



ACL5

ADDING SELF REP PARTY



To add in a self represented party, within the **Parties** section, click on **Add self represented party**.

Add Non- or Self-Represented Party

Primary Information | Contact Details | Additional Notes

Party Information

Representation: Non or Self-Represented

Firm: [text box] File reference: [text box]

Party role: [dropdown] *

Party type: Male [dropdown] * Include on Service List

Personal Details

Honorific: Mr. [dropdown]

First name: [text box] *

Middle name: [text box]

Last name: [text box] *

Date of birth: [calendar icon] [text box]

Social insurance no.: [text box] * Health card no.: [text box]

Additional Information

Additional party information: [dropdown]

Name for Style of Proceeding: [text box] *

Name elsewhere on court documents and letters: [text box]

[Add Another] [OK] [Cancel]

- 1 Click the drop down to choose the **Party Role** and **Party Type**.
- 2 Enter the **First name**, **Middle name** and **Last name**,
- 3 Enter the party's **Date of Birth**, **Social Insurance No.** and **Health Cared No.** if needed
- 4 Add in any **Additional Party Information** (i.e. also known as) if needed. Ensure that **Name for Style of Proceeding** is correct. Review **Name elsewhere on court documents and letters**.
- 5 Click **Contact Details** to enter in the party's address and phone number if known.
- 6 Click **Additional Notes** to enter in notes regarding the party.
- 7 Click **Add Another/OK/Cancel**



For assistance contact:

ACL Support

416.363.1650 x100 / 1.800.340.3234 x100

supportacl@dyledurham.com

dyledurham.ca