



# Electronic Digital Evidence Submission Instructions

This document outlines the process of submitting Digital Evidence electronically to the Wisconsin State Crime Laboratories. Digital Evidence will continue to be accepted on physical media (ie: CDs) as well.

If this is your first electronic submission, please contact the lab in your area to set up your account:

Madison Area: 608-266-2031 Milwaukee Area: 414-382-7500 Wausau Area: 715-845-8626

## Preparation:

1. A [Transmittal of Criminal Evidence](#) will be required for each case containing Digital Evidence. Separate cases will require separate transmittals. Multiple files can be submitted as a single item for a case. The number of files submitted will need to be listed in the Evidence Description

Agency Evidence No.	Number of Item(s)	Evidence Item Description and Source	Requested Analysis (see abbreviation list below)
4A	1	5 jpg images for latent print analysis	LP
4B	1	2 video files for video analysis	FI

2. Consider having a copy of the files you wish to submit, and the completed transmittal, in the same folder on your computer. This will make uploading easier by being able to select all the files at one time

## ShareFile Access:

3. Access the following address in your web browser: <https://widoj.sharefile.com/>
4. If you have previously used WI DOJ ShareFile, log into the window on the right side of the screen

- a. If this is your first time, click “Forgot Password” in the bottom right corner



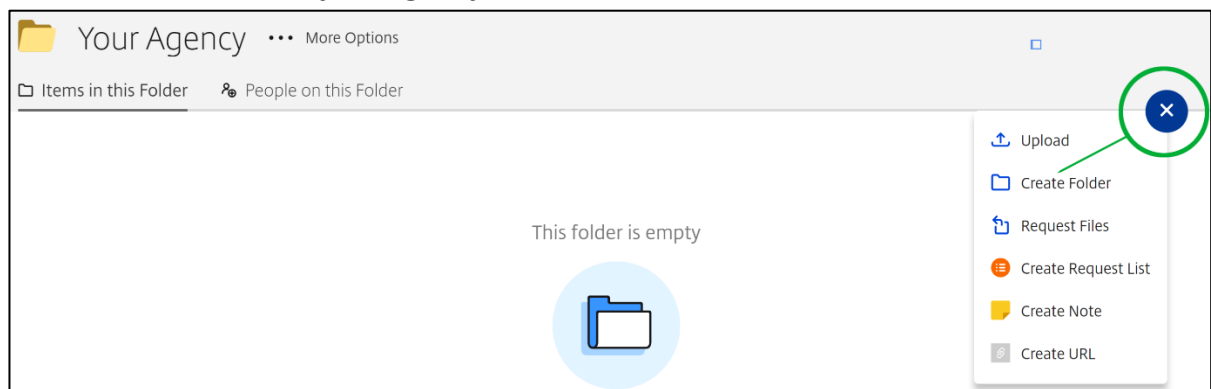
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- b. In the following window, enter your email and click the “I’m not a robot” button
- c. Check the email inbox of the address provided (you may need to check your junk mail folder). Follow the step-by-step directions to create/reset a password. If you do not receive an email, try the process again
- d. Once your password is created/reset, access the link in Step 3 and log in per Step 4

5. Once logged into ShareFile, you will see a general folder for your Agency

*Uploading Files:*

6. On the right side of the screen, click the  icon, and select “Create Folder” to create a case folder within your agency’s folder



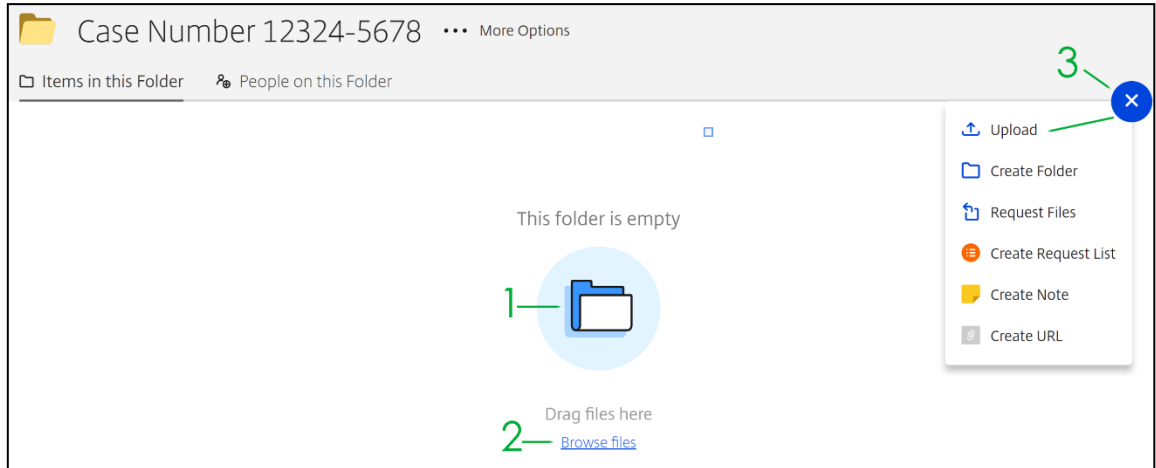
7. Name the new folder with your case number and click the “Create Folder” button

A screenshot of the "Create Folder" dialog box. The "Name:" field contains the text "Case Number 1234-5678". Below it is a "Details" section with a text area labeled "Optional Additional Info". At the bottom, there are two radio buttons under "Apply Template:": "Do not use a folder template" (which is selected) and "Use a folder template". At the very bottom are two buttons: "Create Folder" and "Cancel".

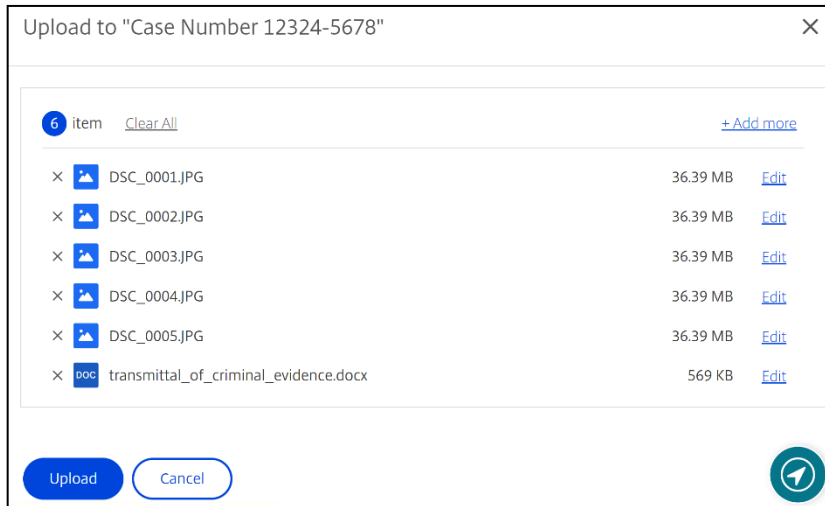


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8. Upload files along with the completed transmittal in one of three ways. 1: dragging the files into the center of the window, OR 2: clicking “Browse files” OR 3: by clicking the add button on the right and selecting “Upload”



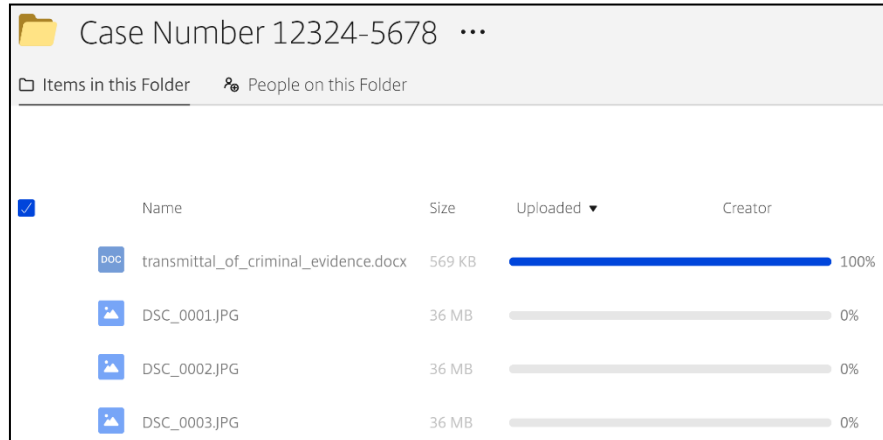
9. Once the desired files and transmittal are selected, click the upload button





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10. The upload speeds may vary due to file sizes and network bandwidth. Files will display 100% when the upload is complete



*Follow up:*

11. Double check to ensure the Digital Evidence files and transmittal now appear in your folder
12. An evidence receipt will be sent after acceptance of the evidence at the Crime Lab