

## ADDING AN ATTORNEY TO YOUR FIRM

All firms must add attorneys *to their firm account*. This means that the *firm* account must add attorneys. This is *not* the same as inviting users who are attorneys at your firm to join the firm. Adding attorneys to the firm account allows users to select these attorneys as the filing attorney when submitted papers to the court; these attorneys are not given access to create cases or submit filings without also being individual users with their own accounts. Inviting an attorney to join the firm as a user allows them to start cases and file into existing cases.

For information on how to invite users to join your firm, see the user guide on this topic.

**NOTE:** ***ALL*** attorneys added to a firm ***must*** also be added to the Firm's Service Contacts. By enrolling in the e-filing system as a filing attorney, attorney's at your firm are automatically consenting to be served electronically by other parties in all cases in which they appear.

See separate instruction document for adding service contacts to your firm.

1. Click the orange "Actions" button. A drop down menu will appear. From this, select and click "Firm Attorneys"

The screenshot displays the efile interface for the Massachusetts Court System. At the top left, the logo features a scale of justice and the text "Massachusetts Court System" and "Odyssey File & Serve". The "efile" logo is prominently displayed. In the top right corner, there is a user profile icon. Below the header, a "Filing History" section contains instructions for users registered with a firm, listing "Add a Payment Account" and "Add an Attorney" as required steps. To the right, an orange "Actions" button is highlighted with a red box. A dropdown menu is open, listing various options: Dashboard, Start a New Case, File Into Existing Case, Filing History, Templates, Firm Service Contacts, Reports, Firm Admin, Firm Users, Firm Attorneys (highlighted with a red box), Firm Information, Payment Accounts, and Help.

2. Click the "Add New Attorney" button

The screenshot shows the 'Firm Attorneys' interface. At the top right, there is a home icon and an 'Actions' dropdown menu. Below this, a dark header reads 'Firm Attorneys'. A light blue box contains instructions: 'Users registered with your firm will be able to submit filings after you complete the following:' followed by a bullet point 'Add an Attorney' and the text 'Click on the Actions Menu above to add an Attorney.' To the right of this box is a 'New Case' dropdown menu with options like 'New Case', 'File New Case by Filings', 'Firm Admin', 'Firm User', 'Track History', 'Edit Contact Info', 'Payment Accounts', and 'Help'. Below the instructions, a button with a plus icon and the text 'Add New Attorney' is highlighted with a red rectangular box. Underneath is a table with columns for 'First Name', 'Last Name', and 'Attorney Number'. The table is currently empty. At the bottom of the table area, there is a pagination control showing '0' items per page and 'No items to display'.

3. In the Attorney Number field that appears, enter the BBO number of the attorney you wish to add to your firm.

This screenshot shows the 'Add New Attorney' form. The 'Attorney Number' field is highlighted with a red box and contains the value '694071'. To the right of the field is an information icon and a blue 'Verify' button. Below the field, there are 'Undo' and 'Save Changes' buttons. The table above shows the columns 'First Name', 'Last Name', and 'Attorney Number'.

4. Click the blue "Verify" button. The name of the attorney will automatically appear. Should you need to make corrections to the name, do so in the text fields. Then click the blue "Save Changes" button.

This screenshot shows the 'Add New Attorney' form after the 'Verify' button was clicked. The 'Attorney Number' field still contains '694071'. The 'First Name' field is populated with 'Tiffany' and the 'Last Name' field is populated with 'Knapp'. The 'Middle Name' field is empty. The 'Save Changes' button is highlighted with a red rectangular box. 'Undo' and 'Verify' buttons are also visible.

5. The attorney will then appear in your Firm Attorney's list.

Firm Attorneys			
⊕ Add New Attorney			
First Name	Last Name	Attorney Number	Actions
Tiffany	Knapp	694071	Actions ▼

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**Should you encounter any problems adding an attorney and you are sure you have entered the information correctly, please call Tyler Support at 1.800.297.5377**

**Please do not call the Clerk's Office with technical support related questions.**