




# CaseLines Digital Evidence Center for the Lawyer and Advocate



## Register & Log On

Learn how to register and log-in to CaseLines Digital Evidence Center. This cloud-based evidence sharing platform allows you to organize, present, and annotate documents and files for your case.

 **How to register, log on and find a case**

[READ NOW>](#)



## Uploading Documents

Learn how to upload documents, multimedia files, and other evidence to effectively share your case file.

 **How to upload a document**

[READ NOW>](#)



## Navigating the Case File

As you review your case, you have an index of material to quickly move between documents, a reading pane in the center and notes on the right to annotate while you work.

 **How to navigate around the bundle**


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## Welcome & Overview

As a lawyer, advocate, judge, court staff or legal professional, you'll be able to organize, share, and annotate evidence and other documents that are associated with your case. Check out these resources to quickly get up to speed.

 **Welcome to CaseLines Digital Evidence Center**  
[WATCH NOW >](#)

 **Quick tips for getting started**  
[READ NOW>](#)

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## Granting Case Access

Throughout the duration of a case, you may need to grant access to others. Learn how to add additional users with this short guide.

 **How to grant case access to an individual user**

[READ NOW>](#)



## Searching within a Case

You can easily search a word within a collection of documents, a single document or your notes to quickly find all instances of that word. Even hand-written notes are included in search results.

 **How to search within a case**

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## Downloading Documents

From time to time, you may need to download a document directly from CaseLines Digital Evidence Center onto your own device.

 **How to download documents from review**

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## Presenting Case Documents

The presentation tool allows you to seamlessly move participants around the case documents as they view it on their own screens. No screen sharing is required!

 **How to use the presentation feature**

[READ NOW>](#)

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## Annotating Documents with Notes

Use the notes tools to make private notes for yourself or shares notes with others.

 **How to add notes to a document**

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 **How to edit and filter notes**

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 **How to download notes**

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## Page Direction

During a hearing or while otherwise collaborating, you can direct others to a specific page using page direction. This ensures everyone is viewing the same file or evidence at the same time.

 **How to issue a page direction**

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### Looking for more information?

For support by email: [decsupport@thomsonreuters.com](mailto:decsupport@thomsonreuters.com).

And phone: **+1 800 290-9378 (US & Canada)** or **+44 (0)20 3922 0835 (UK & ROW)**