

# eCase eXchange

---

## Background

- eCase eXchange was developed by Riverside Superior Court in 2013 to facilitate the electronic transfer of court files.
- eCase eXchange is a web-based program accessed through a secured website. The preferred Internet Browser is Google Chrome; however Internet Explorer (IE) version 10 or later and Mozilla Firefox can also be utilized.
- This program allows authorized staff to upload and encrypt PDF versions of court case files, generates electronic certifications, and receipts for record automatically.
- eCase eXchange is stand-alone software that can be used by any court regardless of their current case management system.
- Documents can either be exported from a document management system or generated by a PDF-capable copy machine or scanner.
- Email is utilized to send complex passkeys that will allow authorized staff to decrypt PDF files.
- eCase eXchange has functionality to send an electronic copy of the court file to agencies (*i.e. child welfare, probation, etc.*).
- eCase eXchange is currently being utilized by:
  - Riverside, San Diego, Orange, San Bernardino, Los Angeles and Imperial for juvenile transfers.
  - Riverside, Orange and Los Angeles for criminal 1203.09 transfers.

## eCase eXchange Login

eCase eXchange

Login

Username:

Password:

Affiliation:

Submit

v3.2015.01.24 - (c) 2015 Superior Court of California, County of Riverside

## Juvenile Dashboard

The Juvenile Dashboard provides an overview of the status of transfer cases for a particular court location.

Transfer Management

Navigation  
Juvenile  
Management  
Account

New Processed Pending Receipts

Search:

Date	Case #	Case Name	Sending
Feb 17, 2016 2:43:33 pm			San Bernardino

v3.2015.01.24 - (c) 2015 Superior Court of California, County of Riverside

Logged in as: Carrie Saugus, Riverside County - (Court)

**New** – The ‘New’ tab reflects transfer in cases for which a receipt for record has not yet been returned by the sending court.

**Processed** – The ‘Processed’ tab reflects transfer in cases for which a receipt for record has been returned by the receiving court. Transfer cases display in this tab until the retention period has lapsed, which is currently 15 days.

**Pending** – The ‘Pending’ tab reflects transfer out cases for which the receiving court has not yet signed and returned the receipt for record.

**Receipts** – The ‘Receipts’ tab reflects transfer out cases for which the receiving court has signed a return the receipt for record.

## Juvenile Transfer Outs

The following highlights the steps to transfer a case out to a receiving court:

The screenshot shows a web browser window with the address bar displaying "eCase eXchange". The page title is "Juvenile Transfer". On the left, there is a "Navigation" menu with links for "Juvenile", "Management", and "Account". The main content area is titled "Case Information" and contains the following fields:

- In re:** (TEST) Minor(s)
- Case #:** SWJ [REDACTED]
- Type:** New
- Receiving:** Superior Court of California, County of San Diego, Central Juvenile Court, 2851 Meadow Lark Drive, 2nd Floor, San Diego, CA 92123
- Category:** 600
- Sending:** Superior Court of California, County of Riverside, RIVERSIDE JUVENILE TEST, 9991 County Farm Road, Riverside, CA 92503
- Detained:** Yes
- Agency Copies:** TESTAGENCY
- Comment(s):** Transfer-in Hearing Date 02/22/16
- Processor:** Carrie Snuggs

Buttons for "Add Files", "Sign & Confirm", and "Add Files" are visible. Below the "Case Information" section is a "File Attachments" table:

Filename	Size	Pages	Edit	Delete	Preview
SWJ [REDACTED].pdf	9.56 MiB	178			

- **Complete Case Information.** Limited case information is entered to identify the case being transferred including the case name, case number, case category, and receiving court information.
- **Attach PDF Files.** As the PDF files are uploaded they are being encrypted.
  - **Multiple PDFs can be uploaded.** There is no size limit. Multiple uploads are helpful when a group of documents either need to be deemed confidential or sealed.

- **Agency Copy** - At this stage, a copy of the transfer out file can be sent to an agency. Currently, most courts are using this feature on delinquency cases when the minor is detained. Probation in the sending county is sent an electronic copy of the file in order to transport the minor.
- **Confirm Information.** Verify Information and click 'Sign and Confirm'.
- **Certification.** A certification document will be generated which attests to electronic version of the file being a true and correct copy under the Government Code.
- **Passkey.** A complex and unique passkey is generated for each transfer. A copy of the passkey is sent via email to both the sending and receiving court. This passkey is needed in order to open and decrypt the PDF(s).

*Example of email to the Receiving Court:*

From: eCase eXchange [mailto:nc\_reply@riverside.courts.ca.gov]  
 Sent: Tuesday, February 09, 2016 9:20 AM  
 To: Juvenile Transfer  
 Subject: [eCase eXchange]: New Transfer-In Case # SWJ [REDACTED] from Riverside County

Hello,  
 This message serves as notice and confirmation of a case transfer from **Riverside** County to **Imperial** County.

Case Information

Case #: SWJ [REDACTED]  
 Transferred: February 9, 2016, 9:19:53 am  
 PassKey: HIRS>J#MDP9S@  
 Detained: NO

Please login to the [eCase eXchange](#) system to view the case documents and to sign the Receipt for Record.  
 --- This is an automated message from an unmonitored email account. Do not reply. ---

-----  
 This email message, including any attachments, is intended for the sole viewing and use of the individual or entity to which it is addressed, and may contain confidential and privileged information, which is prohibited from disclosure. Any unauthorized review, use, disclosure, distribution, or the taking of any action in reliance on the information contained in this email, including attachments, is prohibited. If you are not the intended recipient, you are hereby notified that any dissemination or copy of this message, or any attachment, is strictly prohibited. If you have received a copy of this email in error, please notify the sender immediately, and remove all copies of the original message, including attachments, from your computer.  
 -----

Retention Policy: RC COURTS - 180 Days - Deleted Items (10 days) Expires 2/19/2016

## Juvenile Transfer Ins

The following highlights the steps to process a transfer case by a receiving court:

The screenshot displays the eCase eXchange web application interface. The browser address bar shows a URL starting with 'https://'. The page title is 'Transfer Management'. On the left, a navigation menu includes 'Juvenile', 'Management', and 'Account'. The main content area is divided into three sections:

- Case Information:** Displays details for a case with Case # JCM [redacted]. The Case Name is [redacted] (TEST). The Sending court is Superior Court of California, County of San Diego, Central Juvenile Court, 2851 Meadow Lark Drive, 2nd Floor, San Diego, CA 92123. The Receiving court is Superior Court of California, County of Riverside, RIVERSIDE JUVENILE TEST, 9991 County Farm Road, Riverside, CA 92503. The Case Category is 600, Detained is No, Transferred is Feb 18, 2016 7:50:29 am, Type is New, and Comment(s) is None.
- File Attachments:** A table listing two files:

Filename	Size	Pages	Download
JCM [redacted].pdf	4.6 MiB	32	
JCM [redacted] Certification.pdf	135.8 KiB	1	
- Receipt for Record:** A section for generating a receipt. It includes a checkbox for 'I, Carrie Snuggs, a Deputy Clerk of the Superior Court of California, County of Riverside, hereby acknowledge receipt of the aforementioned case file and affix my signature in testament thereto.' and a 'Sign Receipt' button.

v3.2015.01.24 - (c) 2015 Superior Court of California, County of Riverside

- **Passkey.** The receiving court will receive an email that contains the passkey in order to open the case in eCase eXchange and decrypt the PDF(s).
- **Review of PDFs.** The receiving court can review the documents. At this stage, the court can either print the documents, or upload the file electronically to a case management system.
- **Receipt of Record.** Once the receiving court has processed the case, and issued a case number, the clerk can electronically generate the receipt for record.

- **Watermark.** eCase eXchange will watermark the PDF documents with the case number that has been assigned by the receiving court.
- **Sending Agency Copies.** A copy of the transfer in file can be sent to multiple agencies. The agency is sent an email with a different and unique passkey so they can open the court file in eCase eXchange. Agencies are not sent copies of court documents that have been marked confidential or that have been marked sealed.