

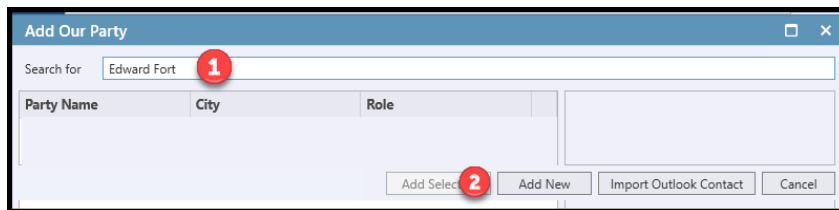


ACL5

ADDING OUR PARTY - NEW



On the **Parties** page, click **Add our party**.



1 Begin typing the individual or company name in the **Search for** field to ensure the party has not been previously added to the database.

2 Click **Add New**.



For assistance contact:

ACL Support

416.363.1650 x100 / 1.800.340.3234 x100

supportacl@dyledurham.com

dyledurham.ca

- 1 Click the drop down to choose the **Party Role** and **Party Type**.
- 2 Enter the **First name, Middle name and Last name** or the **Organization Name** and **Representative** (as needed) if the party is a corporation.

- 3 Enter the **Date of Birth, Social Insurance Number** and **Health Card No.** if needed.
- 4 Add in any **Additional Party Information** (i.e. also known as) if needed. Ensure that the **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 notes regarding the party.
- 7 The party will automatically be added to the **Client and Contact Database**. Click **No** if the party should not be added to the database.
- 8 Click **Add Another/OK/Cancel**

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