

**Prosecuting Attorney Portal (PA Portal) Overview
for County Prosecuting Attorneys
Updated: October 9, 2018**

PA Portal Overview

- PA Portal is an application developed and supported by the Office of State Courts Administrator (OSCA) that facilitates the electronic filing of tickets with the court from prosecuting attorneys.
- Prosecuting attorneys will be able to view ticket data and images for each ticket.
 - Once satisfied with ticket information, prosecuting attorneys can submit tickets to the court electronically.
 - When tickets are submitted, the electronic signature of the PA will be attached.
 - The court will then be able to review tickets and images, and import the data into Show-Me Courts (SMC) or the Judicial Information System (JIS).
- If prosecuting attorneys wish to change information on tickets, PA Portal permits data fields to be amended prior to submission to SMC or JIS.
 - Ticket images can be printed, handwritten changes can be made, and tickets can be re-scanned.

Missouri State Highway Patrol (MSHP)

- MSHP will continue to deliver paper copies of tickets to the prosecuting attorney's office.
 - The PA Portal pilot does not change existing processes from MSHP.

Accessing PA Portal

- To access PA Portal, each user must complete a PA Portal registration form.
 - To request a form, contact the OSCA Help Desk at (888) 541-4894 or email OSCA.Help.Desk@courts.mo.gov.
 - One form is required for each individual desiring access to PA Portal.
- Additionally, each prosecuting attorney's office is required to have an originating identifier (ORI) number that is specific to that prosecuting attorney's office.
 - If the prosecuting attorney's office does not have an ORI number, one must be requested from MSHP by calling (573) 751-3313.
- In addition to receiving tickets electronically from MSHP, PA Portal has functionality that permits attorneys and staff to manually input tickets for electronic submission to the court.

Karpel

- In locations where prosecuting attorneys are using Karpel, PA Portal can be used in parallel.
- PA Portal does **not** replace Karpel, and both systems can be used by prosecuting attorneys.
- Where MSHP tickets can be received electronically into PA Portal, if the PA desires to file certain tickets using Karpel, those tickets can continue to be loaded into Karpel manually.
 - Note: Care should be taken to refrain from filing the same tickets using both Karpel and PA Portal.

For technical assistance, contact the OSCA Help Desk at (888) 541-4894 or email OSCA.Help.Desk@courts.mo.gov.