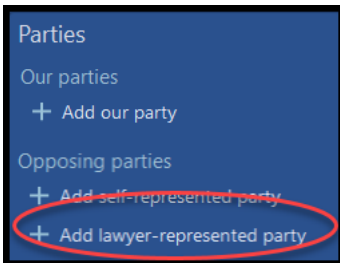




ACL5

ADDING A LAWYER REPRESENTED PARTY



To add a represented party to the file, navigate to the **Parties** page and click **Add Lawyer represented party**.

- 1 Type the name of the firm within the **Firm** field. If the firm is contained in our database, the firm name will appear within the search field. Select the firm. If the firm has not been added to the database, click the **Plus** icon to add in the firm.
- 2 Review the firm's contact details.
- 3 Click **Add Lawyer** to choose a lawyer from the rolodex, or to add a new lawyer. See below for more details.
- 4 Click **Add Party** to add in the party/parties the firm represents.
- 5 Click **OK** once complete.

Opposing Lawyer Rolodex

- 1 Click the search button to view the list of existing opposing lawyers for the selected firm. If the required lawyer is listed, select, and click **OK**. Review the details.
- 2 If the required lawyer is not listed, click **Cancel**, click **Create New**, and enter the details



For assistance contact:

ACL Support

416.363.1650 x100 / 1.800.340.3234 x100

supportacl@dyledurham.com

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