

Instructions for the CIP Portal

First Time Registration

If this is your first time accessing the CIP Portal, you will need to create an account. This is only necessary once to register your email address with the portal and assign a password.

From the Log In screen, Click the link to “Create an account”

Log In

Username or Email

Password

Remember Me

Login

Received a new file and don't have an account? [Create an account](#)

[I forgot my password](#)

I'm not a robot

reCAPTCHA
Privacy - Terms

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From the New user screen, enter a username of your choosing. Enter the email address to which the email with the link was sent. Type in a password and confirm the password followed by pressing register.

New user

Username

Email

Password

Confirm Password

Register

[Go back to login page](#)

You will receive a confirmation email. Following the link to confirm your account and complete the registration process.

Confirm your account - CIP Portal

CIP Portal [portal@cipiemail.net]
To: Super Attorney

Hello,

Please click on the link below to activate your CIP Portal account:

[Click here to confirm your account](#)

For security reasons this link will expire in 20 minutes.

Using the CIP Portal

Once you have your username and password, login to the portal.

Log In

attorneys@sao8.org

.....

Remember Me

Login

Received a new file and don't have an account? [Create an account](#)

[I forgot my password](#)

I'm not a robot

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Privacy Terms

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Once you have signed in, you will see the CIP Portal Main Screen and you will be on the Files List. From this screen, you can select files for download.

CIPPORTAL

Find by case number, defendant name or document name

Files

Download file(s) Files

You have a total of 6 file(s) that haven't been downloaded across all cases.

Show 25 entries

Case number	Defendant	Document	Agency	Received on	Size	Downloaded?
<input type="checkbox"/> 012019CT000086AXXXXX	WELLS, SERANNA NICOLE	AGENCY	State Attorney's Office 8th Judicial Circuit	2019/5/16 09:10	123KB	No
<input type="checkbox"/> 012019CT000086AXXXXX	WELLS, SERANNA NICOLE	AGENCY	State Attorney's Office 8th Judicial Circuit	2019/5/16 09:10	159KB	No
<input type="checkbox"/> 012019CT000086AXXXXX	WELLS, SERANNA NICOLE	COURT	State Attorney's Office 8th Judicial Circuit	2019/5/16 09:10	175KB	No
<input type="checkbox"/> 012019CT000086AXXXXX	WELLS, SERANNA NICOLE	AGENCY	State Attorney's Office 8th Judicial Circuit	2019/5/16 09:10	46KB	No
<input type="checkbox"/> 012019CT000086AXXXXX	WELLS, SERANNA NICOLE	AGENCY	State Attorney's Office 8th Judicial Circuit	2019/5/16 09:10	81KB	No
<input type="checkbox"/> 012019CT000086AXXXXX	WELLS, SERANNA NICOLE	AGENCY	State Attorney's Office 8th Judicial Circuit	2019/5/16 09:10	102KB	No

Showing 1 to 6 of 6 entries 0 selected rows

Previous 1 Next

Select the files that you wish to download and click download files.

CIPPORTAL

Find by case number, defendant name or document name

Files

Download file(s) Files

You have a total of 6 file(s) that haven't been downloaded across all cases.

Show 25 entries

Case number	Defendant	Document	Agency	Received on	Size	Downloaded?
<input type="checkbox"/> 012019CT000086AXXXXX	WELLS, SERANNA NICOLE	AGENCY	State Attorney's Office 8th Judicial Circuit	2019/5/16 09:10	123KB	No
<input type="checkbox"/> 012019CT000086AXXXXX	WELLS, SERANNA NICOLE	AGENCY	State Attorney's Office 8th Judicial Circuit	2019/5/16 09:10	159KB	No
<input type="checkbox"/> 012019CT000086AXXXXX	WELLS, SERANNA NICOLE	COURT	State Attorney's Office 8th Judicial Circuit	2019/5/16 09:10	175KB	No
<input checked="" type="checkbox"/> 012019CT000086AXXXXX	WELLS, SERANNA NICOLE	AGENCY	State Attorney's Office 8th Judicial Circuit	2019/5/16 09:10	46KB	No
<input checked="" type="checkbox"/> 012019CT000086AXXXXX	WELLS, SERANNA NICOLE	AGENCY	State Attorney's Office 8th Judicial Circuit	2019/5/16 09:10	81KB	No
<input checked="" type="checkbox"/> 012019CT000086AXXXXX	WELLS, SERANNA NICOLE	AGENCY	State Attorney's Office 8th Judicial Circuit	2019/5/16 09:10	102KB	No

Showing 1 to 6 of 6 entries 3 selected rows

Previous 1 Next

The files will be compiled into a zip file and the download will begin. Where the files are placed on your computer are dependent on the settings in your web browser.

The system notates the files that have been previously downloaded by putting a yes in the Downloaded? Field.

The screenshot shows the CIPPORTAL interface. At the top, there is a search bar with the placeholder text "Find by case number, defendant name or document name". Below the search bar, there is a navigation menu with "Dashboard", "Cases", and "Files". The "Files" section is active, and a "Download file(s)" button is visible. A yellow banner states: "You have a total of 3 file(s) that haven't been downloaded across all cases." Below this, a table lists 6 files. The "Downloaded?" column shows "No" for the first three files and "Yes" for the last three. The table columns are: Case number, Defendant, Document, Agency, Received on, Size, and Downloaded?. The data rows are as follows:

Case number	Defendant	Document	Agency	Received on	Size	Downloaded?
012019CT000086AXXXXX	WELLS, SERANNA NICOLE	AGENCY	State Attorney's Office 8th Judicial Circuit	2019/5/16 09:10	123KB	No
012019CT000086AXXXXX	WELLS, SERANNA NICOLE	AGENCY	State Attorney's Office 8th Judicial Circuit	2019/5/16 09:10	159KB	No
012019CT000086AXXXXX	WELLS, SERANNA NICOLE	COURT	State Attorney's Office 8th Judicial Circuit	2019/5/16 09:10	175KB	No
012019CT000086AXXXXX	WELLS, SERANNA NICOLE	AGENCY	State Attorney's Office 8th Judicial Circuit	2019/5/16 09:10	46KB	Yes
012019CT000086AXXXXX	WELLS, SERANNA NICOLE	AGENCY	State Attorney's Office 8th Judicial Circuit	2019/5/16 09:10	81KB	Yes
012019CT000086AXXXXX	WELLS, SERANNA NICOLE	AGENCY	State Attorney's Office 8th Judicial Circuit	2019/5/16 09:10	102KB	Yes

You can use the Files Filter Menu to filter the list to items that have not been downloaded.

This screenshot is similar to the previous one but shows the "Files" filter menu open. The menu has three options: "All", "Downloaded", and "Not downloaded". The "Not downloaded" option is selected, and the yellow banner now states: "You have a total of 3 file(s) that have not been downloaded across all cases." The table below shows the same 6 files, but the "Downloaded?" column now shows "No" for all of them, reflecting the filter applied.

At top of the screen, is a search box to allow you to search by case number. Case number should be entered without dashes. The search box and the filter work together to allow you to find the files that have not been downloaded for a specific case number.

Files are available on the Portal for 30 days. After 30 days, the files are automatically deleted from the portal. If you need to get a file after it has been removed from the portal, you will have to request it from the State Attorney's Office.