

Pasco JAWS Attorney Instructions

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Updated 7/24/2020

Pasco JAWS Attorney Instructions Introduction

JAWS, Judicial Automated Workflow System, is the primary interface tool between the courts and attorneys. The current release will serve attorneys with the primary function of scheduling and uploading of proposed orders. It supports scheduling hearings and other events by parties, counsel or the court and serving copies of event notices via email. Please review each Judge's practice requirements for the use of JAWS within each section at the link below:
<http://www.jud6.org/LegalCommunity/PracticeRequirementsofJudges.html>

In order for attorneys to be able to use the Pasco JAWS system, they will be required to register with JAWS using their Florida Bar ID number. Please understand that the Pasco, Pinellas and Hillsborough JAWS systems are all separate systems. The application utilizes Internet Explorer and Microsoft Silverlight. The recommended and supported browser for JAWS is Internet Explorer 11. There are no other hardware or software requirements. Apple OS X users may also access JAWS. JAWS was tested with OS X v10.11.x (El Capitan), Safari v9.x and Silverlight v5.1. Users may notice some page rendering anomalies but this does not affect usability.

The JAWS scheduling tool designed to accommodate a variety of scheduling models. The Court is able to:

1. Set matters on its schedule on its own initiative, with or without consulting the parties or counsel;
2. Expose available times to the attorneys, allowing the parties to coordinate the scheduling and schedule the matter on the Judge's calendar or
3. Allow the attorneys to view available times, and request that the Judicial Assistant reserve a specific mutually agreeable time, with the final confirmation communicated by email.

The Judge's office will be able to limit available time to specific purposes or impose specific sets of rules on what may be heard at the time.

The Court may require an attorney to upload the pleading, motion, or proposed order at the time it is set for hearing.

*PLEASE NOTE: **NOT** all Court divisions use JAWS for scheduling.*

Questions pertaining to procedural matters, hearing availability or changes/corrections to hearings already scheduled, should be directed to the attention of the assigned judge. You can view judicial practice preferences here: <http://www.jud6.org/LegalCommunity/PracticeRequirementsofJudges.html>

Please review this document and the judicial practice preferences completely before reaching out for assistance.

Should you require technical assistance please contact the Pinellas County Business Technology Services Operations Center at 727-453-4357.

BASICS FOR EXTERNAL USERS

To access JAWS, go to the Court's website at <http://www.jud6.org> and click the link for JAWS. You may also go to https://jawspasco.jud6.org/jaws_attorney

A screenshot of a web-based login form. The form has a title bar that says "Log In". It contains two input fields for "User Name:" and "Password:". Below these fields is a checkbox labeled "Remember me next time." To the right of the checkbox is a "Log In" button. At the bottom of the form, there are two blue hyperlinks: "New user? Click here to register" and "Forgot Password?".

How To Information

Please refer to the attorney user guide link that answers many common questions: [How To](#) JAWS issues with poor quality orders. Things that may cause these issues are: poor scan quality, unneeded images within the document, links within the document... Suggestions to correct the issue: create documents in Word and save as PDF/A, PDF documents should be Optimize to cleanup unneeded metadata, if you have to scan the document make sure the scanner glass is clean, the document is in good condition and it is scanned in straight with all pages facing the same direction. Additional information: An order and cover letter need to be uploaded together as two separate documents. Multiple orders should not be combined into one document and uploaded they need to be individual documents, for the Clerk's office to properly process them. Supporting documents already E-Filed should not be uploaded into the JAWS system.

Notification to Attorneys

As of October 28, 2020, all court divisions of Pasco County, Sixth Judicial Circuit, will be accepting agreed-upon court orders and judgments via the "JAWS" system, except Probate. It is imperative that an accompanying cover letter be uploaded along with the order or judgment, confirming that the order or judgment has been agreed upon. At this time, Civil and Family Law Judges in Pasco County have the option to use JAWS for calendaring hearings or other docket matters, but they are not required to do so. To find out whether a Civil or Family Law Judge in Pasco County is using JAWS and for what purposes, please review the Judge's Practice Preferences on the Sixth Judicial Circuit's web site or contact the assigned judge's office if the JAWS information does not appear on the judge's preference page.

[Judge's Practice Preferences](#)

Also, JAWS has a tutorial to assist system users.

[JAWS Tutorial/Guide](#)

PLEASE DO NOT CONTACT JUDICIAL ASSISTANTS FOR HELP WITH JAWS ACCESS OR USAGE!

Notice

The unauthorized use of the Judicial Automated Workflow System ("JAWS"), including but not limited to providing false and misleading information for the purpose of obtaining access to JAWS or utilizing the user name and password of a registered JAWS user without the user's permission is strictly prohibited and a criminal violation of The Florida Computer Crime Act and section 815.06, Florida Statutes. A violation of section 815.06, Florida Statutes, is punishable as a felony and any computer, computer system, computer network, computer software, or computer data owned by a violator which is used during the commission of any violation of section 815.06, Florida Statutes, is subject to forfeiture.

Attorney Support

Please contact the Pinellas County Operation Center with any issues: 727.453.4357 or email supportctr@pinellascounty.org

Helpdesk Support: 727-453-4357 | [FAQ](#)

If you have forgotten your password and need it reset, follow the instructions below:

To reset your password, click on the [Forgot Password?](#) link on the home page.

Log In

User Name:

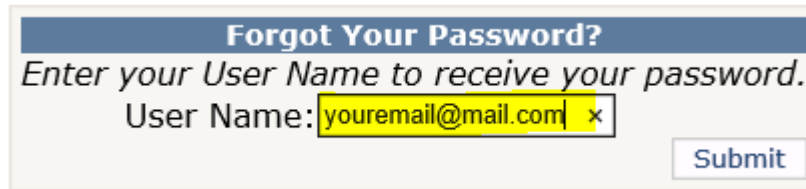
Password:

Remember me next time.

[New user? Click here to register](#)

[Forgot Password?](#)

A dialog box will appear asking for your user name, which is your email address.

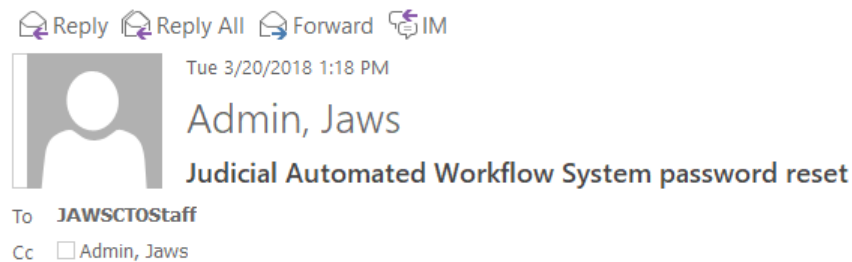


Forgot Your Password?
Enter your User Name to receive your password.
User Name:


Once you've entered your email address, a notification that your password was sent will appear.

Your password has been sent to you.

Check your email account for a message from Admin, Jaws. It will instruct you to return to the site and log in using the temporary password provided.



Tue 3/20/2018 1:18 PM

 Admin, Jaws

Judicial Automated Workflow System password reset

To **JAWSCTOStaff**

Cc Admin, Jaws

Please return to the site and log in using the following information.

User Name:
Password:

Click on the Change Security Settings button and complete the required information. Once you've entered information into all of the fields, click Update Account and your password change will be active.



Account Security Management

Current Password:

New Password:

Confirm Password:

Security Question: *

Security Answer:

If you are a new user and need to register, click “New user? Click here to register.” You will be required to enter your information.

Sign Up for Your New Account

First Name	<input type="text"/>	FL Bar Number	<input type="text"/>
Last Name	<input type="text"/>	Firm Name	<input type="text"/>
Email	<input type="text"/>		

Fill in all of the fields and click the Verify Bar ID button. If your Bar ID is already in the JAWS system, you will continue to the screen below. If it is not, an email will be sent to the support group to verify a valid Bar ID and enter it into the system. An email notification will be sent to the email address provided to continue the new account process.

Sign Up for Your New Account

Account Type: Attorneys can add legal assistants once they have created their own account

First Name	<input type="text"/>	FL Bar Number	<input type="text"/>
Last Name	<input type="text"/>	Firm Name	<input type="text"/>
Email	<input type="text"/>	Phone	<input type="text"/>
Password	<input type="text"/>	Street Address	<input type="text"/>
Confirm Password	<input type="text"/>	City	<input type="text"/>
Security Question	<input type="text"/>	State	<input type="text"/>
Security Answer	<input type="text"/>	Zip	<input type="text"/>

Upon becoming an authorized user of the Sixth Judicial Circuit’s Judicial Automated Workflow System ("JAWS"), I acknowledge that my user name and password will enable me access to the JAWS calendaring function. I further acknowledge and agree that I am responsible for anyone accessing the JAWS calendaring function with the use of my user name and password. Any misuse of the JAWS calendaring function associated with my user name and password may cause my access to JAWS to be rescinded.

The unauthorized use of the Judicial Automated Workflow System ("JAWS"), including but not limited to providing false or misleading information for the purpose of obtaining access to JAWS or utilizing the user name and password of a registered JAWS user without the user's permission is strictly prohibited and a criminal violation of The Florida Computer Crime Act and section 815.06, Florida Statutes. A violation of section 815.06, Florida Statutes, is punishable as a felony and any computer, computer system, computer network, computer software, or computer data owned by a violator which is used during the commission of any violation of section 815.06, Florida Statutes, is subject to forfeiture.

Fill in all of the fields. You must acknowledge and accept the responsibilities of becoming an authorized user of JAWS by clicking in the checkbox next to the acknowledgement.

The security question and answer is required for resetting your username or password. Enter the question and an answer that you will remember in the security question and answer text boxes. Example: Security Question - The name of my favorite pet? Security Answer - Max. When finished, click the Request Account button and you will receive a message that your account request has been received.



Check your inbox (using the email address you provided) and open the email from JAWSADMIN@jud6.org. The email contains your account information. Click the confirm link to finish the registration process. This link will take you to the JAWS Log In screen. Enter your user name and password.

Once you are registered, it will be necessary for you to associate yourself with your assigned cases immediately. This will ensure proper email notification. To do this, read the section on searching for a case and adding yourself as an associated party.

At the top of the screen, you will see a list of menu options: Available Time, My Cases, Case Search, and My Profile.

Court Calendar

[Available Time](#) | [My Cases](#) | [Case Search](#) | [My Profile](#)

AVAILABLE TIME

Use the first drop down to select the Court division you would like to access (Circuit Civil, Family...). To the right of that, there is a field for section. Select your desired section (CrCivE1 with Judge's last name...). Once you select the desired division and section, the list of available events and time will appear.

Start Date:
End Date:

[Print Timeslots](#)

Options	Event Type	Description	Date	Start Time	End Time
	Motion Calendar- 15	Motion Calendar - 15 Minutes	1/19/2018	9:45 AM	10:00 AM
	Motion Calendar- 15	Motion Calendar - 15 Minutes	1/19/2018	10:15 AM	10:30 AM
	Motion Calendar- 15	Motion Calendar - 15 Minutes	1/19/2018	1:30 PM	1:45 PM
	Motion Calendar- 15	Motion Calendar - 15 Minutes	1/19/2018	2:15 PM	2:30 PM
	Motion Calendar - 30	Motion Calendar - 30 Minutes	1/19/2018	3:30 PM	4:00 PM
	Motion Calendar- 15	Motion Calendar - 15 Minutes	1/22/2018	2:00 PM	2:15 PM
	UMC FORECLOSURE ONLY CALENDAR		1/24/2018	1:30 PM	4:00 PM
	Motion Calendar- 15	Motion Calendar - 15 Minutes	1/29/2018	9:30 AM	9:45 AM
	Motion Calendar- 15	Motion Calendar - 15 Minutes	1/29/2018	9:45 AM	10:00 AM
	Motion Calendar- 15	Motion Calendar - 15 Minutes	1/29/2018	10:00 AM	10:15 AM

Page 1 of 20 1 2 3 4 5 6 7 8 9 10 > Last » Pages: 1 ... 10 ▾

Clicking the pencil icon under the Options label will provide details about the selected event and time slot.

	UMC FORECLOSURE ONLY CALENDAR		1/24/2018	1:30 PM	4:00 PM
	Motion Calendar- 15	Motion Calendar - 15 Minutes	1/29/2018	9:30 AM	9:45 AM
	Motion Calendar- 15	Motion Calendar - 15 Minutes	1/29/2018	9:45 AM	10:00 AM
	Motion Calendar- 15	Motion Calendar - 15 Minutes	1/29/2018	10:00 AM	10:15 AM

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1/24/2018 - UMC FORECLOSURE ONLY CALENDAR | Time Slot: 1:30 PM - 4:00 PM

Hearing Description

I am associated with: **Defendant/Respondent** ▾

Please do not schedule contested hearings on this calendar. Attendance in person is required. FAILURE TO COMPLY WITH THE PROCEDURE IN THE CHECK MARKED BOX MAY RESULT IN CANCELLATION OF YOUR HEARING. TELEPHONIC ATTENDANCE IS NOT ALLOWED

Additional Notes

Only 5 minute Summary Judgment hearings and uncontested Non-Jury trials are to be scheduled in this time slot. Attendance in person is required. SUMMARY JUDGMENT HEARINGS: The attorney of record for the Plaintiff must file an updated Certificate of Compliance with Foreclosure Procedures with the Clerk. Courtesy copies of the Motion, Notice of Hearing, and Foreclosure Judgment Packet pursuant to AO 2017-007 PA/PI must be provided directly to Judge Day, 545 1st Avenue N., Room 200, St. Petersburg, FL 33701 via U.S. Mail/Fed Ex/UPS at least five (5) business days prior to the hearing. NON-JURY TRIALS: Plaintiff is responsible for submitting a copy of the Notice that Cause is at Issue, proposed Order Scheduling Non-Jury Trial with the scheduled date and time, and sufficient copies of the order and postage-paid envelopes for all parties to the Court.

I certify that this request is in compliance with all requirements and directions stated above and all applicable Administrative Orders.

Case Number:

Helpdesk Support: 727-453-4357 | FAQ

The court division may require specific information when scheduling an event. This may be free form text boxes, drop down boxes or check boxes. The collection of information may include some or all of the following:

- hearing description to be entered, for example Motion to Dismiss.
- file to be uploaded, see View/Upload Files section for further details.
- request to appear by phone.
- trial requirements: trial type, trial duration, pre-trial date, etc.
- additional notes: any additional information the judge needs to know.
- party association: use the drop down selection to identify the party you represent.
- case number format:
 - All Pasco case numbers use the following format, you must use the full 12 character case number including the dashes in this format: YYYY-XX-#####.
 - Examples: 2018-CA-000456 (civil), 2020-DR-003456 (family)

- certification: verify that you have contacted the opposing party and the requested date and time has been agreed upon. NOTE: You must select the certification check box in order to schedule a case.
- The court section will include instructions for the specified event type. Please read the requirements carefully and comply with all instructions.
- click Schedule Case

The system will take you to a screen where you will be required to add/ confirm the Associate Parties of a case. The people listed will receive email notifications.

ASSOCIATED PARTIES

- **It is important to make sure ALL parties associated with a case are defined and email addresses are captured, so email messages go out to the correct people.**
- You can enter a letter, name or partial name of an attorney or law firm and press the search icon. The system searches last name and firm name files with a like command. For example, if you enter Bri, the system will display all users with a last name or firm name containing the letters 'bri'. (searches are not case sensitive)
- If you find the attorney, you want to associate with this case, scroll down to the bottom and check the box next to their name. Make sure you select the party affiliation (defendant or plaintiff) and it will add that person to the associated parties list once you click add. – Note: Only attorneys with Pasco JAWS accounts will be found in the system.
- The affiliated with drop down box allows you to associate that person with a defendant/respondent, plaintiff/petitioner, or neither.
- If the system cannot find a match in JAWS, a message will display letting you know that no matching user was located. You can call the party and ask them to register to JAWS. OR you can add them manually by typing in their first and last name and email address. This process will also work for adding pro-se participants.
- Click Schedule Case when finished. The system will return to the Available Time screen and a red message on the bottom right will appear. Example: Your appointment has been scheduled or requested. Your confirmation number is 12J-34946.

- If you have selected a time slot in which the court section requires you to request a time slot and then wait for their decision to approve or not, you will get an email confirming or denying this event once the court makes a decision.
- Underneath, you will see the case scheduled in the time slot selected.

MY CASES

This option allows you to see a list of all cases you are associated with.

My Cases				
	Case Number	Description	Type	Filed Date
Remove	2012-CA-000123	L REED VS B BOWMAN	Auto Negligence	1/6/2012
Remove	2018-CA-000123	HSBC BANK USA NATIONAL ASSOCIATION AS TRUSTEE FOR VS J YOUNG	Non Homestead Res Fd More Than 250K	1/11/2018

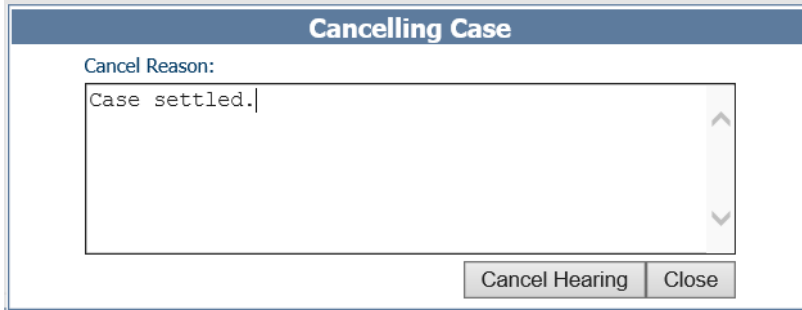
If you select the case, you will be provided with case style and current case schedule at the bottom of the screen.

Case Number: 2018-CA-000123		Date Filed: 1/11/2018				
HSBC BANK USA NATIONAL ASSOCIATION AS TRUSTEE FOR VS J YOUNG Non Homestead Res Fd More Than 250K						
Associated Parties	Case Parties (Clerk)	View/Upload Files				
Current Case Schedule						
	Division	Date	Start	End	Event	Phone Appearance
Cancel	CrCivE1	6-11-2018	1:30 PM	1:45 PM	Motions (15 min)	
Cancel	CrCivE1	10-02-2018	9:30 AM	9:45 AM	Motions (15 min)	

If you need to cancel a scheduled event, select [Cancel](#).

Current Case Schedule						
	Division	Date	Start	End	Event	Phone Appearance
Cancel	Test CTO	3-01-2018	1:30 PM	2:15 PM	Trials	

A pop-up window will appear for you to enter the reason.

A screenshot of a software dialog box titled "Cancelling Case". The dialog has a blue header bar with the title. Below the header, there is a label "Cancel Reason:" followed by a text input field containing the text "Case settled.". At the bottom of the dialog, there are two buttons: "Cancel Hearing" and "Close".

When finished entering the reason, click the Cancel Hearing button. Notice the cancelled event is gone.

You can also access the Attorney (JAWS)/Manage Email Contacts, Case Parties information and View/Upload Files from this menu option.

VIEW/UPLOAD FILES

To upload a cover letter and proposed order:

Before you are able to upload a cover letter or proposed order, you need to review, verify and update the associated parties within the case. Please refer to Associated Parties on page 9 for adding attorneys or parties. You will not be able to upload documents unless you enter the information and click Confirm Associations. The Upload File button will not be active until you confirm that the associated parties information is correct.

A screenshot of a software interface showing a warning message in red text: "Warning: Please review and verify the Associated Parties on the case are correct before processing to the Upload File screen. Click Confirm Associations to agree that the Associated Party information for the case is correct." Below the warning, there are three buttons: "Confirm Associations", "UploadFile", and "Cancel". The "UploadFile" button is highlighted with a yellow rectangular box.

Associated Parties for Case Number: 2018-CA-000556
A KERN VS GOVERNMENT EMPLOYEES INSURANCE COMPANY CLOSED

The following parties have been associated with this specific case. Click below to associate additional parties. Case association will allow parties to receive email communication for scheduled hearings and cancellations related to this case.

Associated Parties: Search Parties

Email addresses: Current Case Schedule

Your case event notifications will go to the following email addresses for this case (in addition to the email associated with your account):

First Name: **Last Name:** **Email:**

No contacts have been added yet. When you add a contact, it will appear here

Warning: Please review and verify the Associated Parties on the case are correct before processing to the Upload File screen. Click Confirm Associations to agree that the Associated Party information for the case is correct.

Case Files for Case # 2018-CA-000556 - A KERN VS GOVERNMENT EMPLOYEES INSURANCE COMPANY

Select Division for File Upload: **1** **2**

Files must be word documents or pdfs (.doc,.docx,.pdf) - Maximum size is 10 MB

--Select Upload Destination-- **3**

I am associated with: **4**

Include Cover Letter:

Document Title: **6** Category:

Main File: **7**

1. Select the Court division from the drop down.

- Circuit Civil**
- County Civil
- County Criminal
- Family Law
- UFC

2. Select the section from the drop down.



3. Select Upload Destination – use the yellow highlighted one 99% of the time.



4. I am associated with: Defendant/Respondent, Plaintiff/Petitioner or Neither

5. Include Cover Letter is an option, however most Judges require one. Check the box and browse to the cover letter. It must be PDF format and in a separate document from the order.

6. Document Title: Enter the title of the order you are uploading.

7. Main File: Browse to the order you which to upload. **Most Judges require the order to be in PDF format.** Word documents can be uploaded only if the Judge's practice preferences specifies that.

8. Click the "Upload File" button.

You should see the notice below in green.

Select Division for File Upload: **Circuit Civil** **CTO**

File Uploaded and notifications have been sent to the division.

Files must be word documents or pdfs (.doc,.docx,.pdf) - Maximum size is 10 MB

Documents Uploaded Through JAWS for Case # 2018-CA-000556								
Document Type	Description	Upload Date	User					
.PDF	testing oct 19 2020 jw	10-19-2020	Jim Weaver	Cover Letter	Download	Delete	Append	
.PDF	testing jw oct 19 2020	10-19-2020	Jim Weaver	Download	Delete	Append		

Notes:

- Please review each Judge's practice requirements for the use of JAWS, as each section may have different requirements, using this link <http://www.jud6.org/LegalCommunity/PracticeRequirementsofJudges.html>
- If you receive an "unsupported images" error, please sanitize your pdf documents to correct the issue.
- All documents have a 10MB size limit.
- Once a file has been uploaded, all users that have permission can click on

download to open or save the file to their machine. By default, internal users (Judges and Judicial Assistants) can see all uploaded files for the case.

External users can only see the document(s) they uploaded and document(s) that have been shared. Please contact the Judge's office to request that uploaded documents be shared.


- Case filings that have been filed with the Clerk's case management system or through the e-portal are not viewable through JAWS, they are displayed as a list. An attorney will need to log into the Clerk's public access site to review case information and documents.

CASE SEARCH

If you have a case number, you can use Case Search.

- Case Search - Enter a case number in the proper format (see below). The case details and the current case schedule will display. If a case number is not found in the system, you will receive a message indicating the case was not found. From this screen you have the option to cancel an event or utilize the associated parties and view/upload files options as described above.
- case number format:
 - All Pasco case numbers use the following format, you must use the full 12 character case number including the dashes in this format: YYYY-XX-#####.
 - Examples: 2018-CA-000456 (civil), 2020-DR-003456 (family)

Case Search

Enter Case Number or Confirmation Number:  e.g. 2014-CA-123456

Case Number: 2018-CA-000556 Date Filed: 2/26/2018
Auto Negligence A KERN VS GOVERNMENT EMPLOYEES INSURANCE COMPANY
Associated Parties Case Parties (Clerk) View/Upload Files
Current Case Schedule
No hearings are currently scheduled for this case.

MY PROFILE

To edit your account or change your security settings, use My Profile. You can modify your email notifications, whether your assistant receives email notifications and add a legal assistant on this screen.

Account Management

First Name	<small>Attorney</small> <input type="text" value="YOUR"/>	FL Bar Number	<input type="text" value="000000"/>
Last Name	<input type="text" value="NAME"/>	Firm Name	<input type="text" value="FIRM NAME"/>
Email	<input type="text" value="YOURNAME@FIRM.COM"/>	Phone	<input type="text" value="727-111-9999"/>
		Street Address	<input type="text" value="123 MAIN ST"/>
			<input type="text"/>
		City	<input type="text" value="CLEARWATER"/>
		State	<input type="text" value="FL"/>
		Zip	<input type="text" value="33756"/>

Notifications(emails)

<input checked="" type="checkbox"/> Scheduling	<input checked="" type="checkbox"/> Proposed order uploaded	<input checked="" type="checkbox"/> Associated party messages
<input checked="" type="checkbox"/> Rescheduling	<input checked="" type="checkbox"/> Order signed	<input checked="" type="checkbox"/> Conformed copies
<input checked="" type="checkbox"/> Cancellation	<input checked="" type="checkbox"/> Order rejection	<input checked="" type="checkbox"/> File sharing

Legal Assistants

Email notifications go to my legal assistants

First Name	Last Name	Email	Phone
------------	-----------	-------	-------

After changing the desired fields, click Update Account button.

If you want to change the security settings, click the Change Security Settings button. You will need to enter your current password, new password, confirm password, security question, and security answer. Once finished click Update Account.

The screenshot shows a form titled "Account Security Management" with a blue header. It contains five input fields: "Current Password:", "New Password:", "Confirm Password:", "Security Question:", and "Security Answer:". The "Security Question:" and "Security Answer:" fields have placeholder text "SECURITY QUESTION" and "SECURITY ANSWER" respectively. At the bottom, there are two buttons: "Update Account" and "Cancel".

Add Legal Assistant

To add your legal assistant(s) to your account, go to My Profile.

Court Calendar | Available Time | My Cases | Case Search | Email Addresses | **My Profile**

Near the bottom of the profile page, click Add Legal Assistant. NOTE: If you want your legal assistant(s) to receive email notifications, please check the Email notifications box as shown below before clicking Add Legal Assistant.

The screenshot shows the "Legal Assistants" section. It includes a checkbox labeled "Email notifications go to my legal assistants" which is checked. Below the checkbox is an "Add Legal Assistant" button. At the bottom, there is a table header with columns: "First Name", "Last Name", "Email", and "Phone".

The Add Legal Assistant dialog box will open. Enter the email address and click Lookup. This will minimize the possibility that a duplicate assistant record is added. If the email address does not exist, you will receive a message that an account does not exist.

Add Legal Assistant

Account Type: Legal Assistant

Email: ×

A legal assistant account with this email address does not exist.

First Name:

Last Name:

Phone:

Once you click Add, the assistant's name will be added to the list below the profile and you will see all associated assistants.

Email notifications go to my legal assistants

	First Name	Last Name	Email	Phone	
Legal Assistant	Jim	Weaver			Unassociate
Legal Assistant	Enrique	Garza			Unassociate
Legal Assistant	Pamela	Peters			Unassociate
Legal Assistant	Jim	Weaver			Unassociate

Helpdesk Support: 727-453-4359 | [FAQ](#)

If the assistant's email is in the system, the User Found dialog box will pop up and you can associate the email with your account by clicking Associate.

User Found

Name: Pamela Peters

Email:

Phone:

If you would like to remove the association of an assistant, simply click [Unassociate](#) and that email account will be no longer associated with the attorney. There is no verify option - if you click [Unassociate](#), the account will be removed. If you remove the incorrect account or accidentally remove an account, it will need to be entered again.