

Adding Additional Attorney

STEP	ACTION						
1	Click [Add additional attorney...] from the Plaintiff Information screen.						
2	<p>Search for additional attorney by typing in the last name or bar id number of the attorney being added and click [Search].</p> <p><i>Note: Searching by name is recommended because an attorney may not have a "p" number.</i></p> <p><i>Note: Use a lower case "p" when searching for the attorney by Bar ID number. Example: p11111</i></p>						
3	<p>The attorney search results screen displays.</p> <table border="1" data-bbox="516 905 1446 1787"> <thead> <tr> <th data-bbox="516 905 980 953">If the name of the attorney...</th> <th data-bbox="980 905 1446 953">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="516 953 980 1577"> <p>Appears in the search results box.</p> </td> <td data-bbox="980 953 1446 1577"> <ul style="list-style-type: none"> Click on name and verify information in the pop-up window. Click [Select name from list]. Click [Add attorney] on the attorney information screen. <p><i>Note: If you update data on the attorney information screen it will only change the data for this case only. The attorney should send an email to the courts help desk to have the account updated with current information so all cases will be reflected.</i></p> </td> </tr> <tr> <td data-bbox="516 1577 980 1787"> <p>Does not appear in search results box.</p> </td> <td data-bbox="980 1577 1446 1787"> <ul style="list-style-type: none"> Click [Create new attorney]. Type in attorney information. Click [Add Attorney]. </td> </tr> </tbody> </table>	If the name of the attorney...	Then...	<p>Appears in the search results box.</p>	<ul style="list-style-type: none"> Click on name and verify information in the pop-up window. Click [Select name from list]. Click [Add attorney] on the attorney information screen. <p><i>Note: If you update data on the attorney information screen it will only change the data for this case only. The attorney should send an email to the courts help desk to have the account updated with current information so all cases will be reflected.</i></p>	<p>Does not appear in search results box.</p>	<ul style="list-style-type: none"> Click [Create new attorney]. Type in attorney information. Click [Add Attorney].
If the name of the attorney...	Then...						
<p>Appears in the search results box.</p>	<ul style="list-style-type: none"> Click on name and verify information in the pop-up window. Click [Select name from list]. Click [Add attorney] on the attorney information screen. <p><i>Note: If you update data on the attorney information screen it will only change the data for this case only. The attorney should send an email to the courts help desk to have the account updated with current information so all cases will be reflected.</i></p>						
<p>Does not appear in search results box.</p>	<ul style="list-style-type: none"> Click [Create new attorney]. Type in attorney information. Click [Add Attorney]. 						

[Back to Main Menu](#)

[Back to Adversary Menu](#)