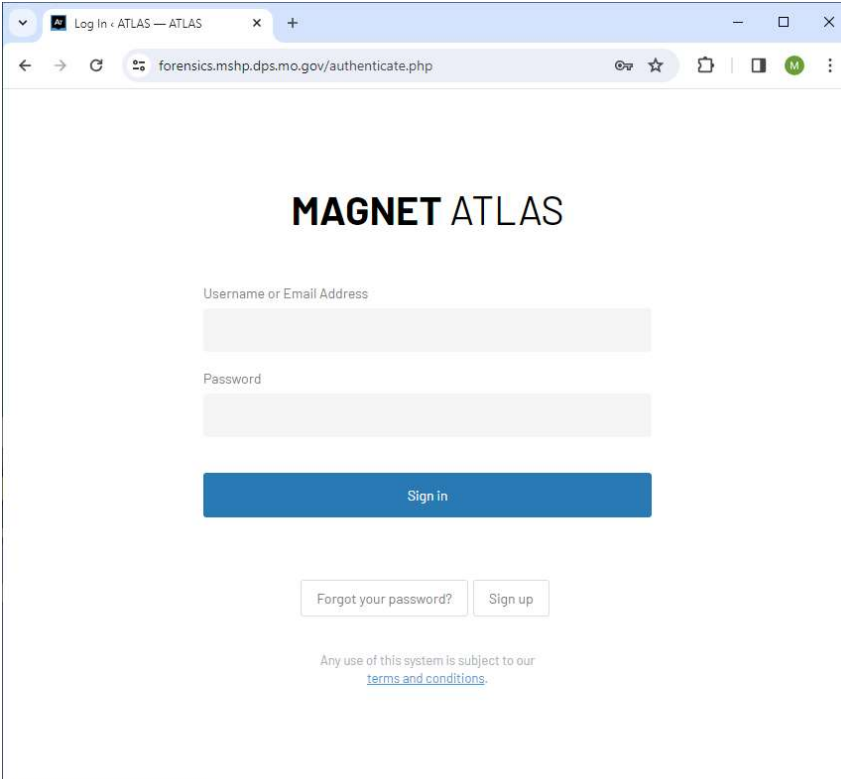


All MDFC request for service will originate from this website: <https://forensics.mshp.dps.mo.gov/>

Form SHP-76 will no longer be accepted and all request must be submitted in Atlas.

A screenshot of a web browser showing the login page for 'MAGNET ATLAS'. The browser's address bar shows the URL 'forensics.mshp.dps.mo.gov/authenticate.php'. The page has a white background with the title 'MAGNET ATLAS' in bold black text. Below the title are two input fields: 'Username or Email Address' and 'Password'. A blue 'Sign In' button is positioned below the password field. At the bottom of the form area, there are two buttons: 'Forgot your password?' and 'Sign up'. A small disclaimer at the very bottom states 'Any use of this system is subject to our [terms and conditions.](#)'

It's your basic sign-in screen. New users will need to click Sign up and create an account whereas returning users will enter their Atlas username and Sign in.

Magnet ATLAS | New Request

forensics.mshp.dps.mo.gov/new-request/

Create Your Account

First Name * Last Name *

Email Address * Phone Number *

Agency / Company * Unit *

Address * Employee Identifier *

Cancel Create Account

First name is what you want us to call you when we talk and how you will be referred to in our reports. If your name is James David Jones and you go by JD Jones, then feel free to enter JD as your first name, but if you go by James Jones, then enter James and not Trooper J.D. Jones.

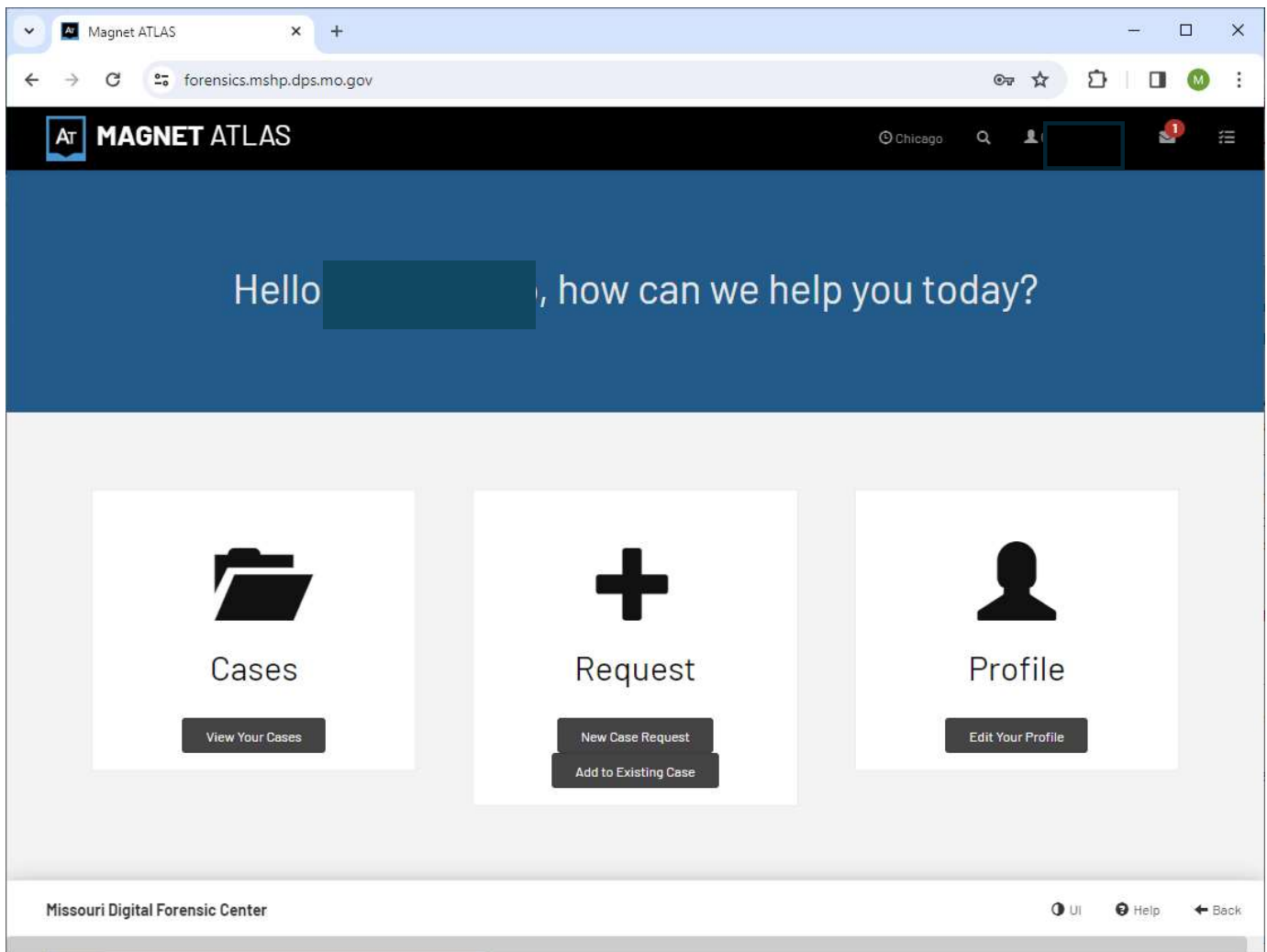
Phone number should be a cell number we can call you with questions about the case. Someone will call you so give a good number. This is not your suspect's number.

Unit can be your assigned Troop, unit, etc. Such as Troop C, Detective, Patrol Deputy, DDCC-CIU, etc.

Address is your mailing address. If we need to UPS you something, where would it go. Typically going to be the Troop, Police Dept, or Sheriff's Office street address.

Employee ID is your DSN, badge number, etc.

Once you have an Atlas account created and you have logged in, you will be able to see a dashboard of cases you have submitted or been added to and you can change or update most of this info so don't get nervous on entering it.



Cases is where you will go to see existing cases you are part of.

Request is where you will go to submit a new service request (New Case Request).

Profile is where you can edit you contact information.

This is the case entry form. We will break it down in the following slides.

The screenshot shows a web browser window with the URL `forensics.mshp.dps.mo.gov/new-request/`. The page title is "Magnet ATLAS" and the location is "Chicago". The main content is a "New Case Request" form with the following sections:

- Click to Edit Requestor Info** (button)
- Urgency** (dropdown menu)
- Agency Case Number*** (text input field)
- Suspect In Custody** (dropdown menu)
- Charges Filed** (dropdown menu)
- Is this Previously Examined Evidence?** (dropdown menu)
- Juvenile Involved** (dropdown menu)
- Request Information**
 - Describe the overall investigation and provide any relevant investigative details and background information that could aid in the investigation.
 - Text area for description.
- Search Limitations** (text input field)
- Search Authority** (dropdown menu)
- Offense Type** (dropdown menu)
- Source** (dropdown menu)
- Suspect** (text input field) with **Add Suspect** button
- Victim** (text input field) with **Add Victim** button
- Related Evidence**
 - Add each item that you are submitting for examination.
 - Add Evidence** button
- Forensics Requested***
 - Be as specific as possible. Describe simply what you hope to find, where you expect it might be, why you think it is present, has it been deleted, how it relates to your investigation, etc. Please list any known court dates or "needed by" dates known at the time of submission.
 - Text area for details.
- Request Attachments**
 - It is recommended that you convert to .pdf format before uploading.
 - Add Attachment** button
- Additional Information**
 - Include any relevant info not already covered.
 - Text area for additional info.
- Compliance***
 - I attest that this request is in compliance with submission guidelines.
 - Yes, I Attest**
- Submit** button

At the bottom of the page, there is a footer for "Missouri Digital Forensic Center" and navigation links for "UI", "Help", and "Back".

The screenshot shows a web browser window with the URL `forensics.mshp.dps.mo.gov/new-request/`. The page title is "Magnet ATLAS | New Request". The Magnet ATLAS logo is in the top left, and "Chicago" is in the top right. The main content area is titled "New Case Request" and contains a "Click to Edit Requestor Info" button. Below this are several form fields: "Urgency" (a dropdown menu with "Select" as the current value), "Agency Case Number" (a text input field with a red asterisk indicating it is required), "Suspect in Custody" (a dropdown menu with "Select" as the current value), "Charges Filed" (a dropdown menu with "Select" as the current value), "Is this Previously Examined Evidence?" (a dropdown menu with "Select" as the current value), and "Juvenile Involved" (a dropdown menu with "Select" as the current value). At the bottom, there is a "Request Information" section with a text area and a prompt: "Describe the overall investigation and provide any relevant investigative details and background information that could aid in the investigation."

Urgency – Enter Standard. Every time, enter standard, no matter what.

Agency Case Number – Enter your case number. You have to have one.

Suspect in Custody and **Charges Filed** are Yes/No questions

Prior Exam - If your evidence has previously been examined, then you need to talk to a MDPC manager before submitting this request. We typically will not re-examine someone else's work but may be able to re-open an examination we previously did if more work is needed. Shoot us an email or give us a call.

Juvenile Involved – this is a Yes/No question, we can still do the exam, but note the reports may have minors' names in them.

Requested Information - Give us a brief overview of the investigation and how you got to this device. Do not copy in your whole PC Statement, Affidavit, or some info about how you stopped a car with expired plates on some road, blah, blah, blah. Keep it tight, we need to be able to get a feel for the case but not off in the weeds.

The screenshot shows a search form with the following sections:

- Search Limitations:** A text input field.
- Search Authority:** A dropdown menu with "Select" as the current value.
- Offense Type:** A dropdown menu with "Select" as the current value.
- Source:** A dropdown menu with "Select" as the current value.
- Suspect:** A section with an "Add Suspect" button.
- Victim:** A section with an "Add Victim" button.

The screenshot shows the input areas for suspects and victims:

- Suspect:** A list of input boxes. The first row is labeled "1" and the second "2". Each row has an "Add Suspect" button at the bottom right.
- Victim:** A single input box labeled "1" with an "Add Victim" button at the bottom right.

Search Limitations – Let us know if you are limited to a date range, a specific app, if you can't look at certain data. You don't need to get too deep, just note it and then talk about it with the examiner when they contact you at the start of the exam.

Search Authority – Pick from the drop-down box. We strongly encourage you to have a search warrant. Pick the option which applies.

The close-up shows the Search Authority dropdown menu with the following options:

- Select
- Exigent
- Consent
- Search Warrant
- Owner Deceased
- Administrative
- Other

Offense Type - Pick from the drop down.

Give it your best shot, we can adjust it later to fit our categorization.

Source - Just leave this blank.

Suspect - If you have a person's name, click Add Suspect and type their name in the box. Keep clicking Add Suspect for each person if there is more than one. There will be a + and – show up along the right side of each Suspect Name block incase you got a bit click happy and need to remove empty boxes.

Victim - Do it just like a suspect, but, you know, if you have a known victim.

You do not have to have a suspect or victim to enter a case. It just makes it easier to find the right case in three years when you call asking about so-and-so's phone and don't remember the case number if you entered their name.

Related Evidence

Add each item that you are submitting for examination.

Add Evidence

Related Evidence Collapse All Expand All

Add each item that you are submitting for examination.

Submitting Agency Property Number	Description
Manufacturer	Model
ID Number Type - Select -	Identifying Number
Passcode	Airplane Mode - Select -
Other Info	Item Search Authority - Select -

Add Evidence

Related Evidence - You're going to click *Add Evidence* and then fill out the form that pops up. It's the same feel as the Suspect and Victim one with Add, +, and -. Add each item as a piece of evidence. For example, if you have three phones, then add three pieces of evidence. Each phone is on its own. Do not add one item and try to lump all the devices in at one time. Also, enter each item. If you enter three phones and show up with five, then we will send you back home with the other items.

Submitting Agency Property Number, Description, Manufacturer, & Model – Give us what you have. If you know it, enter it, and if you don't know it, then leave it blank. Just give it some effort.

ID Number Type – There is a big list in there. Do not feel like you have to type them all in. Try to enter some unique identifier like S/N or IMEI. You pick the type here and then enter the actual number in the and **Identifying Number** box.

Forensics Requested *
Be as specific as possible. Describe simply what you hope to find, where you expect it might be, why you think it is present, has it been deleted, how it relates to your investigation, etc. Please list any known court dates or "needed by" dates known at the time of submission.

Request Attachments
It is recommended that you convert to .pdf format before uploading.

Additional Information
Include any relevant info not already covered.

Compliance *
I attest that this request is in compliance with submission guidelines.

Yes, I Attest

Submit

Forensics Requested - This is an important box. This is where you list out what you want done with submitted items. Kind of like you list out request that the examiner will try to answer. Give it your best shot, you and the examiner will also talk about this, but you need to have an idea of what you are looking for expect to find, so list it out. If you list "find child porn" then that is too vague, tell us what you saw or where you think it is or what app was in use, etc.

Requested Attachments - This is a mandatory box. You must submit a copy of a search warrant, written consent, or a completed Missouri Digital Forensic Center Legal Authority Statement (shp-189) which is listed on our website. Please convert any file you want to upload to a flat pdf file before uploading. If you upload a fillable pdf, Word document, HEIC, jpg, or other file type, it will slow or our ability to process your request.

Additional Information – Like it says, include any relevant info not already covered. Feel free to list your title, rank, co-worker contact info, or other info.

Compliance – By submitting this request, you are affirming you are authorized by your agency to make this request and you have legal authority to search the items submitted. The MDFC is not serving your search warrant or legal process; rather, we are assisting you by facilitating the examination of your evidence.

Submit – Click this button when your done and it will be added to our review queue. Someone will contact you, typically withing a business day, a couple at most.