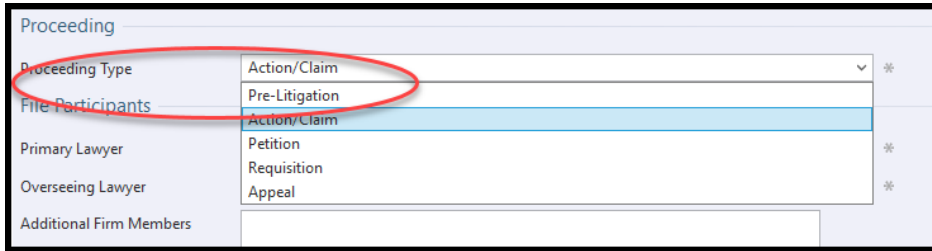




ACL5

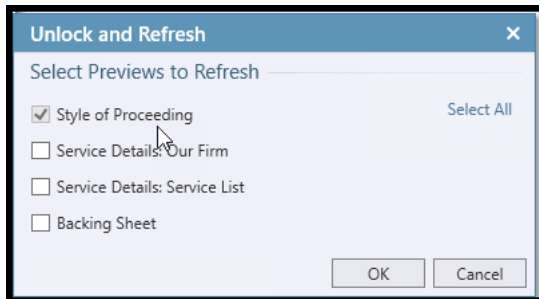
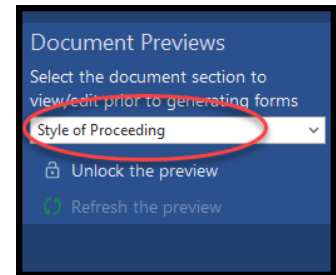
EVOLVING A FILE



When a proceeding type changes, the ACL file needs to be updated to reflect the change. Navigate to the **File Details**, and click **Proceeding Type** to select the new proceeding type.

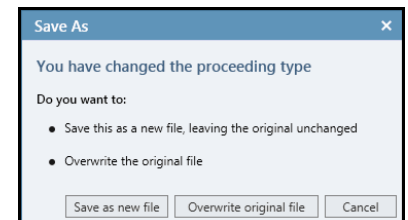
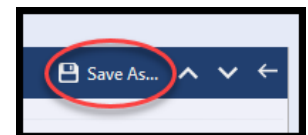
ACL will prompt you to review the relevant sections of the file to make any necessary changes. Add in any new information, for example, an updated **Court File Number** or any new party information such as a **Appellant** or **Respondent**. Once all new information has been added to the file, the **Document Previews** must be refreshed.

Navigate to the **Document Previews** page, and click the drop down arrow to select **Style of Proceeding**.



Click **Refresh the Preview** to select the previews which need to be updated and click **OK**.

Click the **Save As...** icon. ACL will prompt you to **Save as new file** or **Overwrite original file**. If you are uncertain of which one to select, choose **Save as new file**.



For assistance contact:

ACL Support

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