

## How to organize BWC from your My.Evidence.com Account to find it later

When notified of access being granted to view the BWC in a case, it is best to “save” the viewing link in a couple of ways.

First, the “**E Discovery Request Form**” needs to be filled out completely, with as much information as you can provide to assist in the search for the correct BWC for your client. Here is an example of an E Discovery form filled out containing all possible information that is applicable:

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**ELECTRONIC DISCOVERY RELEASE**

COMMONWEALTH OF VIRGINIA, **MUST ENTER ALL AREAS - (\*) AREAS ARE OPTIONAL**

v. POLICE CC #: \_\_\_\_\_

Doe, John, Defendant. OCA/LYN Case #: \_\_\_\_\_

Date of Arrest: 7/4/23

Date of Incident (if different): 6/2/23

Court Case #: GC2300456-00

DOB: 2/15/78 (if Available)

**Check-off Required**  
Court case assigned to:  General Dist.  J&D (Adult)  J&D (Juv)  Circuit //  \*APPEAL

Charge(s): ASL, DUI

Next Court Date: 9/8/23 Highest Level of Charges:  Felony  Misdemeanor  Traffic

This case was transferred from another Defense Attorney . Name of Attorney Bob Smith

**Electronic Discovery Requesting:**  
Videos: BWC & InCar/DashCam/Photos:  Documents: Digitized Case Documents:  \*Check-off Required

I, Rose Jones, counsel for the above referenced defendant, (or authorized agent of counsel for such defendant) hereby acknowledge acceptance of the terms of “Electronic Discovery” with the Lynchburg Commonwealth’s Attorney Office. I agree that prior to requesting or receiving Electronic Discovery, I must file a Motion for Discovery and/or have a Discovery Order entered according to the Virginia Supreme Court Rule for the applicable court and procedural posture of the case. This Motion must be filed in a reasonable period to allow the necessary amount of time to fulfill such request prior to the next scheduled Court hearing date.

In some cases, it may be necessary to redact some materials requested, through either visual and/or auditory means, due to the presence of personal identifying information, sensitive conversations or visualizations that are not pertinent to the case, (nor contain any exculpatory evidence), that may impact, affect or jeopardize the safety, security or privacy of victims, witnesses, or others, as well as possessions or property. Any redaction performed, does not affect the “original” footage, which is maintained without redaction, and is available by seeking disclosure through a Court Order.

Although the Commonwealth is required to allow me to inspect exculpatory evidence, I agree that, with the exception of those materials described in Rule 3A:11(b)(1); Rule 7C:3; Rule 8:15(a); or Rule 8:15(b), the Commonwealth is not required to provide me with copies of any evidentiary materials or to allow me to copy any evidentiary materials.

In consideration of the Commonwealth providing me with access to the evidentiary materials, other than those described in Rule 3A:11(b)(1); Rule 7C:3; Rule 8:15(a); or Rule 8:15(b), I agree that, until this case is concluded, I will not copy, or allow these materials to leave my possession or control. Any copies required for submission as evidence to the Court, will be made by the Commonwealth Attorney’s Office in exchange for me providing the necessary digital copying materials. The Commonwealth Attorney’s Office will retain possession of such digital copied materials until submission of such materials to the Court. While I have the right to share and show the contents of these materials to my client, I agree to not give these materials in whole or in part, except the materials described in Rule 3A:11(b)(1); Rule 7C:3; Rule 8:15(a); or Rule 8:15(b), to my client.

I understand that, although I may review my client’s criminal and DMV records in the Commonwealth’s Attorney’s office, the Commonwealth Attorney is prohibited from giving me these records absent a specific court order.

I understand that certain discovery materials may be particularly sensitive, and that the Commonwealth is providing me access to materials other than those described in Rule 3A:11(b)(1); Rule 7C:3; Rule 8:15(a); or Rule 8:15(b), for my convenience. In consideration of the Commonwealth providing me with such access, rather than merely allowing me to inspect them, I agree to allowing the Commonwealth Attorney’s Office to digitally delete them prior to, or soon after the conclusion of my representation of the defendant, pursuant to LE Op. 1864 (2012).

**OCA BWC USE ONLY**

DATE RECEIVED: \_\_\_\_\_

DATE BWC SENT: \_\_\_\_\_

Exp: \_\_\_\_\_ # Videos: \_\_\_\_\_

Prosecutor: \_\_\_\_\_ Sent: \_\_\_\_\_

PO: \_\_\_\_\_

Entered Circuit: \_\_\_\_\_ E Drive: \_\_\_\_\_

BY: \_\_\_\_\_

**DO NOT REQUEST FOR A “NON-AVAILABLE” OFFENSE AND/OR TRAFFIC INFRACTION**

**DO NOT REQUEST FOR CLASS 5 or 4 MISDEMEANORS, PAROLE OR PROBATION VIOLATIONS**

Dated: 8/1/23

Signed: Rose Jones

Counsel for the Defendant (Written or Digital Signature)

Email Address: RJones@RoseJonesLegal.com

PRESS TO SUBMIT via EMAIL to [lw@ocalyncburg.com](mailto:lw@ocalyncburg.com)

PRESS TO PRINT

REV 7/22

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This section (upper right corner of the form) asks for the Police Department’s case number (Police CC#) and the Commonwealth’s case number (OCA/LYN Case#). These may or may not be available to you and it is ok to leave “blank” if you don’t have that information.

**MUST ENTER ALL AREAS - (\*) AREAS ARE OPTIONAL**

POLICE CC #: \_\_\_\_\_

OCA/LYN Case #: \_\_\_\_\_

Date of Arrest: 7/4/23

This section (lower left corner of the form) is for the “**BWC Office Use Only**”, but once the form is returned after access is granted, this information can be helpful to you. There is also a comment section that we put notations in.

(2012).

**OCA/BWC USE ONLY**

DATE RECEIVED: \_\_\_\_\_

DATE BWC SENT: \_\_\_\_\_

Exp: \_\_\_\_\_ # Videos \_\_\_\_\_

Prosecutor: \_\_\_\_\_ Sent: \_\_\_\_\_

PO: \_\_\_\_\_

Entered Case: \_\_\_\_\_ E Drive: \_\_\_\_\_

BY: \_\_\_\_\_

**DO NOT REQUI**

**DO NOT REQUI**

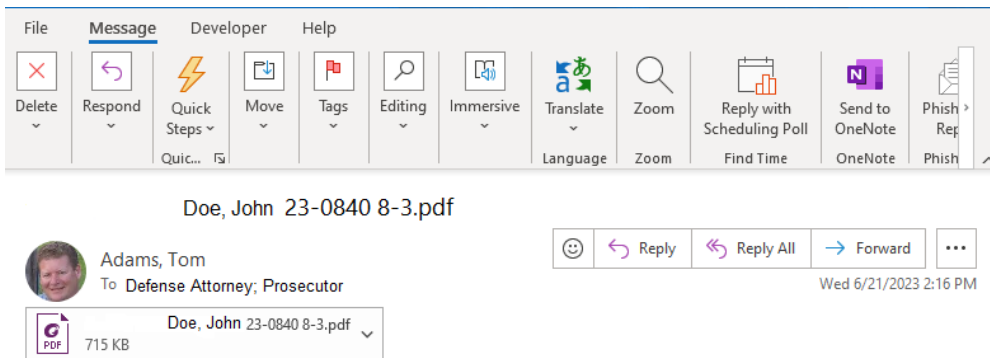
Sign

Email Addr

**OCA/BWC USE ONLY**

**DO NOT REQUI**

Next, the completed form will be emailed back to the Defense Attorney, along with the Prosecutor from the BWC Office. The prosecutor will then send any Digitized Documents to Defense via email from the case to complete the request.



Copy of E Discovery Request form completed and returned for your files. Can be used to double-check who the prosecutor is on the case; how many BWC; the OCA & LPD case numbers; Officer’s name; etc.

Lastly, the Defense Attorney will receive an email from **AXON** in relation to the BWC being available and the access to view being granted. This email will contain a “**link**” labeled “**Click here to view**” as shown below:

From: Axon <noreply@evidence.com>  
Sent: Tuesday, May 9, 2023 2:49 PM  
To: John Doe <John@JohnDoe12.com>  
Subject: Evidence.com - Evidence view link



[MY.EVIDENCE.COM](#)>

Dear John Doe (Badge ID: #6gss0782 ).

Thomas Adams (37631) from Lynchburg (VA) Commonwealth's Attorney (ocalynchburg.evidence.com) has shared evidence with you on Evidence.com.

To view this evidence, click the link below or sign in to your Axon Evidence account, click Evidence in the menu bar and then click Shared Evidence.  
[Click here to view](#)

Please note that your access to this evidence will expire on Wed, 8 May 2024 18:48:29 GMT. After that, you must contact the sender to regain access. If you require any additional evidence information or permission, please contact the sender.

Sincerely,  
The Axon Team

To view this evidence, click the link below or sign in to your Axon Evidence account, click Evidence in the menu bar and then click Shared Evidence.

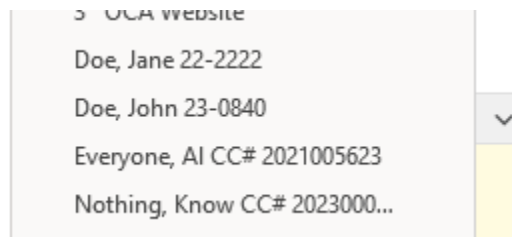
[Click here to view](#)

Please note that your access to this evidence will expire on Wed, 8 May 2024 18:48:29 GMT.

The expiration date of the viewing access is also listed.

To make it easier to find your case evidence on your *My.Evidence.com* account site, there are a couple of options:

1. You can make a folder within your email account to save these emailed links from AXON, adding the Defendant's name for easy reference.



2. Copy the link to a list of Defendants (or individually) in WORD or Excel.
3. Save the My.Evidence.com link destinations in your browser by the Defendant's name.

You can also search your *My.Evidence.com* account by either Name or case number, but you run the risk of not having all the evidence show up, depending on how it is labeled, in this type of search.

*My.Evidence.com's* **FREE** version, doesn't allow the creation of folders within the program to group all these pieces of evidence together, so these are options that I've found that could help you.

If you find it easier to try their **PAID** version for the extra options, that is your choice.

These are just suggestions, and you can use whatever works for you.

Tom

Rev 6.23.23