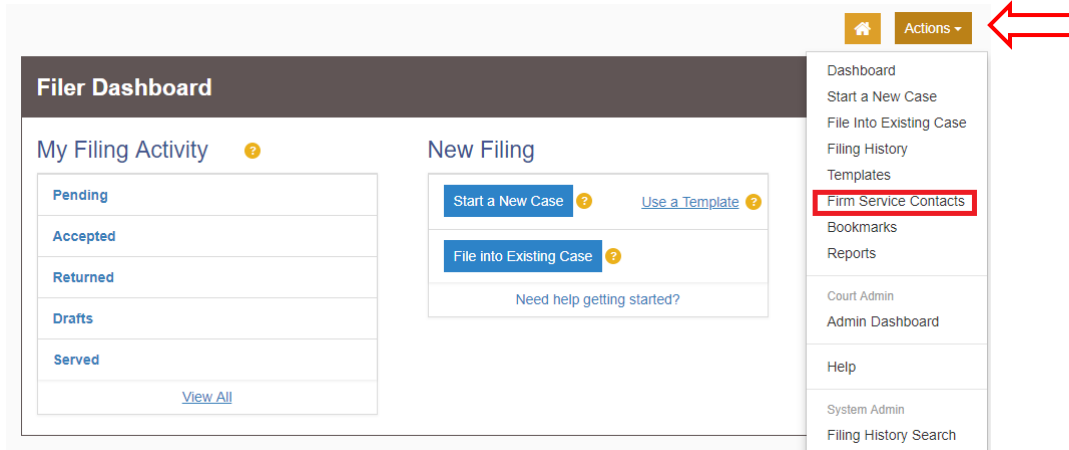


# How to Add Yourself as a Service Contact through File and Serve

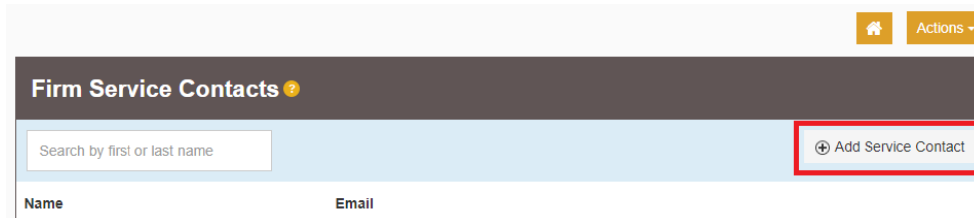
*Adding yourself as a Service Contact is required to receive email notifications regarding your cases, including acceptance or rejection of submitted filings and hearing notices.*

## Set Up Attorneys/individuals as Service Contacts – by Firm Administrator

1. Log into File and Serve
2. Using the drop-down for **Actions**, select **Firm Service Contacts**



3. In the **Firm Service Contacts** section, click the + button to add yourself as a Firm Service Contact



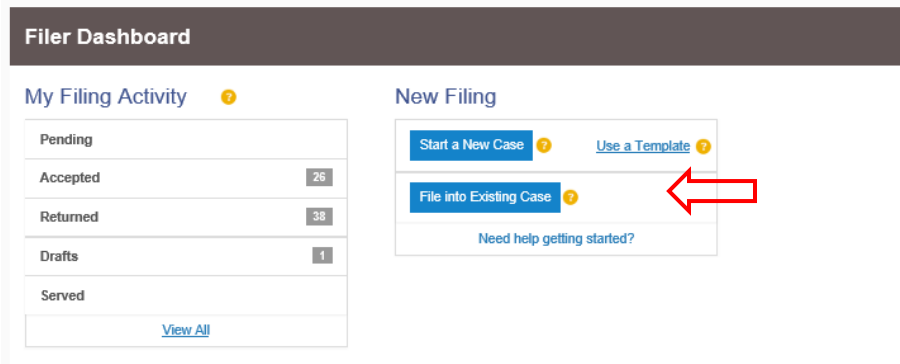
4. A form will display to enter all the business information. Fill out the form and click **Save Changes**.

The screenshot shows the 'Firm Service Contacts' form. The form has a search bar and an 'Add Service Contact' button at the top. Below the search bar, there is a table with columns for 'Name' and 'Email'. The table is currently empty. Below the table, there is a form with the following fields: First Name, Middle Name, Last Name, Firm Name, Email, Administrative Copy, Country, Address Line 1, Address Line 2, City, State, Zip Code, and Phone Number. The 'First Name' and 'Last Name' fields are highlighted with red boxes. At the bottom right of the form, there are 'Undo' and 'Save Changes' buttons.

**NOTE:** All Service Contacts should be listed in the Firm Service Contacts section.

## Selecting Yourself as Service Contact when eFiling

1. With the **Case Number** in hand, click on the **File into Existing Case** button from the File and Serve Dashboard



2. Search for the case number

### File Into Existing Case

Search for a Case by

Case Number

Party Name



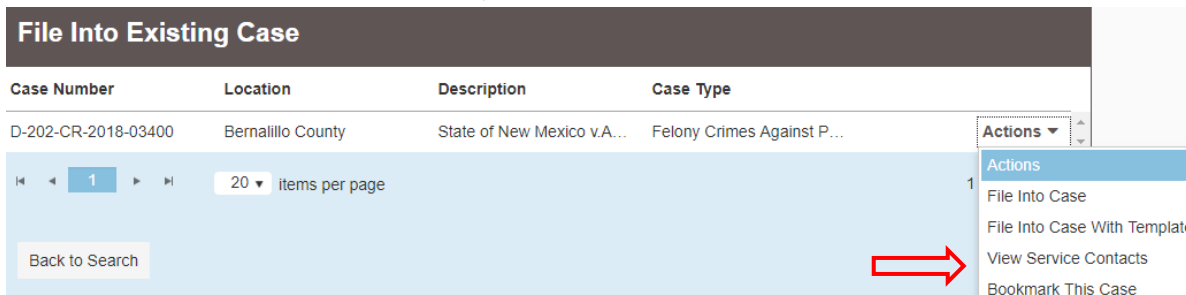
Case Number ?

D-202-CR-2018-3400

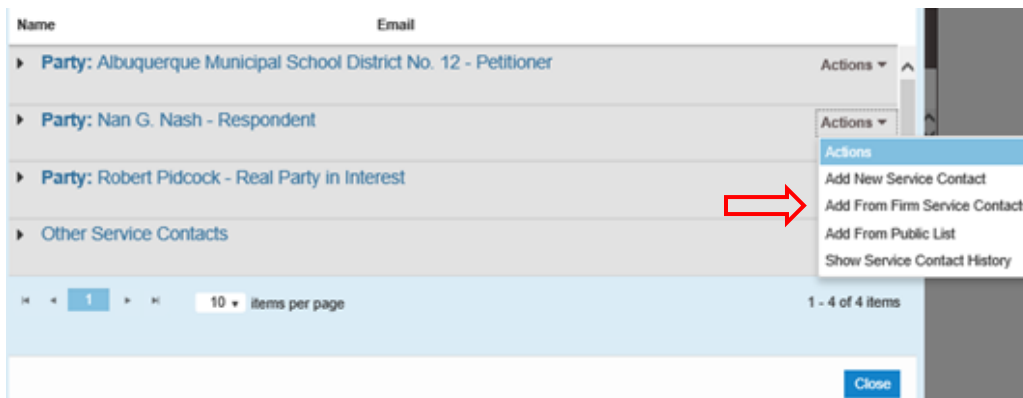
Search

Clear Search

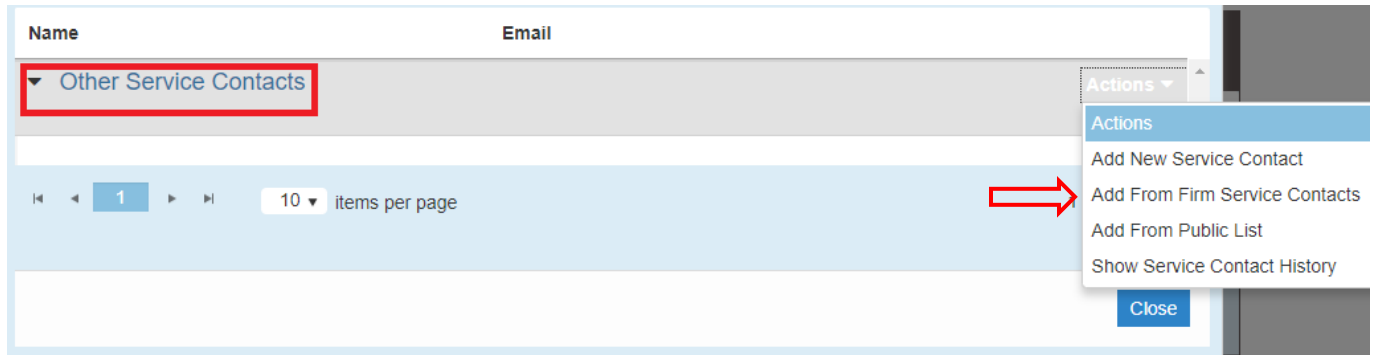
3. When the case is returned in the results, click the **Actions** down arrow to select **View Service Contacts**



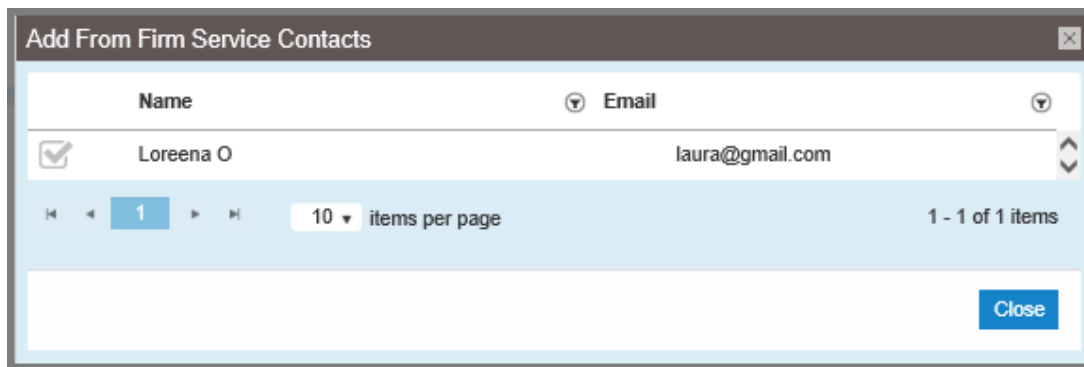
4. If the party you represent displays, click on the **Actions** down arrow in the party's row to select **Add From Firm Service Contacts**



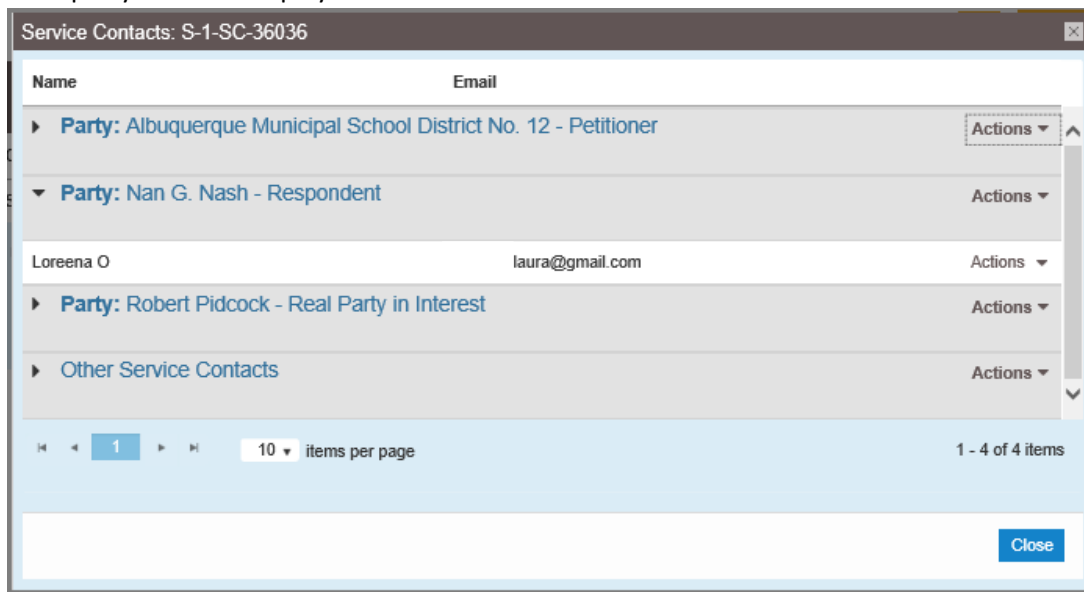
5. If the party you represent has not yet been entered into the case, click on the **Actions down arrow** next to Other Service Contacts to select **Add From Firm Service Contacts**



6. A list of all the Firm's service contacts will display
7. **Check the box** next to each service contact to add for the party
8. Click **Close**



9. The party will now display the service contact associated with it



10. The next time anything is filed or served on this case, the added service contacts will display and be available to receive filing notices and/or service