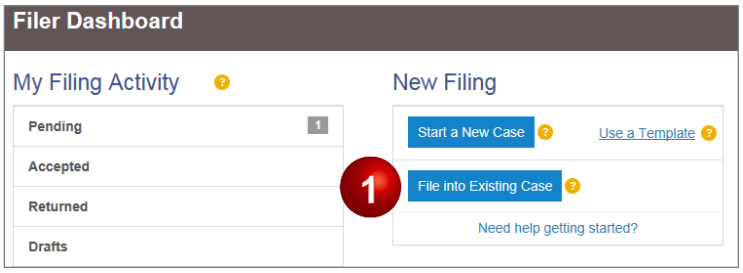
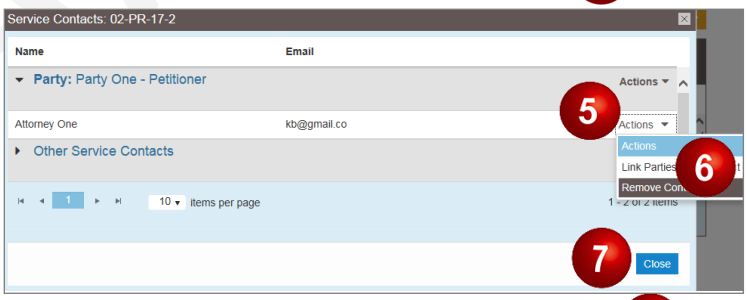
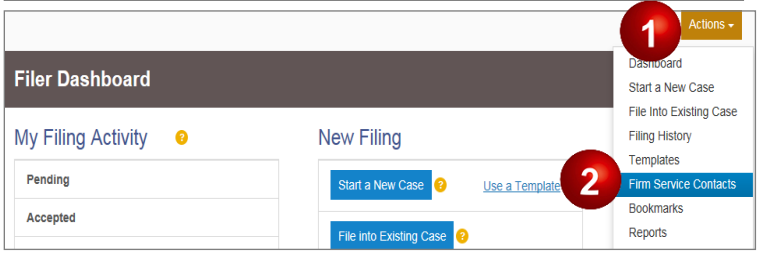
Removing Service Contacts and Adding Administrative Copy Contacts

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.

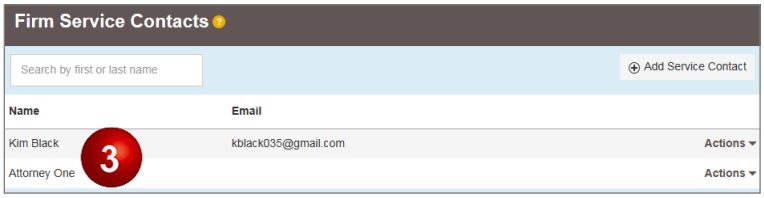


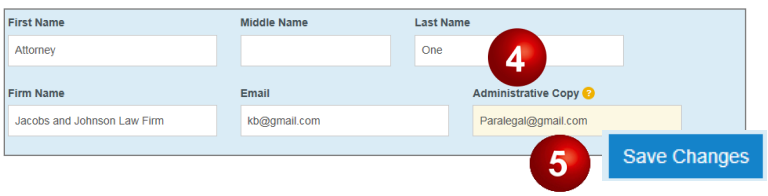




Add administrative copy contacts

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**.





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