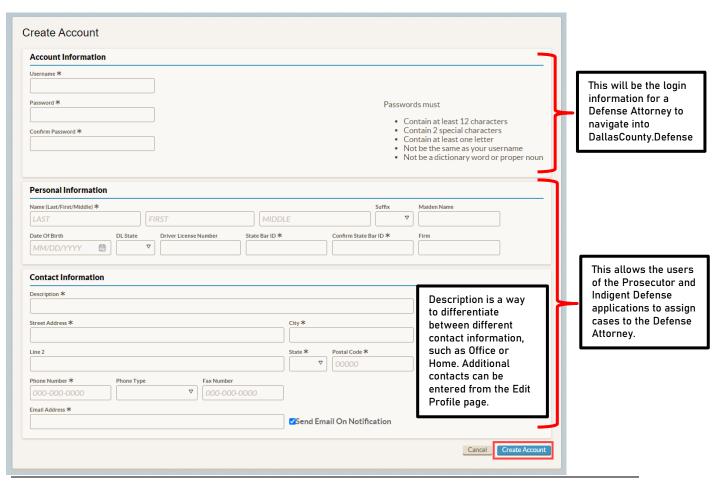
First Time User

First Time User

Create an Account

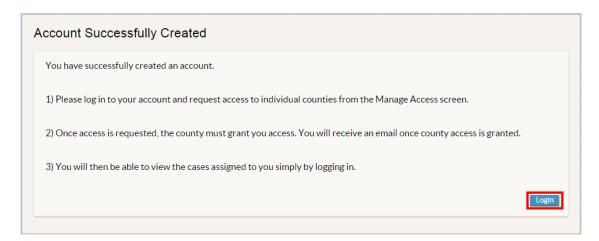


- 1. Enter in the URL https://defense.dallascounty.org/ into your browser.
- 2. Click Create Account.



First Time User

- 3. Enter in the appropriate information (* indicates required fields).
- 4. Click Create Account.
- 5. Select Login



Logging In

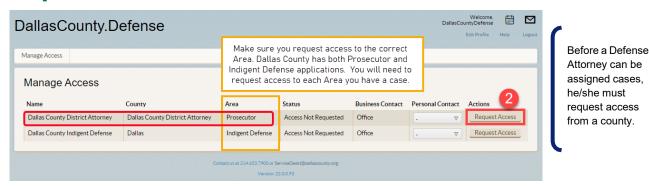


- 1. Enter in your Username.
- 2. Enter in your Password.
- 3. Click Login.

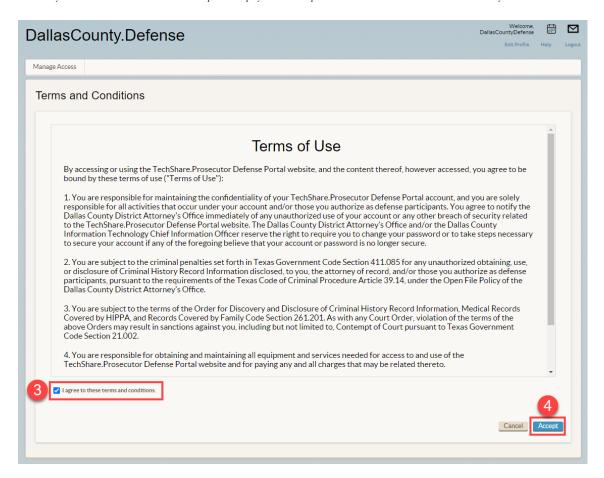
Note: Accounts will be locked for 10 minutes after entering the password incorrectly five times.

Basic Functionality

Request Access

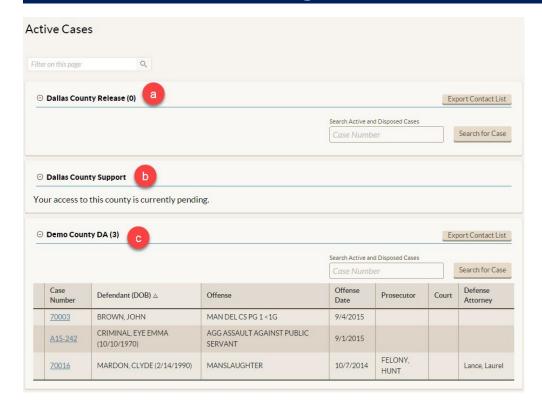


Note – Permission to the county must be granted by a DallasCounty. Prosecutor Administrator before the Defense Attorney may view the case list. The status of the request is displayed on the request access screen next to the name of the county.



- 1. After logging in, the Manage Access screen displays.
- Select the county you need access to, select a Personal Contact (optional) and click Request Access.
- Agree to the Terms and Conditions.
- 4. Accept the Terms and Conditions.

Basic Functionality



- 5. The Active Cases page displays, with the access status for each county.
 - a. Access has been approved, but no active cases have been assigned to you.
 - b. Access has not yet been approved.
 - c. Access has been approved, and you have been assigned active cases.

Logging Out



- 1. Click the Logout link on the top right-hand corner of the screen.
- 2. You will be logged out of your account and taken to the Login screen.