CCAP's Instructions for Adding Service Recipients to a Case in TrueFiling™

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

(1) CCAP was not added as a contact in the case;
(2) The Attorney General was not added as a contact in the case; and/or
(3) Co-appellant's counsel or another attorney who should be served with documents in the case was not added as a contact in the case.

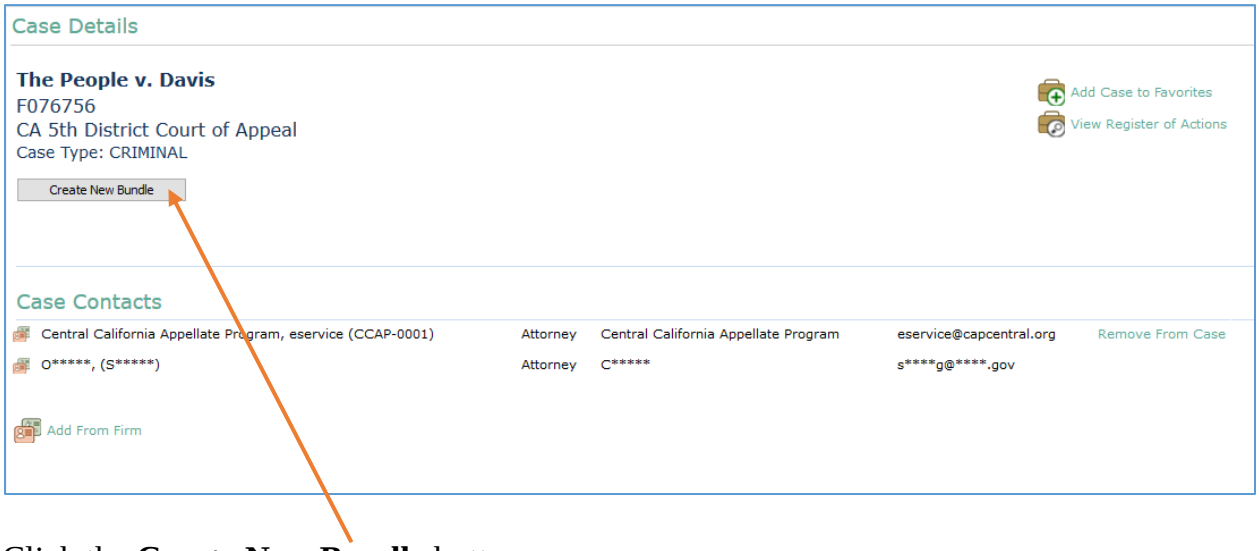
These instructions will explain how to add CCAP, the Attorney General, or another attorney as a *service recipient* when filing a document.

After the December 2017 update in TrueFiling, panel attorneys are no longer able to add CCAP, the Attorney General, or any other attorney outside the panel attorney's "TrueFiling firm" to the Case Contacts list; panel attorneys can only add these contacts as service recipients for a particular document.

IF COUNSEL IS USING TRUEFILING FOR SERVICE AND A SERVICE RECIPIENT IS MISSING FROM THE CASE CONTACTS LIST, COUNSEL WILL NEED TO ADD THE MISSING PERSON OR ENTITY AS A SERVICE RECIPIENT EACH TIME A DOCUMENT IS FILED.

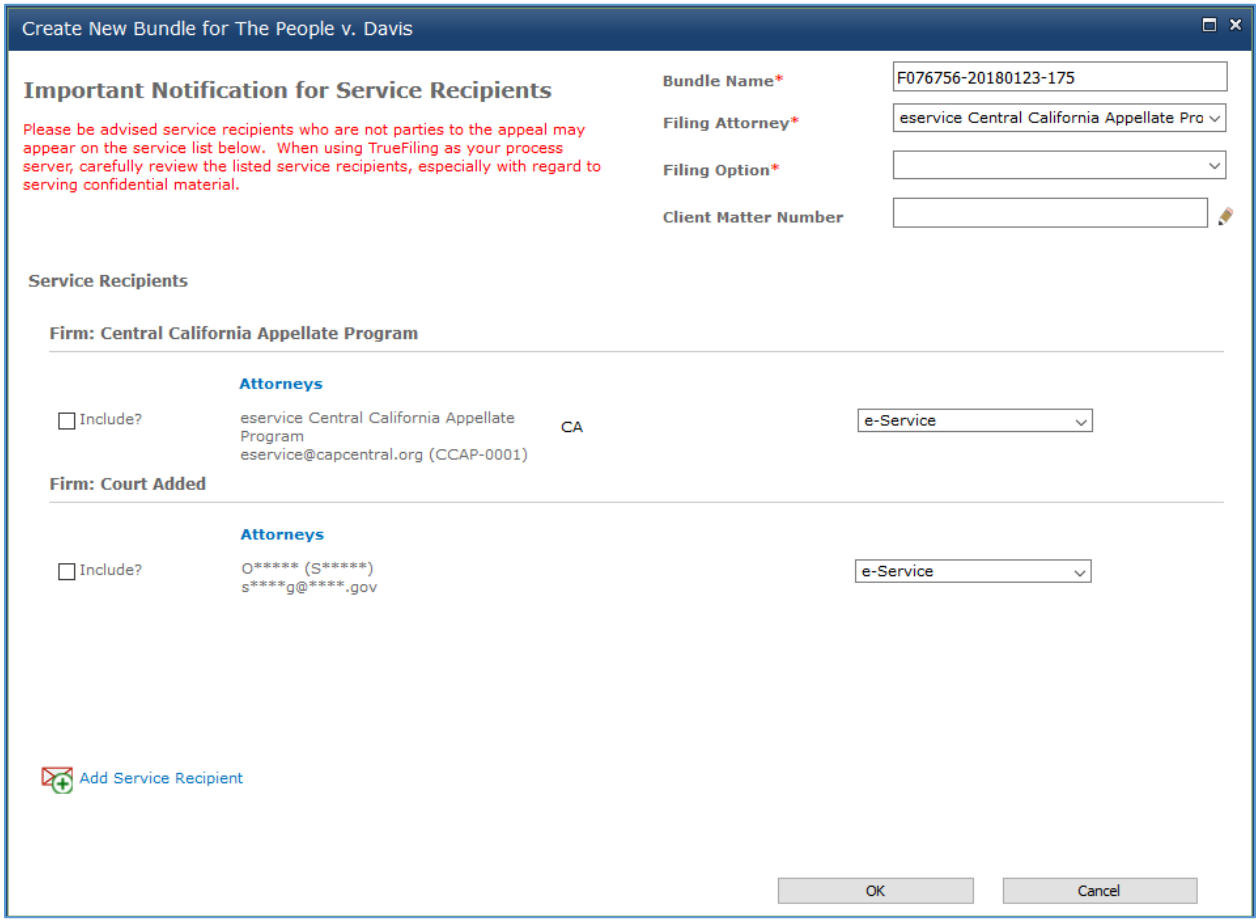
Adding Service Recipients When Filing a Document in TrueFiling

Begin by navigating to the **Case Details** page (for instructions 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, https://www.capcentral.org/procedures/truefiling/docs/ccap_truefiling_filing_instructions_3dca_5dca.pdf):

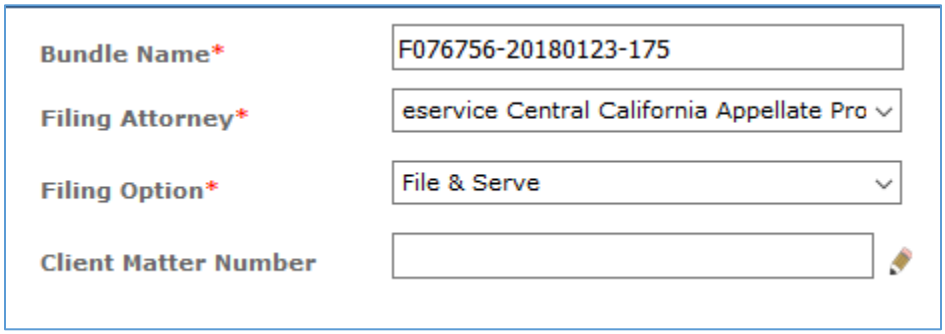


Click the **Create New Bundle** button.

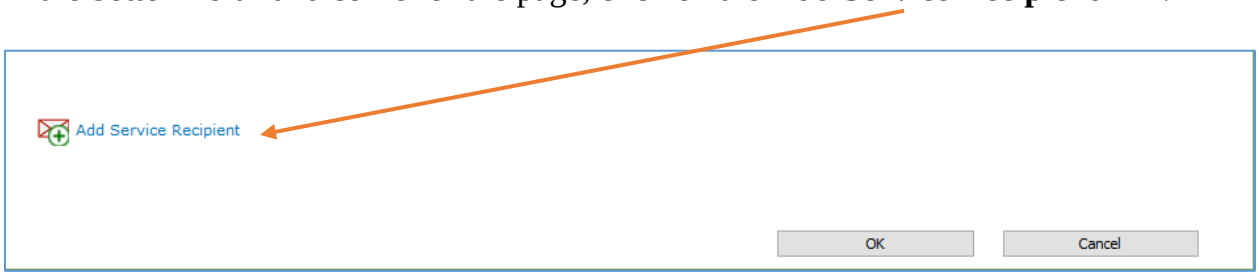
You should see the following window:



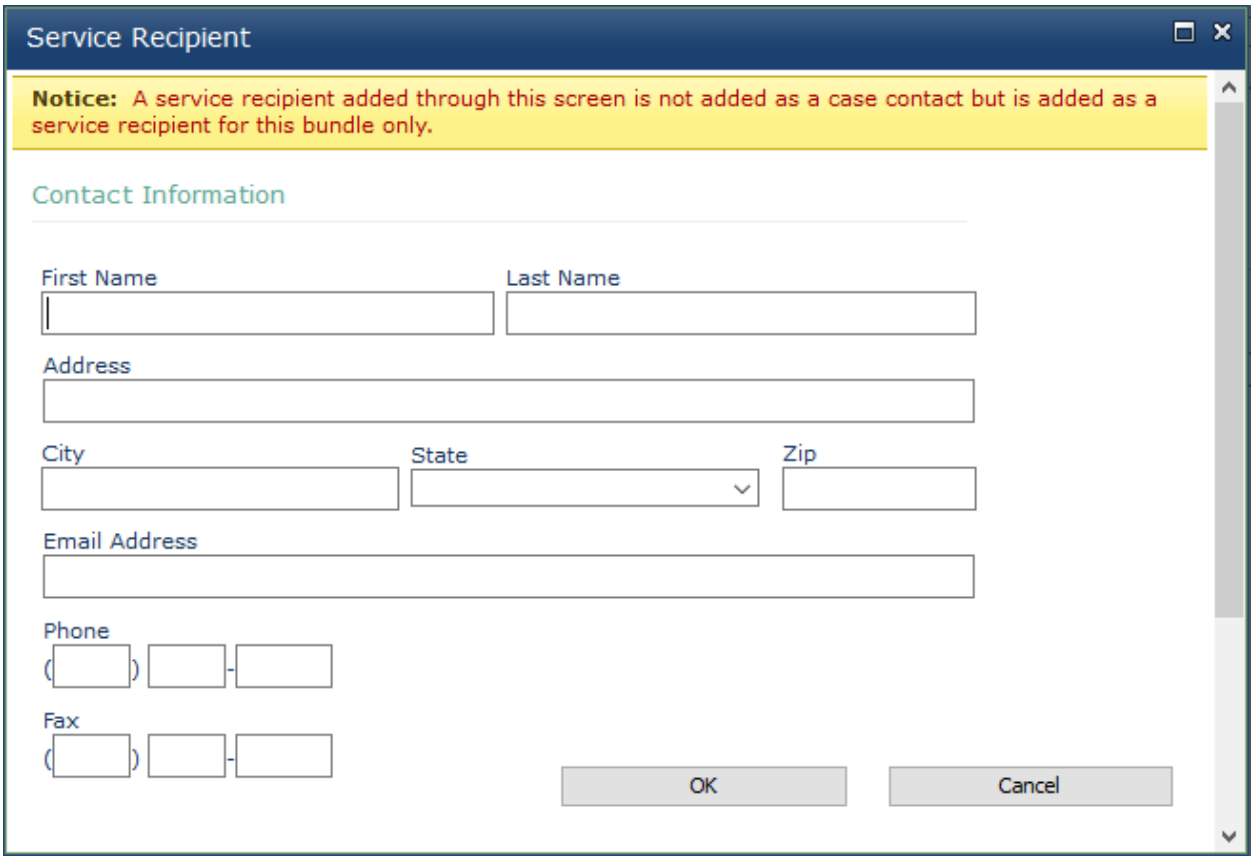
Under Filing Option, select the **File & Serve** option.



In the bottom left-hand corner of the page, click on the **Add Service Recipient** link.



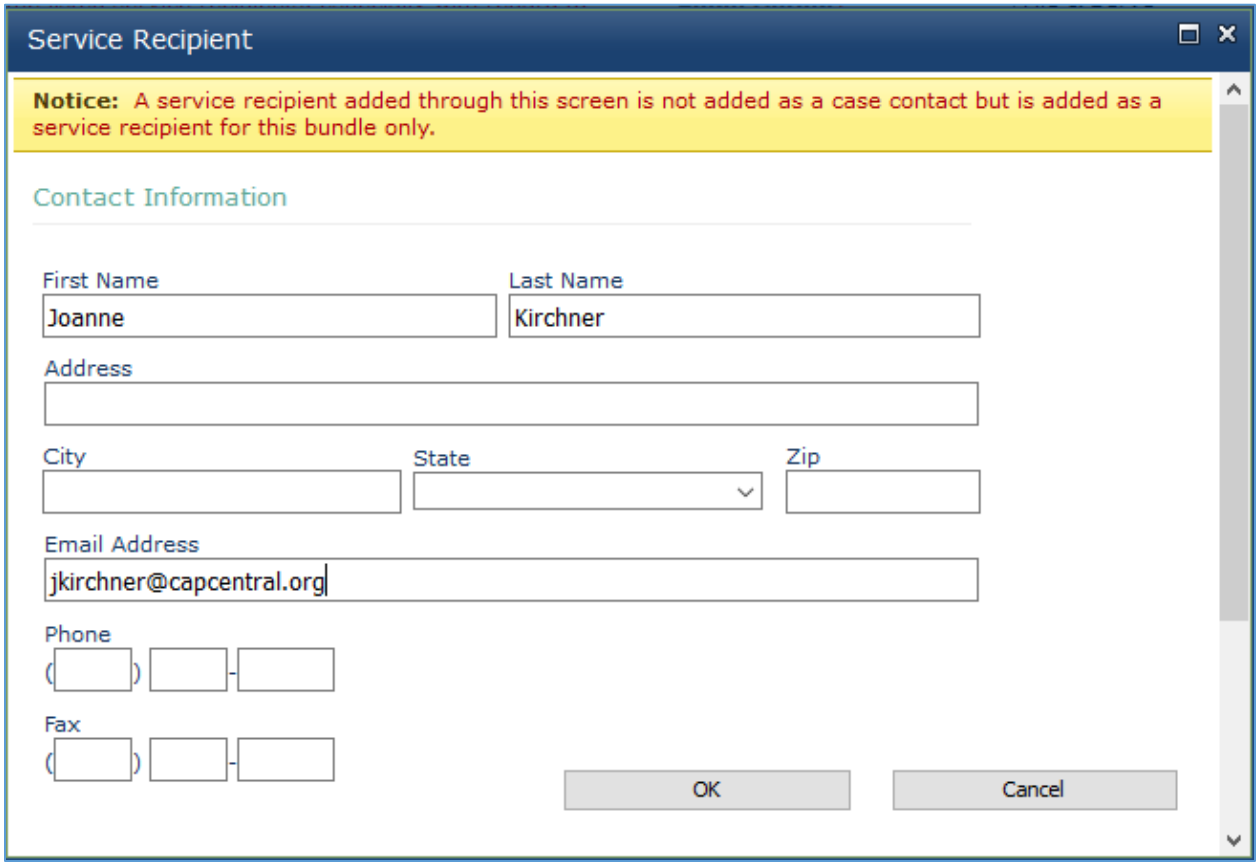
You should see the **Service Recipient** window:



Note the "**Notice**" at the top of the window:

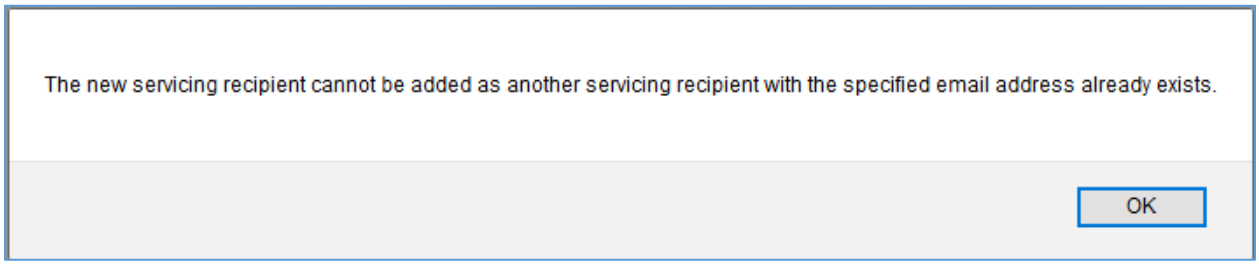
A service recipient added through this screen is not added as a case contact but is added as a service recipient for this bundle only.

Type in the service recipient's information:

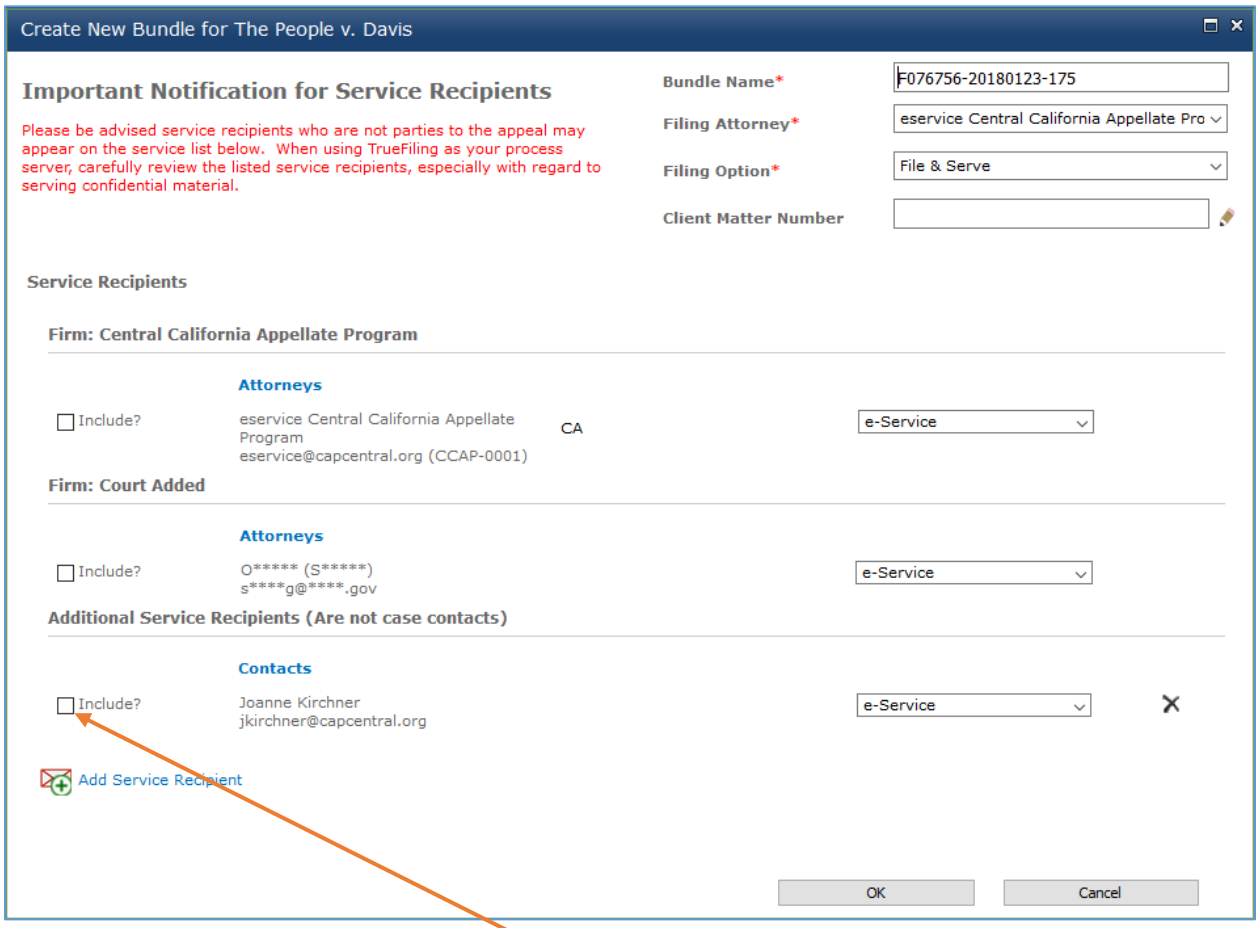


Click **OK**.

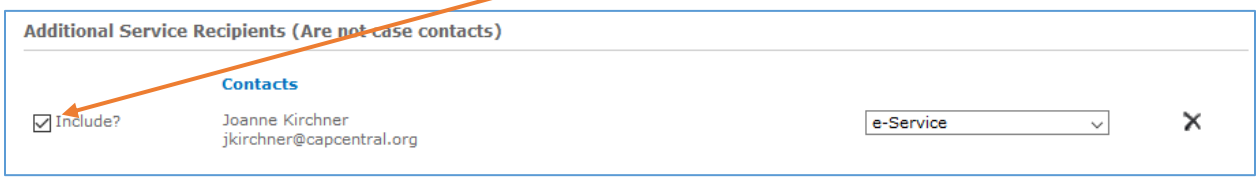
Note: ***If the service recipient has already been added as a Case Contact for the case, but you were not able to tell because the email address was redacted, you should see the following message:***



After clicking OK, you should now see the **Create New Bundle** window for the case and the service recipient you added should now be listed under **Service Recipients, Additional Service Recipients (Are not case contacts)**:

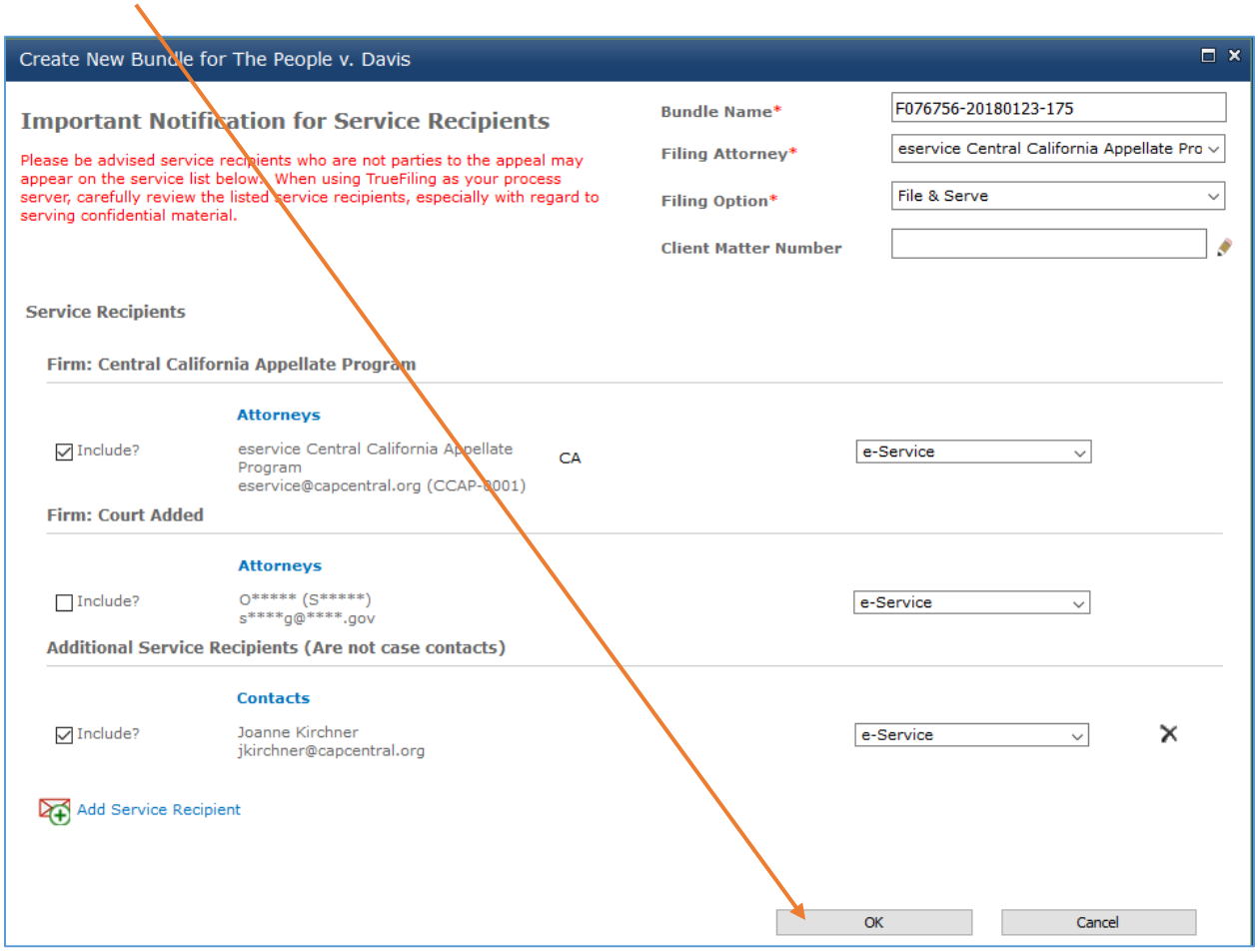


Check the box next to the service recipient's name.

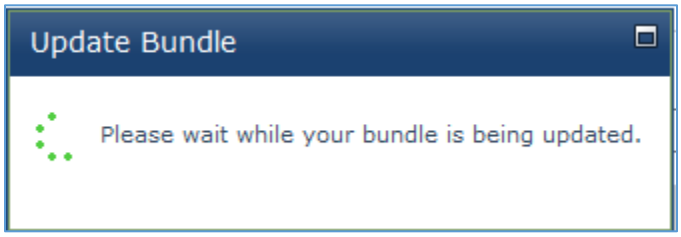


Repeat these steps to add additional service recipients.

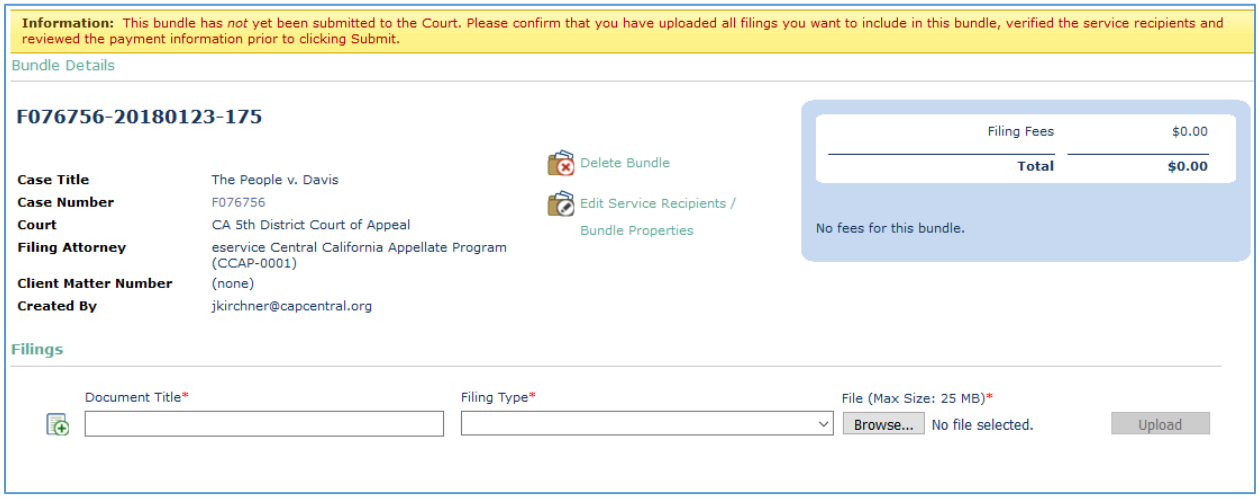
Click **OK** at the bottom of the **Create New Bundle** window when you are finished.



You should see the following message:



You should now see the **Bundle Details** page:



You can down upload your document(s) and finish the filing process.