How to Add Attorney to An Existing Case
10/29/19 vk

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**.