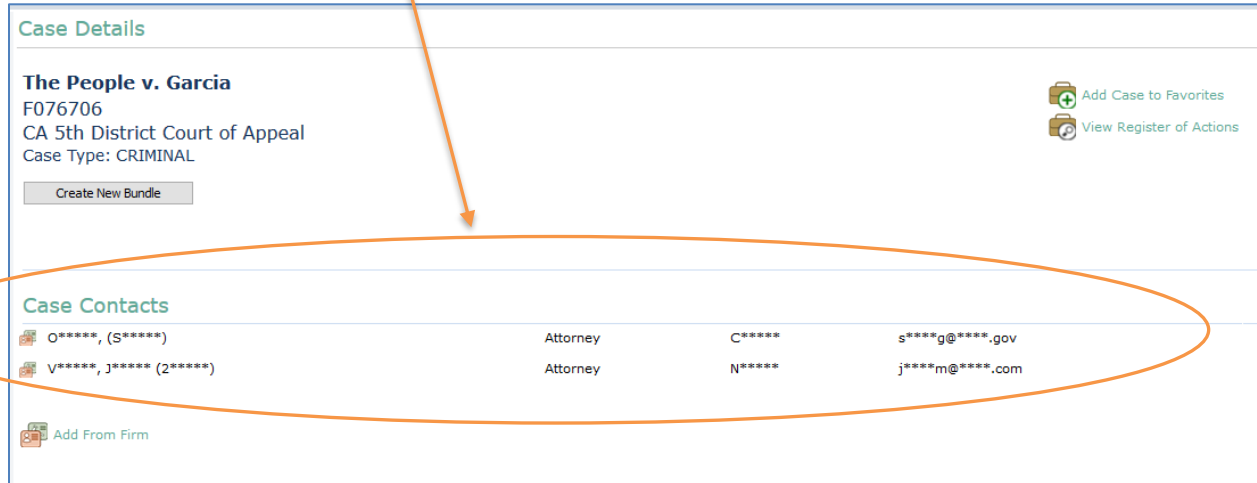


CCAP’s INSTRUCTIONS FOR ADDING YOURSELF TO A CASE IN TRUEFILING™

After you have located your case in TrueFiling, you may find that you were not added as an attorney on the case. These instructions will explain how to add yourself as an attorney to a case in TrueFiling.



*Note: If you are appointed counsel in a case, but you are not listed in the Case Contacts section in TrueFiling, you will **not** be considered a “verified user” or “valid contact” until (1) the Court of Appeal files a document in the case that you have submitted via TrueFiling, or (2) the Court of Appeal adds you to the case as a case contact.*

If you are not a verified user/valid contact and you follow these instructions to add yourself to one of your cases, you will be able to see yourself in the Case Contacts section and submit documents to the Court via TrueFiling. However, attorneys outside of your “TrueFiling firm” will not see you listed in the Case Contacts section until you become a verified user/ valid contact in the case.

More information about verified users/valid contacts is available on TrueFiling’s website here:

<https://truefilingfmddevstorage.blob.core.windows.net/productiontruefiling/notice/Valid%20Contact%20Overview.pdf>

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,

https://www.capcentral.org/procedures/truefiling/docs/ccap_truefiling_filing_instructions_3dca_5dca.pdf):

The screenshot shows the 'Case Details' page for 'The People v. Garcia'. The case number is F076706, and it is from the CA 5th District Court of Appeal. The case type is CRIMINAL. There is a 'Create New Bundle' button. On the right, there are two icons: 'Add Case to Favorites' and 'View Register of Actions'. Below this is the 'Case Contacts' section, which lists two attorneys: O***** (S*****), Attorney, C*****, s*****g@*****.gov; and V***** (J***** (2*****)), Attorney, N*****, j*****m@*****.com. There is also an 'Add From Firm' link.

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

This is a close-up of the 'Case Contacts' section from the previous screenshot. It shows the same two attorneys listed. An orange arrow points to the 'Add From Firm' link at the bottom left of the section.

Click the **Add From Firm** link.

You should see the **Add Case Contacts** window, which lists the attorneys that you have added to your “TrueFiling firm”:

Add Case Contacts

Search: Create New

Attorneys **Contacts** Self-Represented

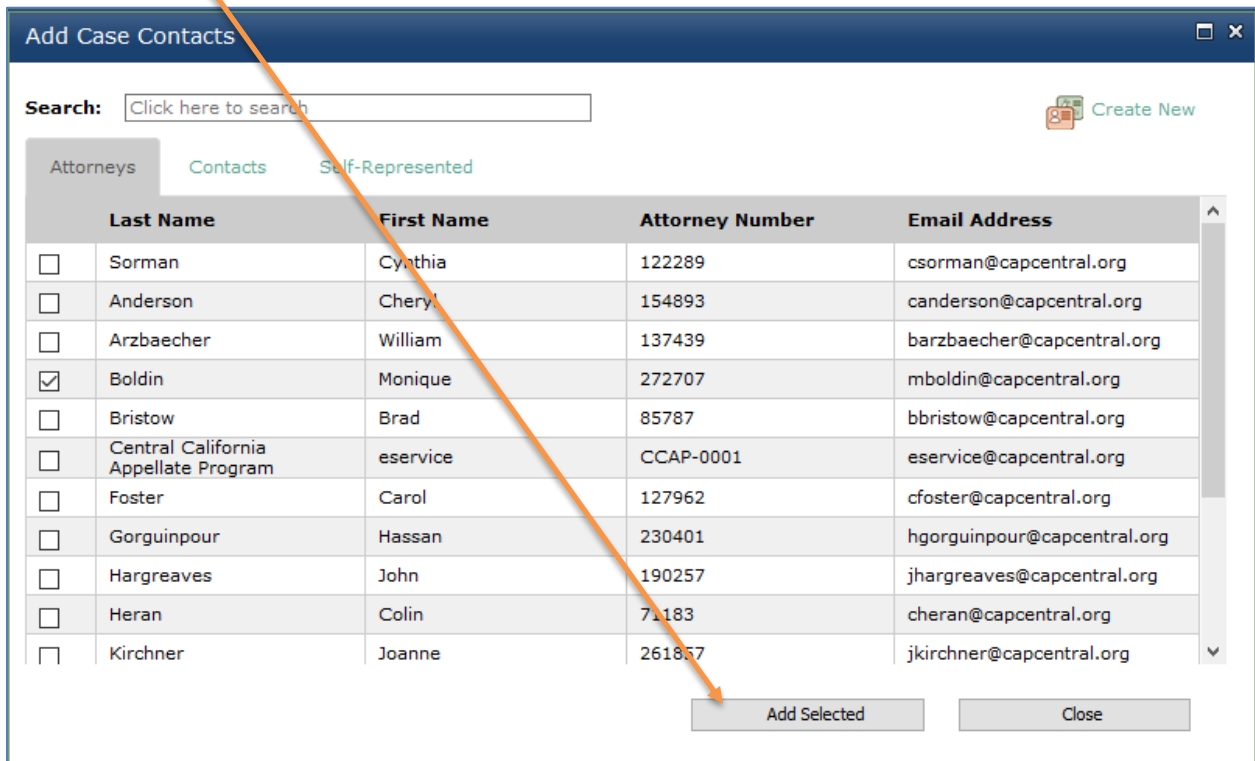
	Last Name	First Name	Attorney Number	Email Address
<input type="checkbox"/>	Sorman	Cynthia	122289	csorman@capcentral.org
<input type="checkbox"/>	Anderson	Cheryl	154893	canderson@capcentral.org
<input type="checkbox"/>	Arzbaecher	William	137439	barzbaecher@capcentral.org
<input type="checkbox"/>	Boldin	Monique	272707	mboldin@capcentral.org
<input type="checkbox"/>	Bristow	Brad	85787	bbristow@capcentral.org
<input type="checkbox"/>	Central California Appellate Program	eservice	CCAP-0001	eservice@capcentral.org
<input type="checkbox"/>	Foster	Carol	127962	cfoster@capcentral.org
<input type="checkbox"/>	Gorguinpour	Hassan	230401	hgorguinpour@capcentral.org
<input type="checkbox"/>	Hargreaves	John	190257	jhargreaves@capcentral.org
<input type="checkbox"/>	Heran	Colin	71183	cheran@capcentral.org
<input type="checkbox"/>	Kirchner	Joanne	261857	jkirchner@capcentral.org

Add Selected Close

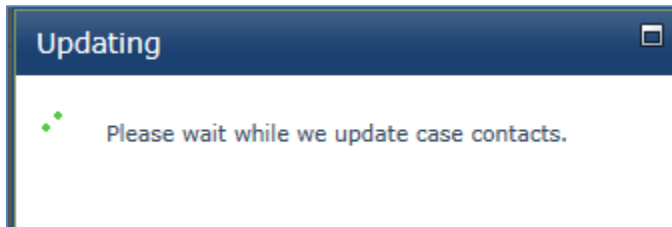
Click on the box on the left-hand side of the attorney’s name that you want to add to the case (you will need to check this box even if you are the only attorney listed on the screen):

<input type="checkbox"/>	Sorman	Cynthia	122289	csorman@capcentral.org
<input type="checkbox"/>	Anderson	Cheryl	154893	canderson@capcentral.org
<input type="checkbox"/>	Arzbaecher	William	137439	barzbaecher@capcentral.org
<input checked="" type="checkbox"/>	Boldin	Monique	272707	mboldin@capcentral.org

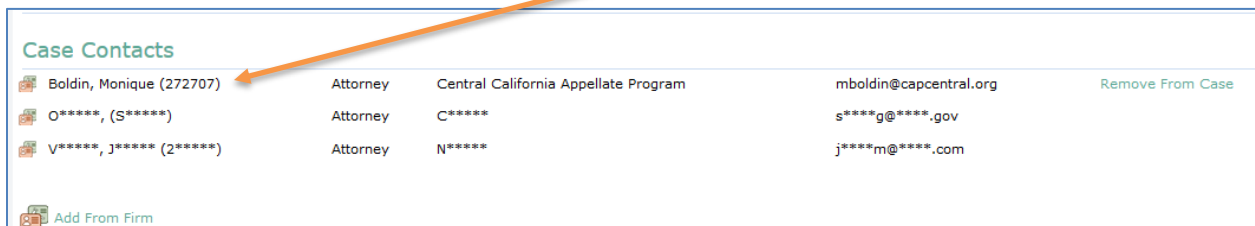
Then click **Add Selected** at the bottom of the window:



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:



You will now be able to submit documents to Court via TrueFiling in the case.