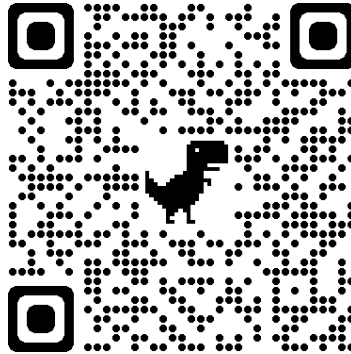


# VSP E-Discovery for Virginia Attorney's

Virginia State Police now utilizes a new web based platform for processing FOIA requests, Subpoena Duces Tecum SDT, and **NOW** Discovery.

To access the portal go to:

<https://vsp.nextrequest.com/>



## **Submitting Your Discovery:**

Once you log in click on "MAKE REQUEST" and a form will appear.

1. In the First Block please submit your request in the following format (Minimum data required):

### **DISCOVERY–**

Court/Jurisdiction

Trooper/Agent:

Def:

Offense(s): (Just a general description such as Reckless, DUI, Larceny)

NEXT COURT DATE:

**-Attach a copy of the Discovery Motion / Order / or agreement**

2. Enter an email that you will want any records sent to. Some offices are entering a general email they use for this purpose while others are having the Attorneys put in their own. **THIS IS IMPORTANT.** The records will be sent to this account **ONLY.**

3. Enter the name associated with the email or Firm of Public Defenders Office.

4. Enter a phone number for questions

5. Input the Office Address

## 6. Input the Office Name

You will only have to enter 3-6 the first time, after that follow the 'How can I access my NextRequest account" directions below and your email will auto populate those fields on future requests.

## How can I access my NextRequest account and E-Discovery?

An account will be created for you when you submit your first request on a portal. After you submit a request you will be prompted to set up a password, then will be sent a confirmation email with a link to click. If you didn't follow those steps when you submitted your request, or if you forget your password, you can always reset your password using the following steps:

1. Go to the NextRequest portal where you submitted your request
2. Click the Sign In link in the top right
3. Click the 'Lost password/Can't sign in' link
4. Enter your email address and click Submit
5. (If prompted) enter your email address again and click Submit

If you've never set up your password before, you'll be prompted to enter a password on the screen and then be sent a confirmation email with a link to click. If you have previously set up your password, then you'll be sent an email with a link to reset your password.

## What happens next?

After you submit your request it will be processed at State Police HQ and routed to the Trooper/Agent and their immediate supervision. The Trooper or Agent is given a response date (based upon the court date you entered in block 1). The Trooper uploads the responsive documents /images in an un-redacted form. The VSP Legal Office will then release those records to you and you will get an email that will inform you the records are ready and provide a link. You MUST LOG IN using the email and password used to set up your account.

E-Discovery requires a reasonable time line to process so IF YOU HAVE A SHORT TIME LINE (less than a week) CONTACT THE TROOPER DIRECTLY and do not input your request into the system.

## QUESTIONS:

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