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

Table of Contents

Introduction ................................................................................................................................................. 2
Adding Yourself as an Attorney on a Case ............................................................................................... 3
Adding CCAP............................................................................................................................................... 6
Adding the Attorney General .................................................................................................................... 10
**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.

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):

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

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:

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):

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foster</td>
<td>Carol</td>
<td>Attorney</td>
<td><a href="mailto:cfoster@capcentral.org">cfoster@capcentral.org</a></td>
</tr>
<tr>
<td>Hargreaves</td>
<td>John</td>
<td>Attorney</td>
<td><a href="mailto:jhargreaves@capcentral.org">jhargreaves@capcentral.org</a></td>
</tr>
<tr>
<td>Kirchner</td>
<td>Joanne</td>
<td>Attorney</td>
<td><a href="mailto:jkirchner@capcentral.org">jkirchner@capcentral.org</a></td>
</tr>
<tr>
<td>Whaley</td>
<td>William</td>
<td>Attorney</td>
<td><a href="mailto:wwhaley@capcentral.org">wwhaley@capcentral.org</a></td>
</tr>
</tbody>
</table>
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):

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

Click Add Other Counsel.
You should see the following screen:
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:

![Find Other Counsel](image)

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:
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):

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

Click Add Other Counsel.
You should see the following screen:

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 reportedly will still work, but the AG’s office prefers the 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:

![Updating](image)

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

<table>
<thead>
<tr>
<th>Case Contacts</th>
<th>Attorney</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central California Appellate Program, eservice (CCAP-0001)</td>
<td>Central California Appellate Program</td>
<td><a href="mailto:eservice@capcentral.org">eservice@capcentral.org</a></td>
</tr>
<tr>
<td>Dolida, Michael (00136101)</td>
<td>Office of the State Attorney General</td>
<td><a href="mailto:michael.dolida@doj.ca.gov">michael.dolida@doj.ca.gov</a></td>
</tr>
<tr>
<td>E-Service, AG-AWT Sac/Fresno</td>
<td>DOJ Sacramento/Fresno AWT Crim</td>
<td><a href="mailto:sacawtttruefiling@doj.ca.gov">sacawtttruefiling@doj.ca.gov</a></td>
</tr>
</tbody>
</table>