



# eDiscovery FAQs

## **What is eDiscovery?**

eDiscovery is the identification, collection, and production of electronically stored information we provide in response to the defense's request in a pending case. We make every attempt to store all of our files electronically.

## **What are the eDiscovery fees?**

There is a \$20 fee each time we create or activate eDiscovery. If you need or want your discovery provided on CD, DVD, or paper, the cost may be \$20 or more, depending on the size and type(s) of the files. Any additional eDiscovery will be provided at no additional cost. You will be notified by email as soon as additional discovery is available for download.

## **How long will it take to receive discovery?**

To order discovery, you must have an account. If you need to create an account, it may take up to two business days for our office to activate your account. Once your account is activated, you **MUST** log in to request discovery. *Creating an account is NOT the same as requesting discovery.* It will take our office up to five additional business days to fill your discovery request. You will be notified by email with directions on how to pay and download your discovery.

## **How long can I access my eDiscovery?**

You can access your eDiscovery as soon as it is made available to you. You can access the files as long as you are an active party on the case or until the case is sentenced or closed. If the case is no longer open, the discovery files will no longer be available.

## **How do I pay for my eDiscovery?**

You will be provided with an email and link when your eDiscovery is ready. You must pay for your discovery prior to receiving instructions on how to download. Payment can only be accepted online. Only Visa, MasterCard, and Discover are accepted. American Express appears as an option, however we cannot accept it.

## **What if I have a problem with my payment?**

Please call the City's Finance Office at 720-913-9306.

## **I am having technical difficulties. Who do I contact?**

Please call our office at 720-913-8050 between 8:00 a.m. and 4:00 p.m., Monday through Friday. We are closed on [holidays observed by the City and County of Denver](#).

**My files aren't downloading. What do I do?**

There is a two-hour limit on file downloads. If it appears the files will take longer than two hours to download, you will need to find a stronger internet connection. If that does not work, you may contact us for a disc, which may be an additional charge.

**I forgot my username or password. What do I do?**

After clicking the "Sign In" button at the top right of the page, click "Forgot Username or Password?" from the pop-up window. Your request will be emailed to you.

**My case is a traffic case. When can I receive discovery?**

The City Attorney's Office does not receive the case file until the case is set for trial (court or jury). Discovery is not provided for Traffic Infractions (TI) at any point; if there is any discovery available, it will be provided in court. All other requests should be directed to Denver County Court, Traffic Division, 1437 Bannock Street, Courtroom 100K, Denver, CO 80202, or by phone to 720-865-7900.

**My case is not listed. What do I do?**

- If you are a defense attorney, please submit an Entry of Appearance to [eDiscovery@denvergov.org](mailto:eDiscovery@denvergov.org) or by fax to 720-913-8010. You will see the case within one business day when you log into your account. If an Entry of Appearance has not been properly filed with the courts and our office, a request for discovery will not be processed. Our office will release discovery only to the attorney of record or to the defendant (pro se).
- If you are a defendant, sign in and fill out the form on the right of the page called "Defendant Discovery Request." Your request will be reviewed within five business days, and you will be notified by email with directions on how to pay and download your discovery.
- If your case is closed or if you are a third party requesting documentation on a specific case, please submit a CCJRA request by selecting a Colorado Criminal Justice Records Act link on the right of any screen. You may or may not be entitled to the documents you are requesting. If you are denied access, you will be notified with the reason.
- When additional discovery is received, the attorney of record or pro se defendant will be notified.

**How do I update my contact information?**

Please call us at 720-913-8050 or email us at [eDiscovery@denvergov.org](mailto:eDiscovery@denvergov.org).

**I prefer a hard copy of my discovery. How do I request it? What are the fees?**

You may request a hard copy of discovery over the phone at 720-913-8050, by fax to 720-913-8010, or by email to [eDiscovery@denvergov.org](mailto:eDiscovery@denvergov.org). The discovery fee for hard copies starts at \$20, and may be higher depending on the size and type(s) of the files.

**How do I contact your office?**

City Attorney's Office  
Prosecution and Code Enforcement  
201 West Colfax Avenue, Department 1207  
Denver, CO 80202

Phone: 720-913-8050

Fax: 720-913-8010

Email: [eDiscovery@denvergov.org](mailto:eDiscovery@denvergov.org)

Web: [http://www.denvergov.org/city\\_attorney](http://www.denvergov.org/city_attorney)

**Please remember:**

- Refunds are not available if you did not download your eDiscovery.
- Occasionally some items are not available for eDiscovery. There may be an additional fee for items that require a physical copy.