



# Case Portal – Grand Jury

## Secure Gate

Navigate to : <https://apps.epcountytx.gov/securegate/Default.aspx>

Select “Case Portal”.

Application	Expiration Date	Days left
Civil Search	06/07/2023	Expired
Criminal Search	06/07/2023	Expired
Jail Search	03/07/2022	Expired
Virtual Lineup	06/07/2023	Expired
Case Portal	N/A	N/A

## Case Portal

The home screen for Case Portal will open to this screen:

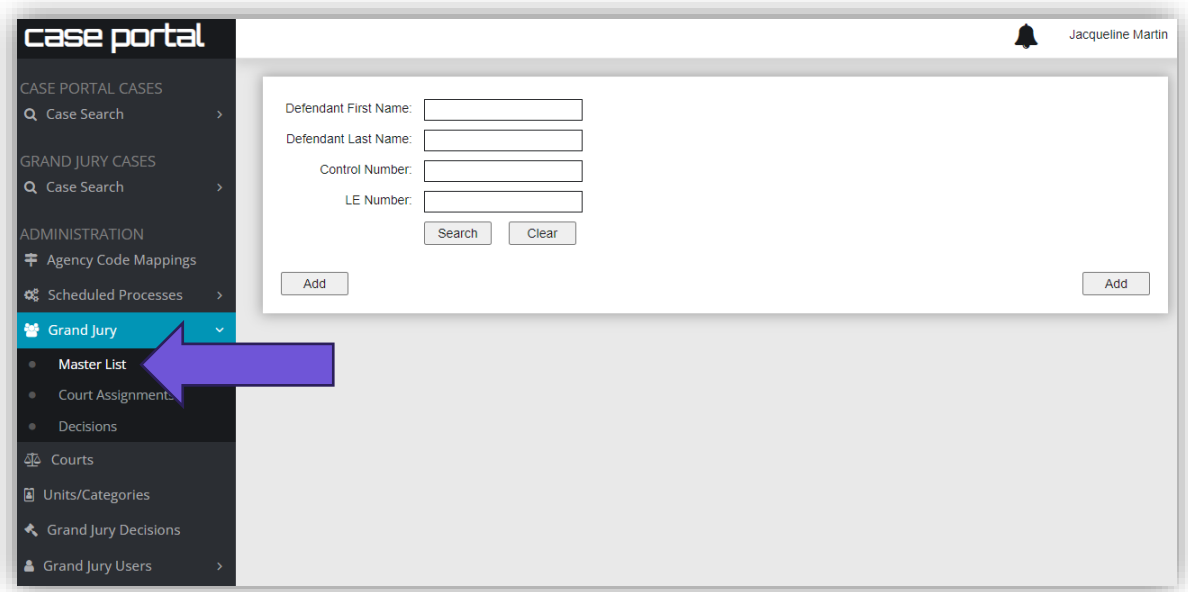
Search by Case

Case Number:

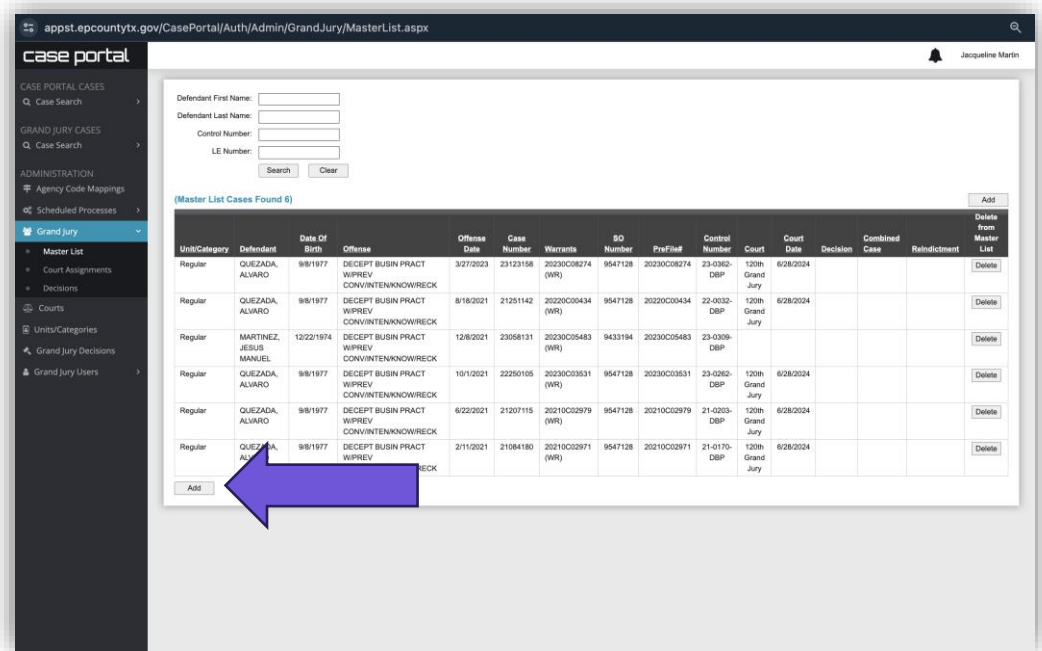
A maximum of 300 records will be returned.

# Grand Jury – Master List

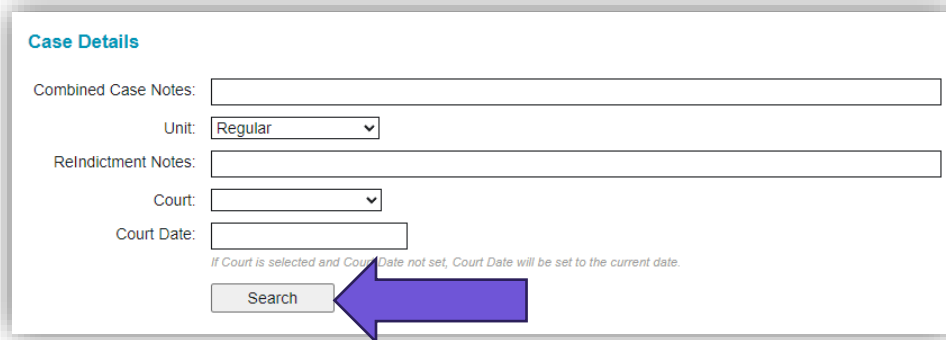
To navigate to the “**Master List**”, on the left hand side under Administration, select “**Grand Jury**”, then “**Master List**”. Select “**Search**” to see **all** cases on the Master List. (You do not need to fill in any information to view all cases on the list) or fill any of the fields to search.



On the Master List, you can add/delete individual and combined cases. A case can be added by selecting “**Add**”.



The below screen will prompt, select “**Search**” (the fields are not required to be filled).



**Case Details**

Combined Case Notes:

Unit:

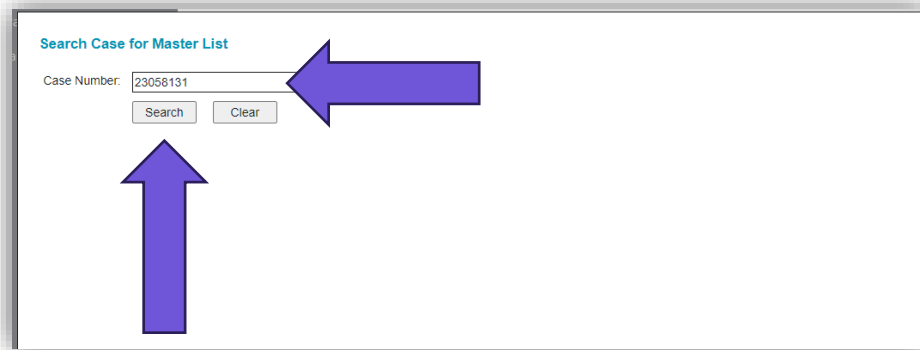
Reindictment Notes:

Court:

Court Date:

If Court is selected and Court Date not set, Court Date will be set to the current date.

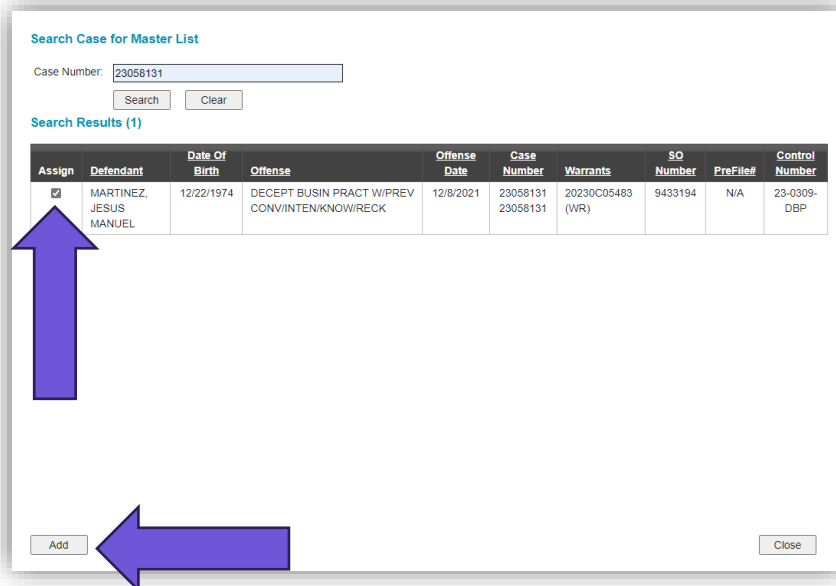
The below screen will prompt, enter the case number and select “**Search**”.



**Search Case for Master List**

Case Number:

Check mark the case and select “**Add**”.



**Search Case for Master List**

Case Number:

**Search Results (1)**

Assign	Defendant	Date Of Birth	Offense	Offense Date	Case Number	Warrants	SO Number	PreFile#	Control Number
<input checked="" type="checkbox"/>	MARTINEZ, JESUS MANUEL	12/22/1974	DECEPT BUSIN PRACT W/PREV CONVINTEN/KNOW/RECK	12/8/2021	23058131 23058131	20230C05483 (WR)	9433194	N/A	23-0309-DBP

Next, add the “**Court**” and the “**Court Date**” and the other data if applicable. Here you can edit anything and can remove cases from grouping.

**Buttons:**

**Save/Return, Back**(no save), **New Case** (saves and starts a new case), **Add to group** (combines cases)

The screenshot shows the 'Case Details 23-0309-DBP' form. It includes fields for 'Combined Case Notes', 'Unit' (set to 'Regular'), 'Reindictment Notes', 'Court', and 'Court Date'. Below these fields are buttons for 'Save & Return', 'New Case', 'Add to Group', and 'Back'. A table at the bottom lists case details with columns for Defendant, Date of Birth, Offense, Offense Date, Case Number, Warrants, SO Number, PreFile#, Court, Court Date, Decision, and Remove from Group. A purple arrow points to the 'Court' dropdown menu, and another purple arrow points to the 'Court Date' input field.

Defendant	Date Of Birth	Offense	Offense Date	Case Number	Warrants	SO Number	PreFile#	Court	Court Date	Decision	Remove from Group
MARTINEZ, JESUS MANUEL	12/22/1974	DECEPT BUSIN PRACT W/PREV CONVINTEN/KNOW/RECK	12/8/2021	23058131	20230C05483 (WR)	9433194	20230C05483				Remove

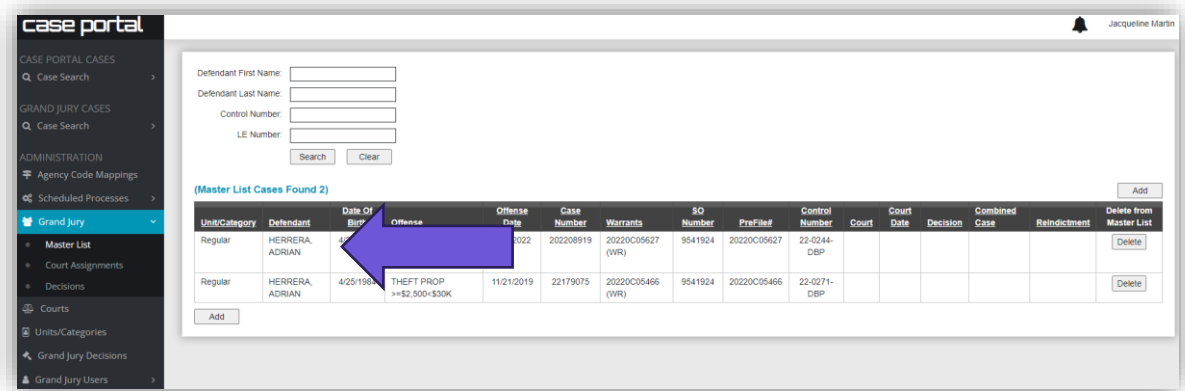
If you are unable to locate a case navigate to: **Case Search > Create New (AM - Only)**. Input the **Odyssey Control Number** and select “**Search**”. Check mark the case and select “**Create**”.

Then, navigate to “**Master List**” to add the newly added case to the correct list.

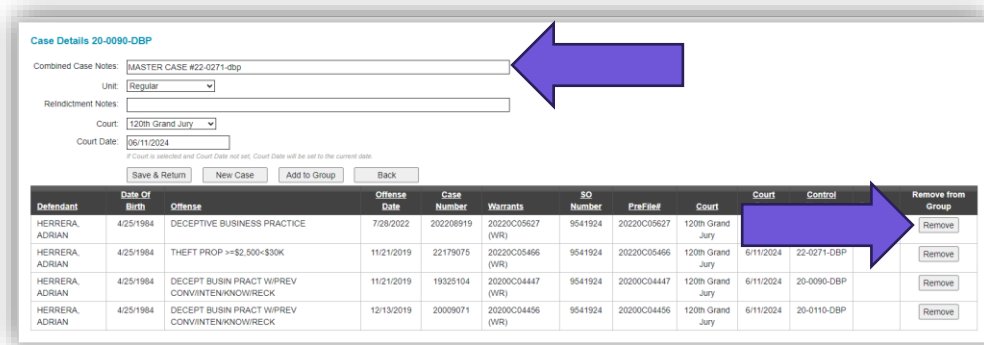
The screenshot shows the 'case portal' interface. On the left is a navigation menu with 'Case Search' selected. The main area shows a 'New Intake Case' form with 'Odyssey Control Number' set to '24-0095-spec'. Below this is a 'Search Results (1)' table with one entry. A purple arrow points to the 'Case Search' menu item, and another purple arrow points to the 'Create' button in the search results table.

Create	Case Number	Defendant	DOB	Offense	OffenseDate
<input checked="" type="checkbox"/>	24-0095-SPEC	RERAS, ASHLEY	12/1/1992 12:00:00 AM	FRAUD USE/POSS IDENTIFYING INFO # ITEMS 5<10	2/4/2024 12:00:00 AM

Once in the Master list, for existing combined cases, select any of the cases in the combined cases:

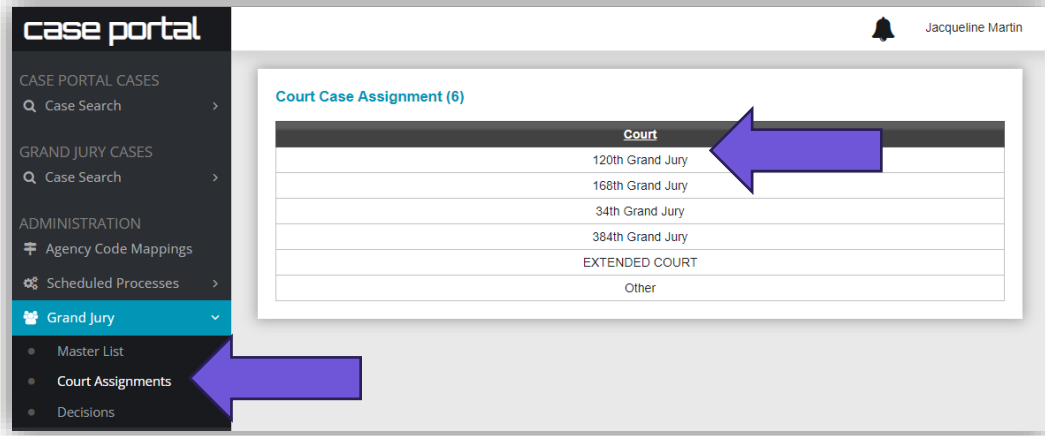


Here, you can add/remove a case from the group. Also, any Combined Case Notes will be added to the printout (Master List and True Bill List).



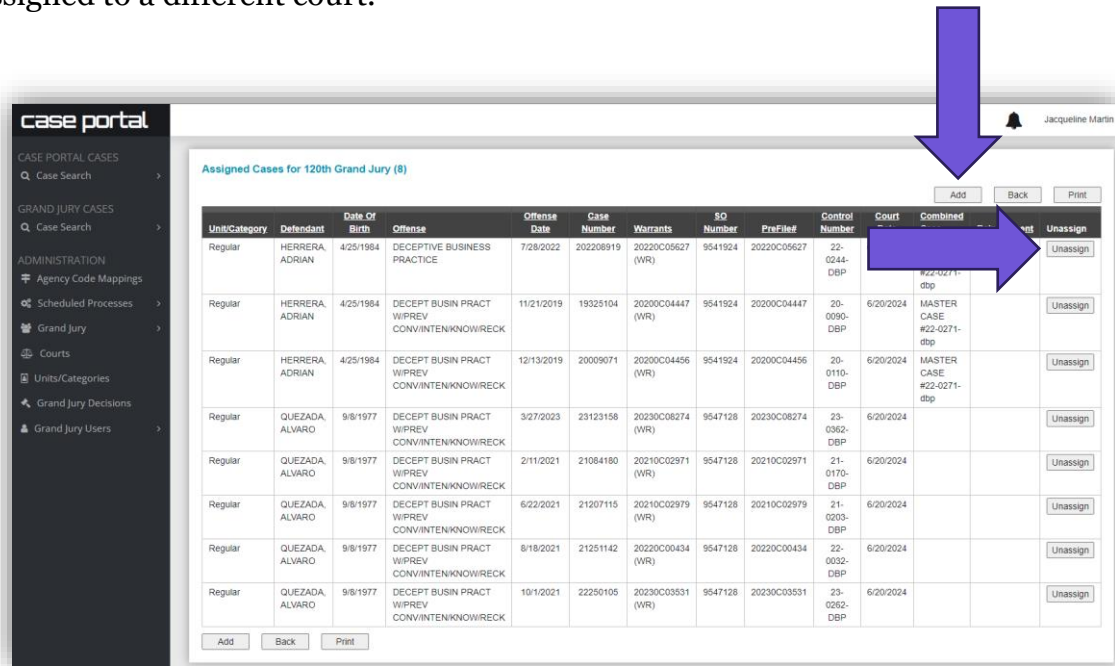
# Court Assignments

To navigate to Court Assignments, on the left hand side go to **Administration**, select **Grand Jury**, and select **Court Assignments**. It will open to the below screen, select a court.



To unassign select a case from the court, select **“Unassign”**. You can also add cases to Courts by selecting **“add”**. You will then be taken to the Master List of unassigned cases

\*The case will return to **“Master List”** as an unassigned case and from there can be assigned to a different court.



Check mark the cases you want to assign to the court > select court date > and select save.

Assign Cases for 120th Grand Jury (9)

Court Date:

Save Back

Assign	Unit/Category	Defendant	Date Of Birth	Offense	Offense Date	Case Number	Warrants	SO Number	PreFile#	Control Number	Court	Court Date	Decision	Combined Case	ReIndictment
<input checked="" type="checkbox"/>	Regular	QUEZADA, ALVARO	9/8/1977	DECEPT BUSIN PRACT W/PREV CONV/INTEN/KNOW/RECK	6/22/2021	21207115	20210C02979 (WR)	9547128	20210C02979	21-0203-DBP	120th Grand Jury	6/20/2024			
<input checked="" type="checkbox"/>	Regular	QUEZADA, ALVARO	9/8/1977	DECEPT BUSIN PRACT W/PREV CONV/INTEN/KNOW/RECK	3/27/2023	23123158	20230C08274 (WR)	9547128	20230C08274	23-0362-DBP	120th Grand Jury	6/20/2024			
<input checked="" type="checkbox"/>	Regular	QUEZADA, ALVARO	9/8/1977	DECEPT BUSIN PRACT W/PREV CONV/INTEN/KNOW/RECK	2/11/2021	21084180	20210C02971 (WR)	9547128	20210C02971	21-0170-DBP	120th Grand Jury	6/20/2024			
<input type="checkbox"/>	Regular	MARTINEZ, JESUS MANUEL	12/22/1974	DECEPT BUSIN PRACT W/PREV CONV/INTEN/KNOW/RECK	12/8/2021	23058131	20230C05483 (WR)	9433194	20230C05483	23-0309-DBP					
<input type="checkbox"/>	Regular	HERRERA, ADRIAN	4/25/1984	DECEPTIVE BUSINESS PRACTICE	7/28/2022	202208919	20220C05627 (WR)	9541924	20220C05627	22-0244-DBP	120th Grand Jury	6/20/2024		MASTER CASE #22-0271-dbp	
<input type="checkbox"/>	Regular	HERRERA, ADRIAN	4/25/1984	DECEPT BUSIN PRACT W/PREV CONV/INTEN/KNOW/RECK	12/13/2019	20009071	20200C04456 (WR)	9541924	20200C04456	20-0110-DBP	120th Grand Jury	6/20/2024		MASTER CASE #22-0271-	

To print/save the list, select “Print” then fill in the Court “Date” and “Term”. Then select the format you would like to print/save.

Assigned Cases for 120th Grand Jury (8)

Add Back Print

Unit/Category	Defendant	Date Of Birth	Offense	Offense Date	Case Number	Warrants	SO Number	PreFile#	Control Number	Court	Combined Case	ReIndictment	Unassign
Regular	HERRERA, ADRIAN	4/25/1984	DECEPTIVE BUSINESS PRACTICE	7/28/2022	202208919	20220C05627 (WR)	9541924	20220C05627	22-0244-DBP	6/20/2024	MASTER CASE #22-0271-dbp		Unassign
Regular	HERRERA, ADRIAN	4/25/1984	DECEPT BUSIN PRACT W/PREV CONV/INTEN/KNOW/RECK	11/21/2019	19325104	20200C04447 (WR)	9541924	20200C04447	20-0090-DBP	6/20/2024	MASTER CASE #22-0271-dbp		Unassign
Regular	HERRERA, ADRIAN	4/25/1984	DECEPT BUSIN PRACT W/PREV CONV/INTEN/KNOW/RECK	12/13/2019	20009071	20200C04456 (WR)	9541924	20200C04456	20-0110-DBP	6/20/2024	MASTER CASE #22-0271-dbp		Unassign
Regular	QUEZADA, ALVARO	9/8/1977	DECEPT BUSIN PRACT W/PREV CONV/INTEN/KNOW/RECK	8/18/2021	21251142	20220C00434 (WR)	9547128	20220C00434	22-0032-DBP	6/20/2024			Unassign
Regular	QUEZADA, ALVARO	9/8/1977	DECEPT BUSIN PRACT W/PREV CONV/INTEN/KNOW/RECK	10/1/2021	22250105	20230C03531 (WR)	9547128	20230C03531	23-0262-DBP	6/20/2024			Unassign
Regular	QUEZADA, ALVARO	9/8/1977	DECEPT BUSIN PRACT W/PREV CONV/INTEN/KNOW/RECK	6/22/2021	21207115	20210C02979 (WR)	9547128	20210C02979	21-0203-DBP	6/28/2024			Unassign
Regular	QUEZADA, ALVARO	9/8/1977	DECEPT BUSIN PRACT W/PREV CONV/INTEN/KNOW/RECK	3/27/2023	23123158	20230C08274 (WR)	9547128	20230C08274	23-0362-DBP	6/28/2024			Unassign
Regular	QUEZADA, ALVARO	9/8/1977	DECEPT BUSIN PRACT W/PREV CONV/INTEN/KNOW/RECK	2/11/2021	21084180	20210C02971 (WR)	9547128	20210C02971	21-0170-DBP	6/28/2024			Unassign

Add Back Print

case portal

Jacqueline Martin

CASE PORTAL CASES

Case Search

GRAND JURY CASES

Case Search

ADMINISTRATION

Agency Code Mappings

Print list for 120th Grand Jury

Date:

Term:

Print PDF Print CSV Back

## Court Decisions

To navigate to Court Decisions, on the left hand side go to **Administration**, select **Grand Jury**, and select **Decisions**. It will open to the below screen, select a court.

The screenshot shows the 'case portal' interface. On the left is a navigation menu with categories: CASE PORTAL CASES (Case Search), GRAND JURY CASES (Case Search), and ADMINISTRATION (Agency Code Mappings, Scheduled Processes, Grand Jury, Master List, Court Assignments, Decisions). The 'Grand Jury' menu item is selected. The main content area displays 'Court Decisions (6)' with a table:

Court
120th Grand Jury
168th Grand Jury
34th Grand Jury
384th Grand Jury
EXTENDED COURT
Other

A blue arrow points to the '120th Grand Jury' row.

Next, select a court decision.

The screenshot shows the 'Court Decisions for court 120th Grand Jury (4)' screen. It features a 'Back' button in the top right corner and a table with the following data:

Court Decision
No Bill
Pass
True Bill
True Bill Re-Indictment

A blue arrow points to the 'True Bill' row. There is also a 'Back' button in the bottom left corner.



Here you can add a case, print, and/or archive. Select **“Add”**.

True Bill list for 120th Grand Jury (2)

Unit/Category	Defendant	Date Of Birth	Offense	Offense Date	Case Number	Warrants	SO Number	PreFile#	Control Number	Court Date	Combined Case	ReIndictment	Archive
Regular	ACOSTA, ANDRES	12/21/1989	ILLEGAL DUMPING >1000LBS OR >200CFT	5/20/2022	22141134		9599486		22-0266-ENV	6/20/2024			<input type="button" value="Archive"/>
Regular	ACOSTA, ANDRES	12/21/1989	ILLEGAL DUMPING >1000LBS OR >200CFT	5/20/2022	22141134		9599486		22-0266-ENV	6/20/2024			<input type="button" value="Archive"/>

Here, you can select the cases to the decision selected. Select **“Save”**.

Assign cases to True Bill for 120th Grand Jury (8)

Assign	Unit/Category	Defendant	Date Of Birth	Offense	Offense Date	Case Number	Warrants	SO Number	PreFile#	Control Number	Court Date	Combined Case	ReIndictment
<input checked="" type="checkbox"/>	Regular	HERRERA, ADRIAN	4/25/1984	DECEPTIVE BUSINESS PRACTICE	7/28/2022	202208919	20220C05627 (WR)	9541924	20220C05627	22-0244-DBP	6/20/2024	MASTER CASE #22-0271-dbp	
<input checked="" type="checkbox"/>	Regular	HERRERA, ADRIAN	4/25/1984	DECEPT BUSIN PRACT W/PREV CONVI/INTEN/KNOW/RECK	11/21/2019	19325104	20200C04447 (WR)	9541924	20200C04447	20-0090-DBP	6/20/2024	MASTER CASE #22-0271-dbp	
<input checked="" type="checkbox"/>	Regular	HERRERA, ADRIAN	4/25/1984	DECEPT BUSIN PRACT W/PREV CONVI/INTEN/KNOW/RECK	12/13/2019	20009071	20200C04456 (WR)	9541924	20200C04456	20-0110-DBP	6/20/2024	MASTER CASE #22-0271-dbp	
<input type="checkbox"/>	Regular	QUEZADA, ALVARO	9/8/1977	DECEPT BUSIN PRACT W/PREV CONVI/INTEN/KNOW/RECK	8/18/2021	21251142	20220C00434 (WR)	9547128	20220C00434	22-0032-DBP	6/20/2024		
<input type="checkbox"/>	Regular	QUEZADA, ALVARO	9/8/1977	DECEPT BUSIN PRACT W/PREV CONVI/INTEN/KNOW/RECK	10/1/2021	22250105	20230C03531 (WR)	9547128	20230C03531	23-0262-DBP	6/20/2024		
<input type="checkbox"/>	Regular	QUEZADA, ALVARO	9/8/1977	DECEPT BUSIN PRACT W/PREV CONVI/INTEN/KNOW/RECK	6/22/2021	21207115	20210C02979 (WR)	9547128	20210C02979	21-0203-DBP	6/28/2024		
<input type="checkbox"/>	Regular	QUEZADA, ALVARO	9/8/1977	DECEPT BUSIN PRACT W/PREV CONVI/INTEN/KNOW/RECK	3/27/2023	23123158	20230C08274 (WR)	9547128	20230C08274	23-0362-DBP	6/28/2024		
<input type="checkbox"/>	Regular	QUEZADA, ALVARO	9/8/1977	DECEPT BUSIN PRACT W/PREV CONVI/INTEN/KNOW/RECK	2/11/2021	21084180	20210C02971 (WR)	9547128	20210C02971	21-0170-DBP	6/28/2024		

You will be taken back to the list of the decision that chosen.

True Bill list for 120th Grand Jury (5)

Add Back Print Archive

Unit/Category	Defendant	Date Of Birth	Offense	Offense Date	Case Number	Warrants	SO Number	PreFile#	Control Number	Court Date	Combined Case	ReIndictment	Archive
Regular	ACOSTA, ANDRES	12/21/1989	ILLEGAL DUMPING >1000LBS OR >200CFT	5/20/2022	22141134		9599486		22-0266-ENV	6/20/2024			Archive
Regular	ACOSTA, ANDRES	12/21/1989	ILLEGAL DUMPING >1000LBS OR >200CFT	5/20/2022	22141134		9599486		22-0266-ENV	6/20/2024			Archive
Regular	HERRERA, ADRIAN	4/25/1984	DECEPTIVE BUSINESS PRACTICE	7/28/2022	202208919	20220C05627 (WR)	9541924	20220C05627	22-0244-DBP	6/20/2024	MASTER CASE #22-0271-dbp		Archive
Regular	HERRERA, ADRIAN	4/25/1984	DECEPT BUSIN PRACT W/PREV CONV/INTEN/KNOW/RECK	11/21/2019	19325104	20200C04447 (WR)	9541924	20200C04447	20-0090-DBP	6/20/2024	MASTER CASE #22-0271-dbp		Archive
Regular	HERRERA, ADRIAN	4/25/1984	DECEPT BUSIN PRACT W/PREV CONV/INTEN/KNOW/RECK	12/13/2019	20009071	20200C04456 (WR)	9541924	20200C04456	20-0110-DBP	6/20/2024	MASTER CASE #22-0271-dbp		Archive

Add Back Print Archive

You can Archive individual cases, or you can select “**Archive**” at the bottom or the top of the table and can Archive multiple cases that match the selected **Court Date**. It will archive all cases that match the selected Court and the Court Date.

Archive 120th Grand Jury Cases for True Bill (5)

Court Date: Thursday, 20 June, 2024

Archive Back

Defendant	Date Of Birth	Offense	Offense Date	Case Number	Warrants	SO Number	PreFile#	Control Number	Court Date
ACOSTA, ANDRES	12/21/1989	ILLEGAL DUMPING >1000LBS OR >200CFT	5/20/2022	22141134		9599486		22-0266-ENV	6/20/2024
ACOSTA, ANDRES	12/21/1989	ILLEGAL DUMPING >1000LBS OR >200CFT	5/20/2022	22141134		9599486		22-0266-ENV	6/20/2024
HERRERA, ADRIAN	4/25/1984	DECEPTIVE BUSINESS PRACTICE	7/28/2022	202208919	20220C05627 (WR)	9541924	20220C05627	22-0244-DBP	6/20/2024
HERRERA, ADRIAN	4/25/1984	DECEPT BUSIN PRACT W/PREV CONV/INTEN/KNOW/RECK	11/21/2019	19325104	20200C04447 (WR)	9541924	20200C04447	20-0090-DBP	6/20/2024
HERRERA, ADRIAN	4/25/1984	DECEPT BUSIN PRACT W/PREV CONV/INTEN/KNOW/RECK	12/13/2019	20009071	20200C04456 (WR)	9541924	20200C04456	20-0110-DBP	6/20/2024

Archive Back