

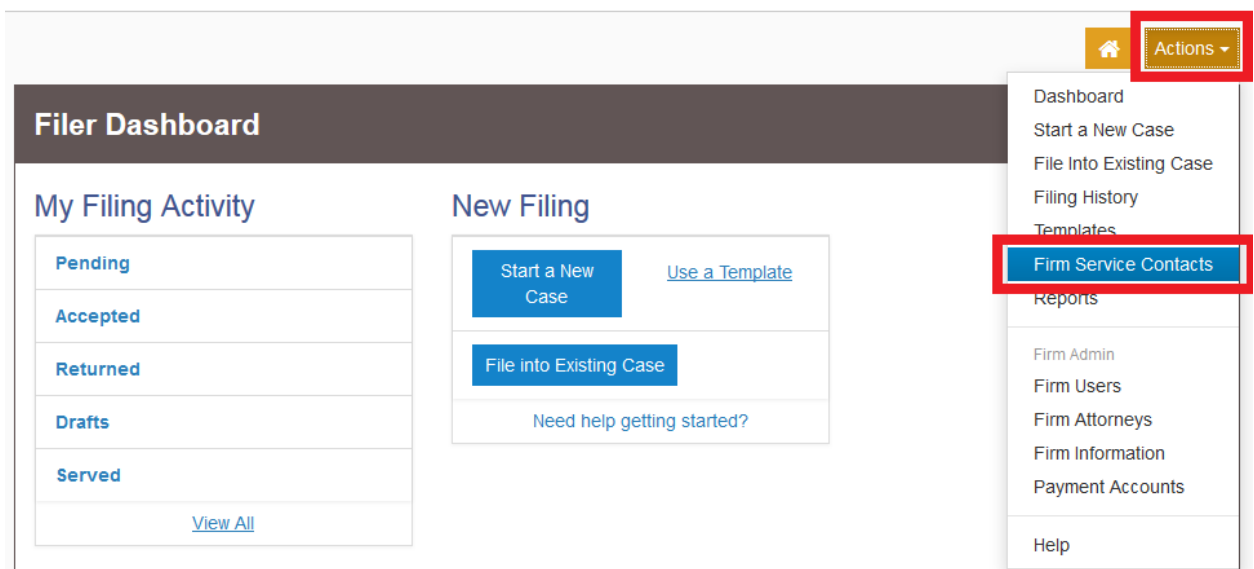
ADDING SERVICE CONTACTS TO YOUR FIRM

Adding service contacts to your *firm* account allows other parties to electronically serve filings on those who are listed as service contacts.

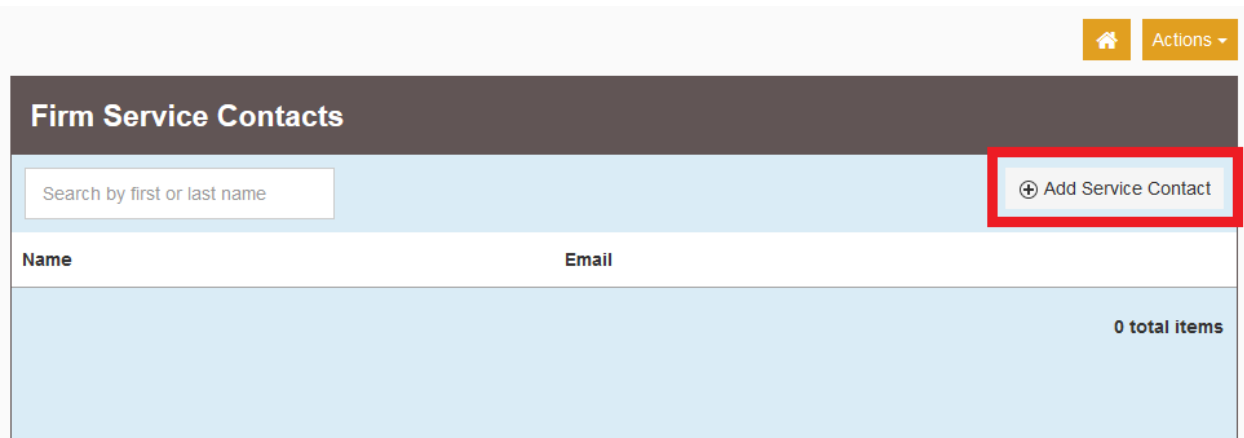
By enrolling in the e-filing system, users are automatically consenting to be electronically served in all cases in which they appear. This includes receiving electronic notices from the Appeals Court.

NOTE: ALL persons who are registered as Firm Attorneys *must* be added to the firm Contacts list. They can either do this themselves if they are added as a firm user, or the firm administrator can do this.

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



2. Click the "Add Service Contact" button:



3. Fill in the information for the contact . Fields outlined in red on the screen are required.

The "Administrative Copy" field allows a duplicate email to be sent to the email address entered here. For example, an attorney may wish electronic service and/or notices be sent both to his or her personal email as well as the email of his or her assistant or secretary.

Note: It is mandatory that you leave the "Make This Contact Public" box checked. By enrolling in the e-filing system, attorneys are consenting to receive electronic service of documents in cases in which they have appeared in the Appeals Court as well as electronic notice from the Appeals Court. Leaving this box checked allows opposing parties to serve you.

When all of the information has been filled out completely, click the blue "Save Changes" button.

Firm Service Contacts

Search by first or last name + Add Service Contact

Name	Email
joe.attorney.firm@gmail.com Actions ▾	
0 total items	

First Name (outlined in red): Joe

Middle Name: [Empty]

Last Name (outlined in red): Attorney

Firm Name: Joe Attorney's Law Firm

Email (outlined in red): joe.attorney.firm@gmail.com

Administrative Copy (outlined in red): joes.secretary@gmail.com

Country: United States of America

Address Line 1: 123 Boston Lane

Address Line 2: [Empty]

City: Boston

State: Massachusetts

Zip Code: 02108

Phone Number: [Empty]

Make This Contact Public (outlined in red): ?

Undo Save Changes

↓

4. The contact will be added to your Firm Service Contacts:

Firm Service Contacts

⊕ Add Service Contact

Name	Email	Actions
Joe Attorney	joe.attorney.firm@gmail.com	

Items per page: 10 ▾ 1 total items

Should you encounter any problems adding a service contact and you are sure you have followed the previous steps correctly, please call Tyler Support at 1.800.297.5377

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