



EVOLVING A FILE

Proceeding	
Proceeding Type	Action
Eilo Participanto	Pre-Litigation
The Farticipante	Action
Primary Lawyer	Third Party Claim
	Fourth Party Claim
Overseeing Lawyer	Fifth Party Claim
Additional Firm Memberr	Counterclaim
Additional Firm Members	Application
	Counterapplication
	Appeal - Action
	Appeal - Counterclaim
	Appeal - Application
	Appeal - Counterapplication

When a proceeding type changes, the ACL file needs to be updated to reflect the change. Navigate to the **File Details**, and click **Proceeding Type** to select the new proceeding type.

ACL will prompt you to review the relevant sections of the file to make any necessary changes. Add in any new information, for example, an updated **Court File Number** or any new party information such as a **Counterclaimant** or **Third Party**. Once all new information has been added to the file, the **Document Previews** must be refreshed.

Naviagate to the Document Previews page, and click the	
drop down arrow to select Style of Cause .	



Unlock and Refresh	×
Select Previews to Refresh	
✓ Style of Cause	Select All
Service Details: Our Firm	
Service Details: Service List	
	OK Cancel

Click **Refresh the Preview** to select the previews which need to be updated and click **OK**.

Click the Save As... icon. ACL will prompt you to Save as new file or **Overwrite original file**. If you are uncertain of which one to select, choose Save as new file.



Save as new file Overwrite original file Cancel

Overwrite the original file



For assistance contact:

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