

# **ADDING ATTORNEYS, CCAP, AND THE ATTORNEY GENERAL TO A CASE IN TRUEFILING™**

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## Introduction

After you have located your case in TrueFiling, you may find one or more of the following:

- (1) You were not added as an attorney on the case;
- (2) CCAP was not added as a contact in the case; and/or
- (3) The Attorney General's eservice email address was not added in the case.

**The People v. Jenkins**  
F073529  
CA 5th District Court of Appeal  
Case Type: CRIMINAL

[Add to Favorites](#)  
[View Register of Actions](#)

[Create New Bundle](#)

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**Case Contacts**

 Office Of The Attorney General, (SAGSAC-01)	Attorney	Court Added	sacawtruefiling@doj.ca.gov
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**Firm Contacts**

[Add Contact](#)   [Add New Contact](#)   [Add Attorney](#)   [Add New Attorney](#)

**Other Counsel**

[Add Other Counsel](#)

These instructions will explain how to add yourself as an attorney to a case in TrueFiling, how to add CCAP as a contact in the case, and how to add the Attorney General's eservice address in the case.

## Adding Yourself as an Attorney on a Case

Begin by navigating to the **Case Details** page (for instruction on how to get to the **Case Details** page, see CCAP's Step-by-Step Instructions for Filing a Document in TrueFiling, pages 9-10,

[http://www.capcentral.org/procedures/truefiling/docs/truefiling\\_filing\\_instructions.pdf](http://www.capcentral.org/procedures/truefiling/docs/truefiling_filing_instructions.pdf)):

**The People v. Jenkins**  
F073529  
CA 5th District Court of Appeal  
Case Type: CRIMINAL

Create New Bundle

Add to Favorites  
View Register of Actions

In the middle of the **Case Details** page, you will see the **Case Contacts** section for the case.

Case Contacts

Office Of The Attorney General, (SAGSAC-01) Attorney Court Added sacawtruefiling@doj.ca.gov

Firm Contacts

Add Contact Add New Contact Add Attorney Add New Attorney

Other Counsel

Add Other Counsel

Self-Represented Contacts

Add Self-Represented Filer Add New Self-Represented Filer

Go to the **Firm Contacts** section and click the **Add Attorney** button.

You should see a screen listing the attorneys that you have added to your firm:

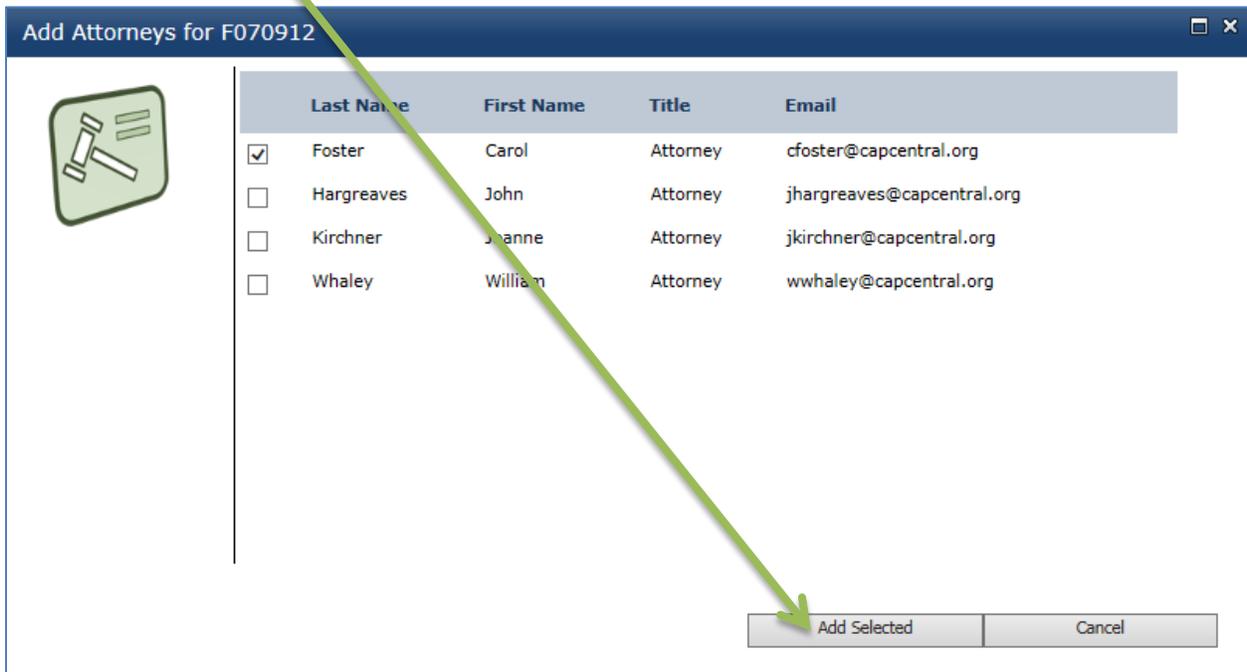
	Last Name	First Name	Title	Email
<input type="checkbox"/>	Foster	Carol	Attorney	cfoster@capcentral.org
<input type="checkbox"/>	Hargreaves	John	Attorney	jhargreaves@capcentral.org
<input type="checkbox"/>	Kirchner	Joanne	Attorney	jkirchner@capcentral.org
<input type="checkbox"/>	Whaley	William	Attorney	wwhaley@capcentral.org

Add Selected      Cancel

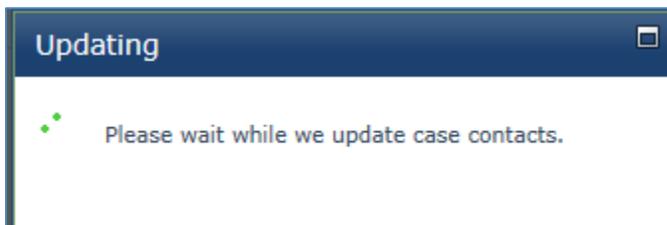
Click on the box on the left-hand side of the attorney's name that you want to add to the case (you will need to check this box even if you are the only attorney listed on the screen):

	Last Name	First Name	Title	Email
<input checked="" type="checkbox"/>	Foster	Carol	Attorney	cfoster@capcentral.org
<input type="checkbox"/>	Hargreaves	John	Attorney	jhargreaves@capcentral.org
<input type="checkbox"/>	Kirchner	Joanne	Attorney	jkirchner@capcentral.org
<input type="checkbox"/>	Whaley	William	Attorney	wwhaley@capcentral.org

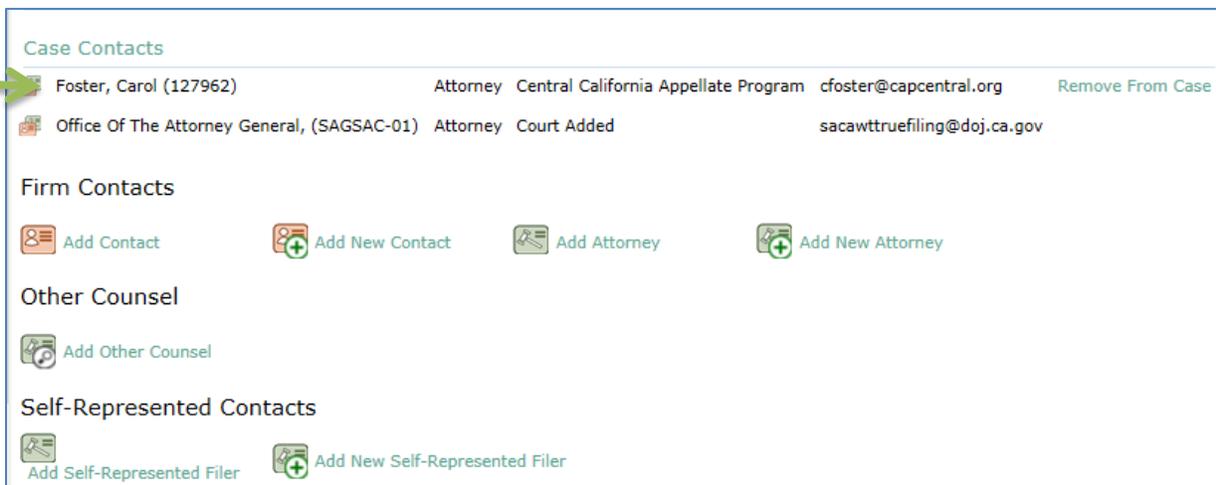
Then click **Add Selected** at the bottom of the window:



You will see a message asking you to wait until the case contacts are updated:



You should now be added to the **Case Contacts** section of the case:



## Adding CCAP

Begin by navigating to the **Case Details** page (for instruction on how to get to the **Case Details** page, see CCAP's Step-by-Step Instructions for Filing a Document in TrueFiling, pages 9-10,

[http://www.capcentral.org/procedures/truefiling/docs/truefiling\\_filing\\_instructions.pdf](http://www.capcentral.org/procedures/truefiling/docs/truefiling_filing_instructions.pdf)):

**The People v. Jenkins**  
F073529  
CA 5th District Court of Appeal  
Case Type: CRIMINAL

Create New Bundle

Add to Favorites  
View Register of Actions

On the **Case Details** page, scroll down until you see the **Other Counsel** section under **Case Contacts**.

Case Contacts

Foster, Carol (127962)	Attorney	Central California Appellate Program	cfoster@capcentral.org	Remove From Case
Office Of The Attorney General, (SAGSAC-01)	Attorney	Court Added	sacawttruefiling@doj.ca.gov	

Firm Contacts

Add Contact Add New Contact Add Attorney Add New Attorney

Other Counsel

Add Other Counsel

Self-Represented Contacts

Add Self-Represented Filer Add New Self-Represented Filer

Click **Add Other Counsel**.

You should see the following screen:

**Find Other Counsel**

**Attorney Lookup**

You can search for an Attorney from another firm and add them as a case contact.

To include Contacts and Pro Per filers in your search results, select the Include Contacts and Pro Per option.

The selected individuals will be added to the Contacts section on the Case Detail page.

**Other Counsel Lookup**

Search Attorney Name, Attorney Number, Email Address, or Firm Name

Required...

Search

Search for Attorneys only

**Search Results**

There are no items to show in this view

Add Selected Cancel

In the search box, type `eservice@capcentral.org`.

Check the **Search for Attorneys only** box and click the **Search** button and CCAP's `eservice` address should show up in the search results:

The screenshot shows a window titled "Find Other Counsel" with a dark blue header. On the left, there is a sidebar with the heading "Attorney Lookup" and instructions: "You can search for an Attorney from another firm and add them as a case contact." and "To include Contacts and Pro Per filers in your search results, select the Include Contacts and Pro Per option." Below this, it says "The selected individuals will be added to the Contacts section on the Case Detail page." The main area is titled "Other Counsel Lookup" and contains a search box with the text "eservice@capcentral.org" and a "Search" button. Below the search box is a checked checkbox labeled "Search for Attorneys only". Underneath is a "Search Results" section with a table. The table has columns: "Full Name", "Firm Name", "Title", "Email", "Attorney Number", and "State". One result is shown: a checkbox, "Central California Appellate Program, eservice", "Central California Appellate Program", "Attorney", "eservice@capcentral.org", "CCAP-0001", and "CA". At the bottom right, there are "Add Selected" and "Cancel" buttons. Green arrows point to the search box, the "Search" button, the checkbox for "Search for Attorneys only", the checkbox for the search result, and the "Add Selected" button.

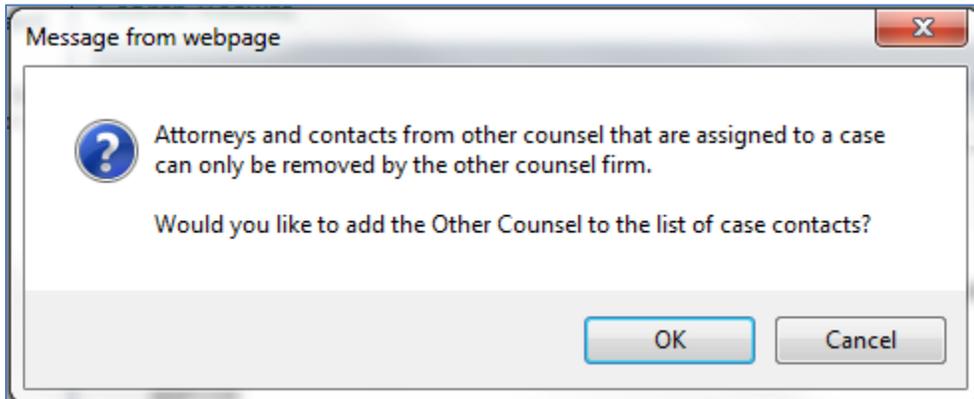
Full Name	Firm Name	Title	Email	Attorney Number	State
<input type="checkbox"/> Central California Appellate Program, eservice	Central California Appellate Program	Attorney	eservice@capcentral.org	CCAP-0001	CA

Click on the box on the left-hand side of the search result for CCAP's `eservice` address and then click on **Add selected**.

**Important Note:** There may be more than one `eservice@capcentral.org` in the search results. Make sure you check the box next to **Central California Appellate Program, eservice, with Attorney Number CCAP-0001**, as shown above. This is the `eservice@capcentral.org` address associated with CCAP's TrueFiling account.

**Do not add individual CCAP staff attorney emails to your case contact list. Please use only the `eservice@capcentral.org` for all TrueFiling contacts and service.**

You will see the following message:



Click **OK**. You will see a message asking you to wait until the case contacts are updated:



CCAP's eservice address should now be added to the **Case Contacts** section of the case:

Case Contacts			
 Central California Appellate Program, eservice (CCAP-0001)	Attorney	Central California Appellate Program	eservice@capcentral.org
 Foster, Carol (127962)	Attorney	Central California Appellate Program	cfoster@capcentral.org
 Office Of The Attorney General, (SAGSAC-01)	Attorney	Court Added	sacawttruefiling@doj.ca.gov

## Adding the Attorney General

Begin by navigating to the **Case Details** page (for instruction on how to get to the **Case Details** page, see CCAP's Step-by-Step Instructions for Filing a Document in TrueFiling, pages 9-10,

[http://www.capcentral.org/procedures/truefiling/docs/truefiling\\_filing\\_instructions.pdf](http://www.capcentral.org/procedures/truefiling/docs/truefiling_filing_instructions.pdf)):

**The People v. Thomas**  
C068134  
CA 3rd District Court of Appeal  
Case Type: CRIMINAL

Create New Bundle

Add to Favorites  
View Register of Actions

On the **Case Details** page, scroll down until you see the **Other Counsel** section under **Case Contacts**.

Case Contacts

Central California Appellate Program, eservice (CCAP -0001)	Attorney	Central California Appellate Program	eservice@capcentral.org	Remove From Case
Dolida, Michael (00186101)	Attorney	Office of the State Attorney General	michael.dolida@doj.ca.gov	

Firm Contacts

Add Contact   Add New Contact   Add Attorney   Add New Attorney

Other Counsel

Add Other Counsel

Self-Represented Contacts

Add Self-Represented Filer   Add New Self-Represented Filer

Click **Add Other Counsel**.

You should see the following screen:

**Find Other Counsel**

**Attorney Lookup**

You can search for an Attorney from another firm and add them as a case contact.

To include Contacts and Pro Per filers in your search results, select the Include Contacts and Pro Per option.

The selected individuals will be added to the Contacts section on the Case Detail page.

**Other Counsel Lookup**

Search Attorney Name, Attorney Number, Email Address, or Firm Name

Required...

Search for Attorneys only

**Search Results**

There are no items to show in this view

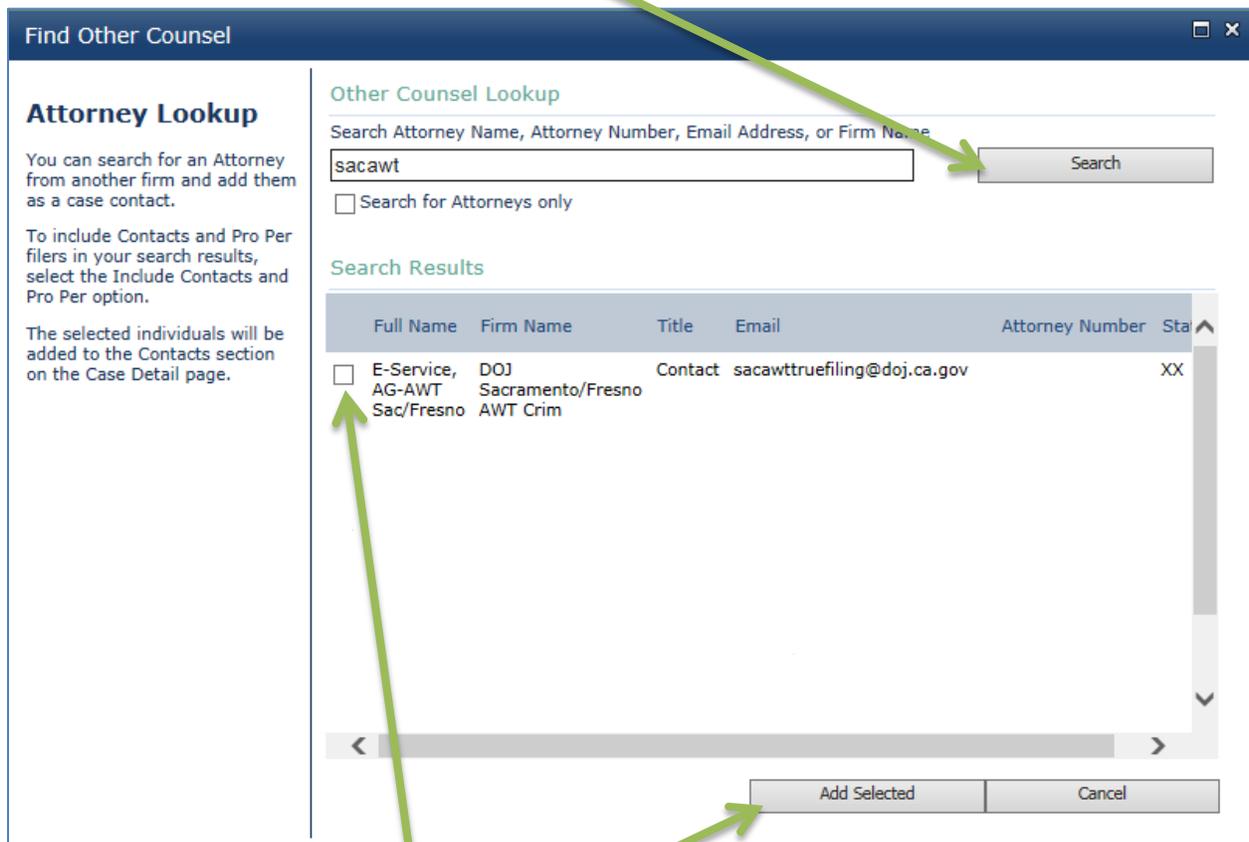
Add Selected Cancel

In the search box, type sacawt or sacawttruefiling.

**Important Note:** DO NOT CHECK the “Search for Attorneys only” box. If you check this box, the Attorney General’s eservice address will not show up in the search results.

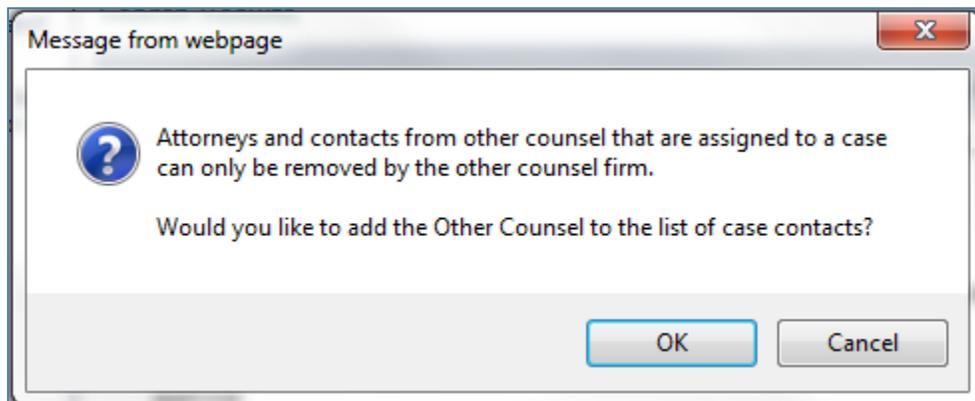
**Note on Attorney General’s email switch:** a previously posted email of [dcadocketingsacawt@doj.ca.gov](mailto:dcadocketingsacawt@doj.ca.gov) reportedly will still work, but the AG’s office prefers the [SacAWTTrueFiling@doj.ca.gov](mailto:SacAWTTrueFiling@doj.ca.gov) email listed above.

Click **Search** and the Attorney General's eservice address for Fifth DCA cases should show up in the search results:



Click on the box on the left-hand side of the search result and then click on **Add selected**.

You will see the following message:



Click **OK**.

You will see a message asking you to wait until the case contacts are updated:



The Attorney General's eservice address should now be added to the **Case Contacts** section of the case:

Case Contacts			
 Central California Appellate Program, eservice (CCAP-0001)	Attorney	Central California Appellate Program	eservice@capcentral.org
 Dolida, Michael (00186101)	Attorney	Office of the State Attorney General	michael.dolida@doj.ca.gov
 E-Service, AG-AWT Sac/Fresno	Contact	DOJ Sacramento/Fresno AWT Crim	sacawttruefiling@doj.ca.gov