



ACL5

ADDING CO-COUNSEL



To add co-counsel to a file for your firm, or for an opposing firm, click on **Parties**, and click on **Add Lawyer Represented Party**.

Add Lawyer-Represented Parties

Firm Information

Firm **1** **2**

File reference

Include on Service List

Lawyers

+ Add Lawyer **3** Edit Remove

Honorific	Name	Appears on Court Documents
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Represented Parties

+ Add Party Edit Delete

Role	Name
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OK Cancel

1 Begin typing the name of the firm, and select the firm from the list.

2 If the firm does not appear, click the + sign to add the new firm into the database.

3 Click **Add Lawyer** and add the lawyer information. Click **OK**.



For assistance contact:

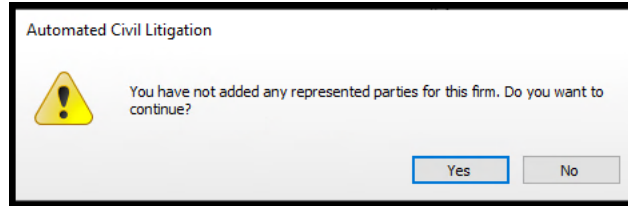
ACL Support

416.363.1650 x100 / 1.800.340.3234 x100

supportacl@dyledurham.com

dyledurham.ca

You will then see a pop up advising that no represented parties have been added. Click Yes to continue:

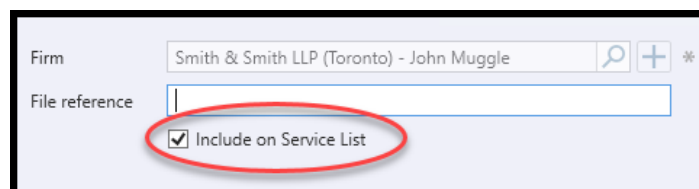


Click the **Document Previews** and select **Lawyers for** to amend to Lawyers for wording, for example, Co-Counsel for the Plaintiff in order for the correct wording to appear on court forms.



Amend the service details for our firm and backing sheet, or the service list for opposing firms, depending on which party co-counsel is acting for. Edit the service details and/or backing sheet by highlighting and cutting co-counsel details. Paste the firm's details into either your firm's service details/backing sheet or the opposing firm's service list, and complete by making any manual edits needed.

Please note that if the Service List previews are refreshed, you will lose any manual edits made.



Once the above is complete, return to the **Parties** page. Select the co-counsel firm to edit, and uncheck **Include on Service List**.

For assistance contact:

ACL Support