LEAFS
e-Submission

e-Submission Overview

Save Money

Reduce the costs associated with double entry and re-submissions, and allow for more efficient use of your resources

Save Time

Accelerate the time in which complaints are submitted to the District Attorney's office

Reduce Errors

Populate existing information from your system rather than re-entering it for LEAFS

LEAFS e-Submission allows Law enforcement agencies to connect to the **LEAFS** server over a secure connection encrypted protocol (HTTPS) with optional IP masking. Additionally, the **LEAFS** portal access can be configured to open for certain IP Address only. A user will be provisioned with a username and password for authentication purposes. Once successfully authenticated, law enforcement agency staff are able to create, update, and submit complaint data and upload supporting evidence in any electronic format. Once submitted, the case data and supporting files are then available for the District Attorney's staff review.

LEAFS removes the need for manually transferring documents and allows reporting agencies to submit documents in their own internal forms thus eliminating "wall time". Case information and evidence documents are then submitted to the secure **LEAFS** server from the reporting agency, thus keeping all files separate from the DA's secure server. The DA is then notified of the documents arrival in the **LEAFS** system and can view and create customized reject reasons on any part of the document, case information, or supporting data before returning it to the reporting agency to be adjusted. This allows for a clear understanding of what needs to be completed and immediate follow up by the reporting agency in order to facilitate timely filings. These notifications are sent directly to the reporting officer and/or the clerical staff member who entered the submission. When the complaint is finally accepted, **LEAFS** can either push the data into the District Attorney's CMS, or allow the data to be pulled. Regardless of the method of entry into the CMS, District Attorney staff no longer need to retype the data from a paper document as it is already in electronic format.

LEAFS generic configuration is installed locally in the District Attorney's technology environment or hosted in a secure cloud such as Microsoft's Azure Government. A **LEAFS** server is directly connected to the District Attorney's Case Management System (CMS) in order to facilitate the direct exchange of data between the two systems.

LEAFS is an online submission portal housed at the District Attorney's data center that allows different reporting agencies to submit their case via a private, encrypted web form or via an automated data extract from the reporting agency computer system. The solution does have a business layer that validates the information before it is being submitted from the **LEAFS** application to the District Attorney's server and does allow for collaboration and exchange between the different parties.

The e-Submission Environment

Thin Client DA User Interface

LEAFS DA Server

Secure Cloud

Thin client User Interface