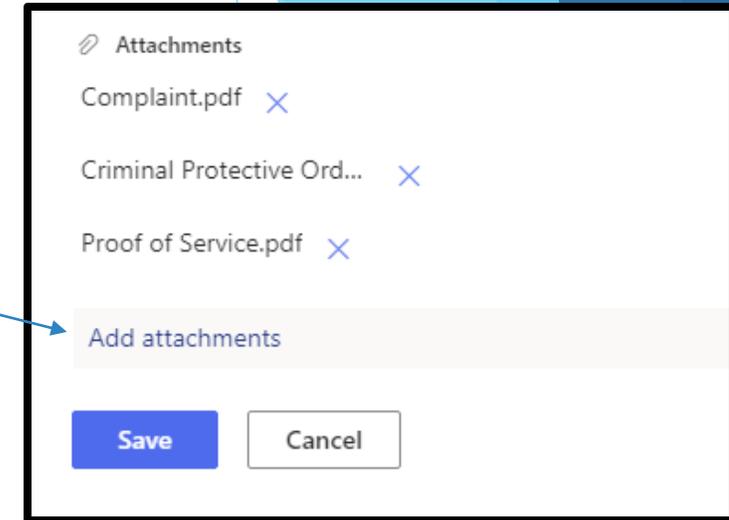
Creating a New Upload-Adding Attachments

- ▶ After clicking on the “Add attachments” link a window will pop up with all your computers documents listed.
- ▶ In this window you can navigate to where your previously scanned and saved document is located. Select the desired document and press open.
- ▶ The document you choose will now be listed under the Attachments title at the bottom of the page.
 - ▶ If you need to add more documents, click on the blue “Add attachment” link again at the very bottom of the list of documents that have already been added.

CHECK ALL INFORMATION TO MAKE SURE IT HAS BEEN ENTERED CORRECTLY.

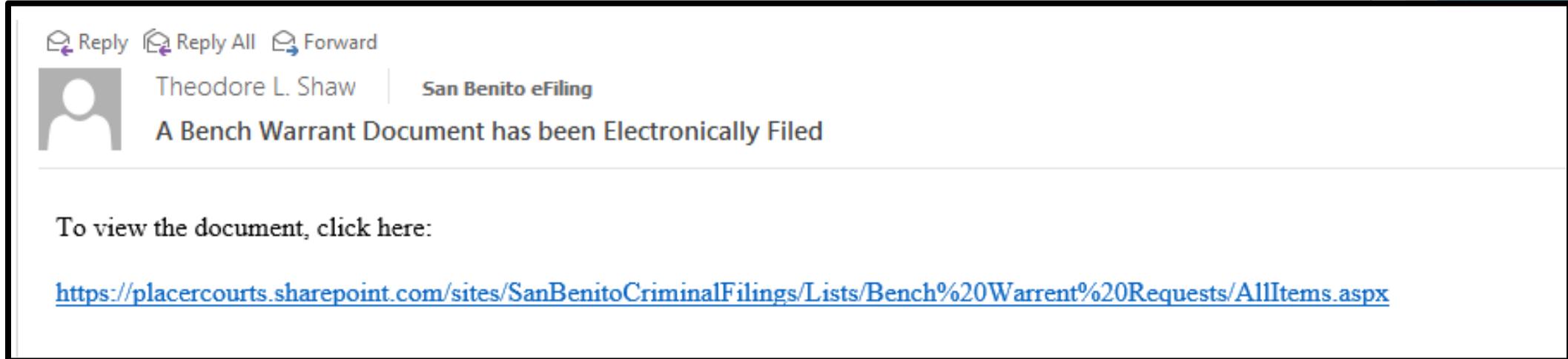
ONCE YOU PRESS SAVE YOU CANNOT EDIT THE INFORMATION.

- ▶ After checking all the case information and attachments, press save and your Upload will be filed into SharePoint.
- ▶ ONCE YOU HAVE SAVED AND UPLOADED YOUR DOCUMENTS, YOU WILL NEED TO FOLLOW THE STEPS FOR “SUBSEQUENT” UPLOAD FOR ANY FURTHER DOCUMENTS YOU NEED TO ADD TO THIS CASE.



Confirmation of New Upload

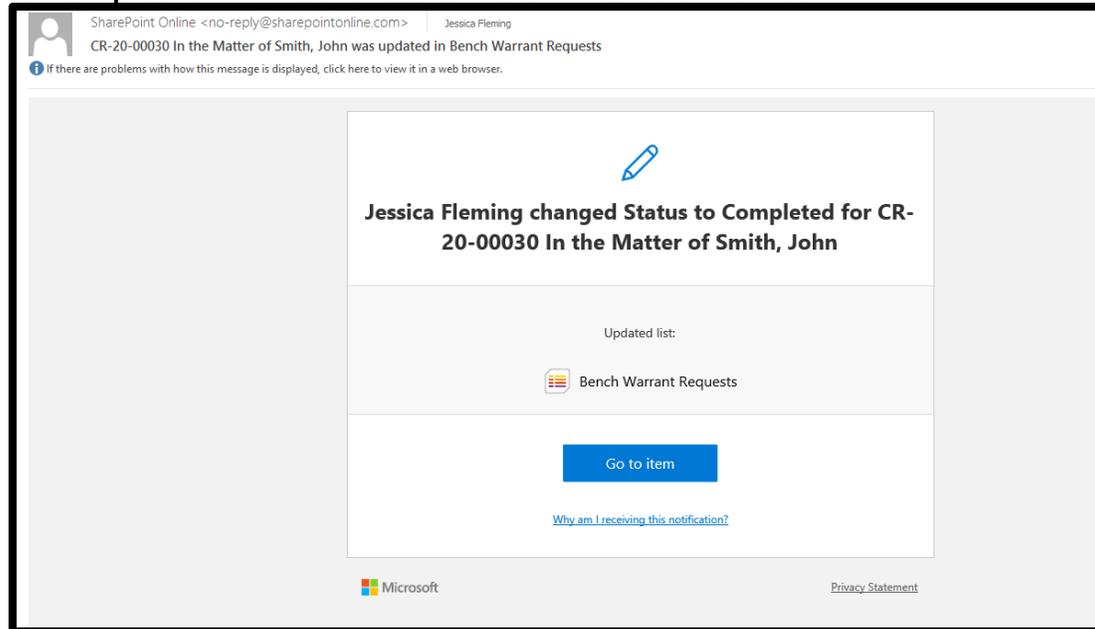
- ▶ After filing your Upload, you will receive an email receipt within a couple of minutes confirming that the court has received it.
- ▶ Here is an example of what the email receipt will look like.



- ▶ Make sure to keep track of these emails. One email will be sent per document you have filed so, if you have filed multiple documents, make sure you have received an email for each document.

Notification's for Upload

- ▶ You will receive an email notification when the filed Upload has been put into a “Completed” status.
- ▶ When you receive the “Completed” email, it means the court has entered all information within your Upload, has a case number, and viewable via the court’s Public Portal.
- ▶ Here is an example of what that email will look like.



- ▶ THE COURT WILL NO LONGER BE PROVIDING CONFORMED COPIES OF DOCUMENTS. ONCE YOU RECEIVED THIS NOTIFICATION, THE DOCUMENTS HAVE BEEN COMPLETED; YOU CAN ACCESS THE PUBLIC PORTAL AND MAKE ANY NECESSARY COPIES.

Superior Court of San Benito County



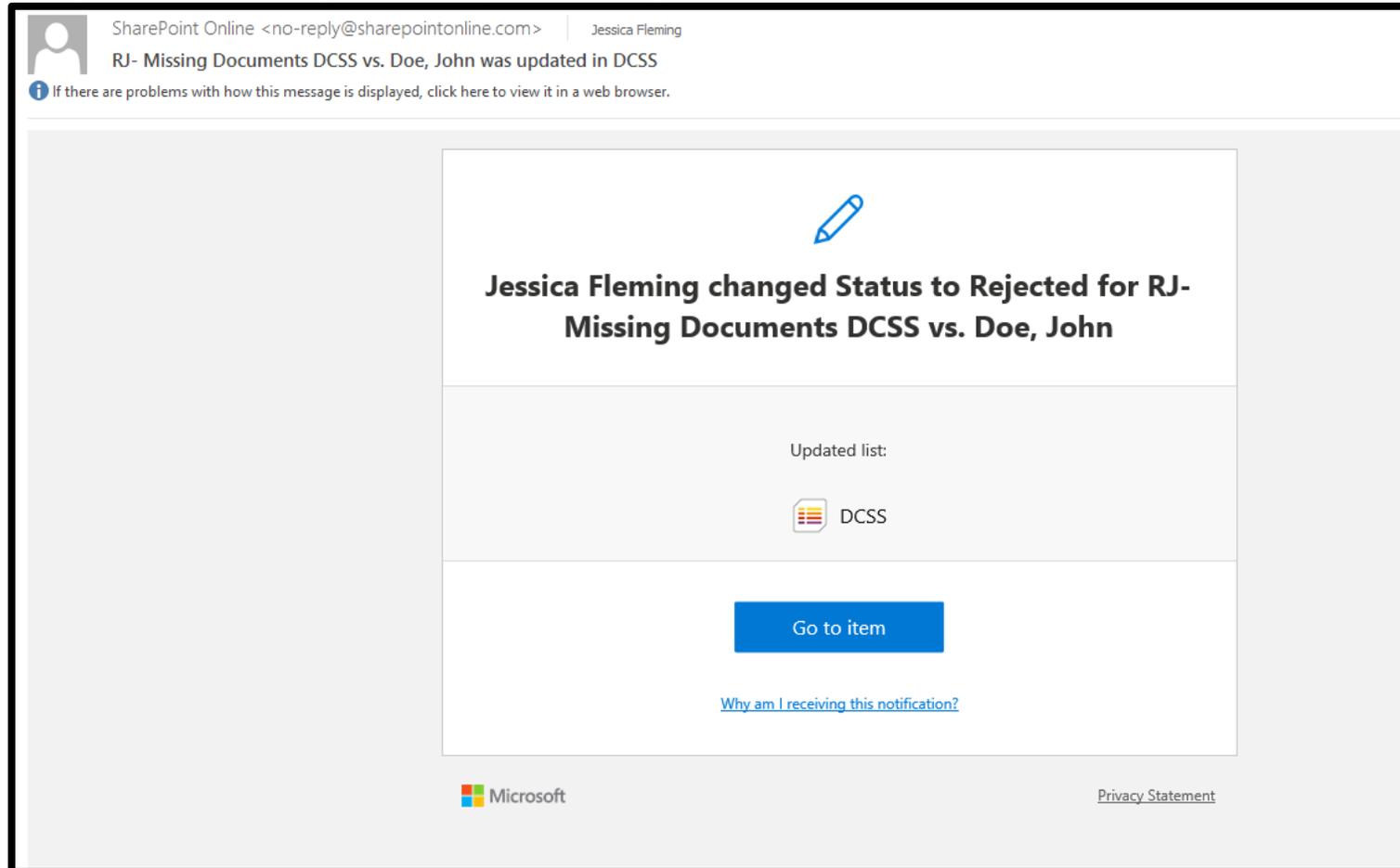
Rejection/Incomplete Process

Difference Between Rejection and Incomplete Uploads

- ▶ If an Upload is Rejected:
 - ▶ It means that the court could not accept anything that was within the Upload and the entire entry was rejected.
- ▶ If an Upload is Incomplete:
 - ▶ It means that a portion of the Upload was accepted with the exception of some documents.

Rejection of an Upload

- ▶ If an Upload was rejected, you will get an email similar to the one below.



- ▶ To understand why it was rejected, look within the emails message and there will be a brief reason as to why the Upload was rejected.

Incomplete Upload

- ▶ If an Upload has been put in an Incomplete Status, you will get an email similar to the one below.



- ▶ To find the reason why the Upload was incomplete, look within the emails message and there will be a brief reason as to why the Upload was incomplete.
- ▶ After fixing the documents, you **MUST CREATE A NEW UPLOAD AND LABEL IT AS A SUBSEQUENT FILING**. You will not be able to put the updated documents into the original Upload.