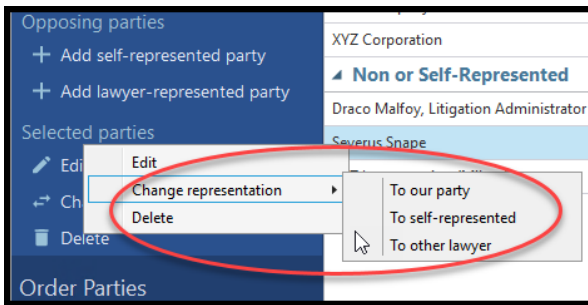




ACL5

CHANGING REPRESENTATION



To change a party's representation, within the **Parties** page, right click on the party name whose representation needs to be adjusted, and click **Change Representation** → **To other lawyer**.

The 'Change Representation' dialog box is shown with the following sections and steps:

- Firm Information:** Step 1 points to the 'Firm' text input field.
- Lawyers:** Step 2 points to the '+ Add Lawyer' button.
- Represented Parties:** Step 3 points to the 'Severus Snape' entry in the table.
- Buttons:** Step 4 points to the 'OK' button at the bottom right.

| Honorific | Name | Appears on Court Documents |
|-----------|---------------|----------------------------|
| | Severus Snape | |

| Role | Name |
|-----------|---------------|
| Plaintiff | Severus Snape |

- 1 Enter the firm name.
- 2 Add the lawyer representing the party
- 3 The party(ies) section is pre populated.
- 4 Click OK.

Once edited, the **Service details for service list** (Document Previews) will need to be **Unlocked and Refreshed** for the change to appear in documents, and the ACL file needs to be saved.



For assistance contact:

ACL Support

416.363.1650 x100 / 1.800.340.3234 x100

supportacl@dyledurham.com

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