Adding Parties to a Case

Overview

This procedure details the five steps for adding a party to a case, which are:

- 1. Search for the party by name.
- 2. Verify or enter the party name.
- 3. Select the party's role in the case.
- 4. Add aliases for the party, if any.
- 5. Select attorneys for the party, if known.

Repeat these steps for each party in the case.

Procedure

For demonstration purposes, the first plaintiff and the plaintiff's attorney will be added to a case in this procedure. Repeat the steps to add additional parties.

STEP	RESULT
1. Starting with the first plaintiff, search by typing the plaintiff's last name or the business name, and then click Search .	Add New Party Create Case Search for a party Last / Business Name Stone First N Collapse All Expand All Search Stone First N
For this example, Jennifer A. Stone is being added as a party, so we searched for "Stone."	
2. If the party is listed in the results field, click on the name and then click Select Party . Otherwise, click Create New Party .	Seccf Civil * Criminal * Query Reports * Ut Open Unassigned Civil Case Add New Party Create Case Search for a party Collapse All Excend All Search Stone First Name Search Search Stone First Name
Since Jennifer Stone is listed among the results, we will click the Select Party button.	Search Results Stone, David L Stone, Franklin Stone, Jeanie Stone, Jennifer Stone, Julia A. Select Party Create New Party

STEP	RESULT
 3. On the Party Information screen you should only fill out: first, middle and last name (if a business, the entire business name goes into the Last name field), the role of the party, and party text, if any. (Note: The Party Text field is used for additional information about the party, such as a minor child, next friend of, or in his role as) DO NOT add address information or email addresses for parties. Don't forget to change the role to plaintiff! 4. Click Add Party. 	Civil * Cirkingal ** Query Reports ** Utilities ** Search Logo
 The party now displays in the "tree" on the left side of the Add Party screen. 5. To add aliases, Corporate Parents, or attorneys for the party, use the Add is icons. We want to add an attorney for our plaintiff, so we will click the Add icon next to Attorney. 	Add New Party Create Case Search for a party Add New Party Create Case Search for a party Collapse All Expand All Last / Business Name Alias Search Search Alias Search Search

STEP	RESULT
6. Search for the attorney by typing the Bar Id or the attorney's last name. For this example, we will add Kathy Griess as the attorney.	Seece Civil * Criminal * Query F Add New Party Create Case Search for an attorney for Jennif Collapse All Expand All Bar Id Jennifer Stone pla ? * Last Name Griess Alias * Search Search Search
 7. Select the attorney's name from the results list and then click Select Attorney. 8. Do not change any fields on the Attorney Information screen. Click Add Attorney. 	SECC Civil • Criminal • Query Reports • Utilities • Search L Add Hew Party Created Case Antorney Information Materia Materia <t< td=""></t<>
9. The attorney now appears in the "tree" view on the left of the screen under the plaintiff. Repeat steps 6-8 to add all attorneys for this plaintiff.	Add New Party Create Case Add New Party Create Case Collapse All Expand All Jennifer Stone pla Alias % Alias % Corporate Parent or other affiliate % Attorney % Kathy M. Griess %

STEP	RESULT
10. Click Add New Party , then repeat steps 1-9 until all parties and all known attorneys have been added to the case. When finished adding all parties and attorneys, click Create Case .	Civil ~ Criminal ~ Query Repo Add New Party Create Case Search for a party Collapse An Expand Al Jennifer Stone pla Search Alias % Corporate Parent or other affiliate Attorney % Search Alias % Search Corporate Parent or other affiliate Alias % Corporate Parent or other affiliate %
11. Your case has been opened and the case number has been assigned. But you are not done yet! Make a note of the case number, then click Docket Lead Event? to upload the necessary case opening document(s) and pay the filing fee.	Civil - Grinitgal - Query Reports - Utilities - Search Logout Open Unassigned Civil Case Click on Docket Lead Event to continue opening your case. THIS CASE IS NOT OPENED UNTIL LEAD EVENT IN FILED AND FILING FEE IS PAID OR A MOTION TO PROCEED IN FORMA PAUPERIS IS FILED. Case Number 09-200 has been opened. Decket Lead Event?