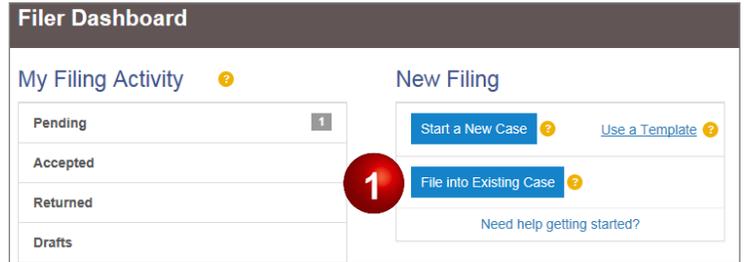


Removing Service Contacts and Adding Administrative Copy Contacts

Removing a service contact on an existing case

1. From the Filer Dashboard, click **File into Existing Case**.
2. Enter the **Case Number** and click **Search**.
3. After the case displays, click **Actions** across from the case number.
4. Select **View Service Contacts**.
5. Across from the Party name, click **Actions**.
6. Select **Remove Contact**.
7. Click **Close**. The name is removed as a Service Contact on the case. Click **Close** again.



Filer Dashboard

My Filing Activity ? 1 Pending Accepted Returned Drafts

New Filing

Start a New Case ? Use a Template ?

File into Existing Case ?

Need help getting started?



File Into Existing Case

Case Number ?

02CV178

Search Clear Search



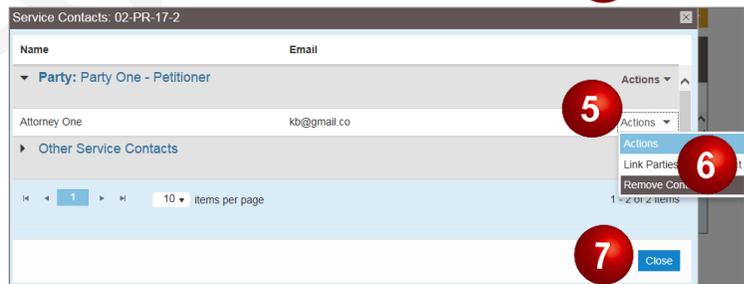
File Into Existing Case

Case Number	Location	Description	Case Type
62-CV	Ramsey Civil	Jessicanotareahname Jo...	Personal Injury

Back to Search

Actions

- File Into Case
- File Into Case With Ter
- View Service Contacts**
- Bookmark This Case



Service Contacts: 02-PR-17-2

Name	Email
Party: Party One - Petitioner	
Attorney One	kb@gmail.co
Other Service Contacts	

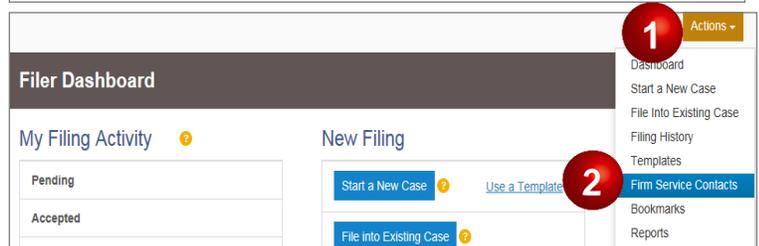
Close

Actions

- Link Parties
- Remove Contact**

Add administrative copy contacts

1. From the Filer Dashboard, click **Actions**.
2. Select **Firm Service Contacts**.
3. Double click on a **Service Contact Name**.
4. In the Administrative Copy field, enter the **email address** of the person(s) to receive a copy of the filing(s).
 - Separate multiple email addresses with a comma.
 - Only add colleagues from the firm (e.g., paralegals, administrative staff, associate attorneys).
5. Click **Save Changes**.



Filer Dashboard

My Filing Activity ? 1 Pending Accepted

New Filing

Start a New Case ? Use a Template ?

Firm Service Contacts

Bookmarks Reports



Firm Service Contacts ?

Search by first or last name + Add Service Contact

Name	Email	Actions
Kim Black	kblack035@gmail.com	Actions
Attorney One		Actions



First Name Middle Name Last Name

Attorney One

Firm Name Email Administrative Copy ?

Jacobs and Johnson Law Firm kb@gmail.com Paralegal@gmail.com

Save Changes