



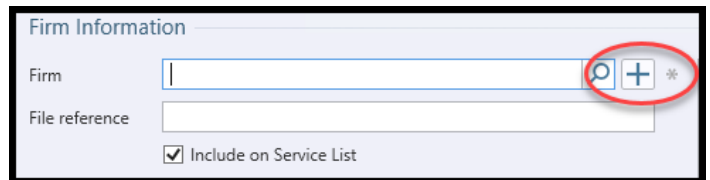
ACL5

ADDING OR EDITING OPPOSING LAW FIRMS



To add in a new opposing law firm from within a current file, within the **Parties** page, click **Add lawyer-represented party**.

Click the **Plus** icon to create a new firm. **Note** once created, the firm will then be added to the firm's opposing law firm database.



The screenshot shows the 'Firm Details' form with four numbered steps: 1. Radio buttons for 'Firm' (selected) and 'Sole Practitioner'. 2. Text input for 'Firm Name'. 3. Text input for 'Street Address'. 4. Text input for 'Main Switch Number'. The form also includes fields for 'Firm Name For Documents', 'Descriptive', 'City', 'Province', 'Postal Code', 'Main Fax Number', and buttons for 'Add Another', 'OK', and 'Cancel'.

- 1 Choose whether this is a firm or sole practitioner.
- 2 Enter the firm name/name for documents and the descriptive.
- 3 Enter the firm's address/city/province and postal code.
- 4 Enter in the phone and fax number (**Note** the fax number is not mandatory) and click OK.



For assistance contact:

ACL Support

416.363.1650 x100 / 1.800.340.3234 x100

supportacl@dyledurham.com

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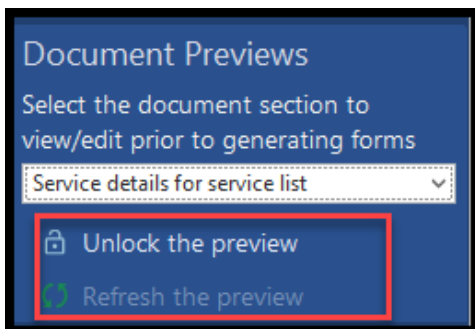
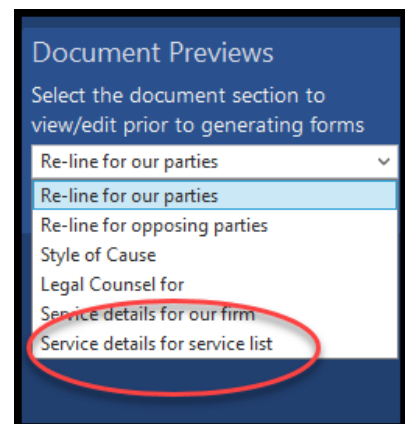
To edit an existing firm already within the opposing law firm database, navigate to the **Parties** page. Right click on the **opposing party** the firm represents and click **Edit**.



Click the **Edit** icon and update the firm's contact details. Once complete, click **OK**, and then click **Yes** to the dialog that appears advising that this information will change across all files this firm is associated with.

Lastly, users must ensure that the **Service details for service list** preview has been Unlocked and Refreshed to pull in the updated information.

Navigate to the **Document Previews** → **Service Details for Service List**.



Click **Unlock the preview** then **Refresh the preview**. **Save** the file.

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