



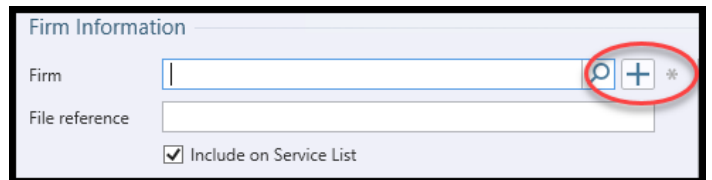
ACL5

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.



Firm Details

1 Firm Sole Practitioner

Firm Name

2 Firm Name For Documents

Descriptive

Address Information

3 Street Address

City

Province

Postal Code

Contact Information

4 Main Switch Number

Main Fax Number

Add Another OK 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:

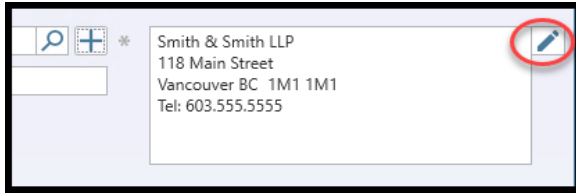
ACL Support

416.363.1650 x100 / 1.800.340.3234 x100

supportacl@dyledurham.com

dyledurham.ca

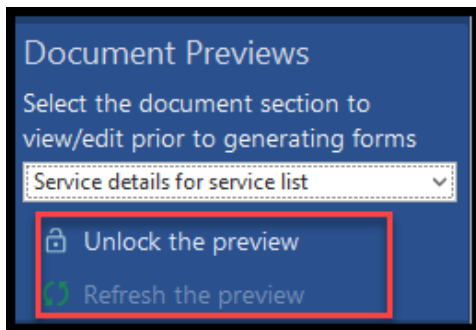
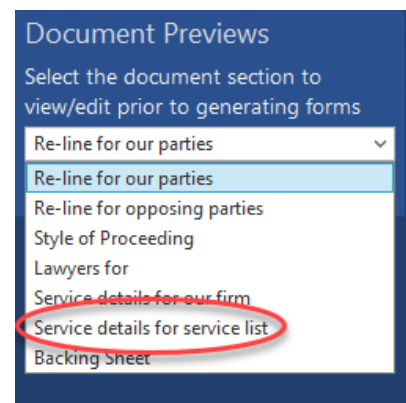
To edit an existing firm already within the opposing law firm database, navigate to the **Parties** page. Right click on the **opposing party** the firm represents and click **Edit**.



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.

For assistance contact:

ACL Support