1. **Click Add to add new party to case**

2. **Search for Attorney, enter Name fields then click Search.**

3. **Click on the row with the Attorney Name. The Party Role should automatically populate as Attorney.**
4. Select Parties for this new Attorney, if applicable, by clicking the green plus button next to the Plaintiff/Defendant/etc in the right column. The selection will then move the name to the left column. Then click **Assign**.

5. See message at bottom of screen to confirm that the attorney was successfully added. Then click **Return** to return to the previous screen.

6. Finally, click **Submit**.

7. Receive confirmation that party change has been successfully submitted. Click **Close**.