

WASHINGTON COUNTY ATTORNEY

DISCOVERY PORTAL INSTRUCTIONS

If you have not previously registered for access to the portal, please do so at:

<https://portal.lgsonlinesolutions.com/port.html>

1. Register as a New Account; choose “Washington Co. Attorney” in the office/location tab; then **REQUEST ACCESS** in the profile tab.
2. Once you have requested access, you will receive a verification email that comes from “No Reply.”
3. Click the link in the email from “No Reply” and go back to your profile tab. The access code should be there, but if not, please call the office for the code. If you manually enter the code, please remember to click **“save”** before leaving the profile tab.
4. You will receive an email alerting you when discovery has been made available.

Note: Large video files are “zipped.” You must download the zipped files to your computer, then you will need to extract the files. After you’ve extracted the files, you should be able to view them with the player that’s included in the zipped file or with VLC Player, whichever is appropriate.

Once you have created your account, please submit all discovery requests through the Washington Co. Attorney’s discovery portal:

<https://portal.lgsonlinesolutions.com>

Please call Lisa Moseley at 979/277-6214 with questions.