



U.S. Probation Office Secure Document Procedure Western District of Texas

The U.S. Probation Office shall, from time to time, need to share sensitive documents with defense counsel attorney offices. When this need arises, the below procedure will be used to access those documents. Note that although a box.com account is required for authentication purposes, an individual account may be used, and can be acquired for free.

NOTE: If you need assistance with accessing a document, contact your local U.S. Probation Office. Visit www.txwp.uscourts.gov for local office contact information.

1. When a document is being shared, it will be initiated by a probation employee. You will receive an email from U.S. Probation inviting you as a collaborator for the appropriate document. An example subject line: **“U.S. Probation XX has invited you to work together in “XXXXXXXXXX.pdf” file on Box”**
2. The body of the email will display as follows. To view the document, click on the “Go to File” button.



U.S. Probation SA wants to work with you on
XXXXXXXXXX.pdf



XXXXXXXXXX.pdf

"Test message."

Go to File

A blue rectangular button with the text "Go to File" in white. A yellow arrow points from the top right towards the button.

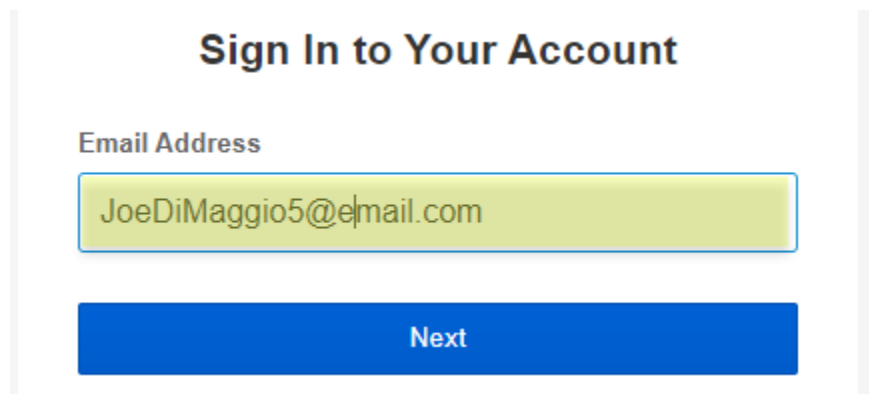


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- This link will take you to a web page in your default browser such as Chrome, Firefox, or Edge. You will then be presented with the following screen. **DO NOT** click on the blue Continue button. Instead, click on the language directly below it (circled here). You will then be taken to a Box login screen.



- You may then enter your Box.com login information to view the document. If you have not yet signed up for a Box.com account, click on the "Sign Up" button in the upper right corner of the screen and follow the instructions to setup a Box account.



- After logging into box.com, you will be presented with the document.