

How to Add Yourself as a Service Contact to a Court of Appeals Case Through File and Serve

1. Log into File and Serve
2. In the **Firm Service Contacts** section, click the + button to add yourself as a Firm Service Contact
3. A form will display to enter all the business information the Supreme Court requires
4. Save Changes

The screenshot shows the 'Firm Service Contacts' form. At the top, there is a search bar labeled 'Search by first or last name' and a '+ Add Service Contact' button. Below this is a table header with 'Name' and 'Email' columns, and an 'Actions' dropdown menu. The main form area contains several input fields: 'First Name' (with a red border), 'Middle Name', and 'Last Name' (with a red border). Below these are 'Firm Name' (containing 'Testing Attorney'), 'Email', and 'Administrative Copy'. There is a 'Country' dropdown menu set to 'United States of America'. Address fields include 'Address Line 1' (containing '123'), 'Address Line 2' (with a 'Limit 64 characters' note), and 'City' (containing 'Santa Fe'). Other fields include 'State' (dropdown set to 'Alabama'), 'Zip Code' (containing '87505'), and 'Phone Number'. At the bottom right, there are 'Undo' and 'Save Changes' buttons.

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

The screenshot shows the 'Filer Dashboard'. On the left, under 'My Filing Activity', there is a table with the following data:

Category	Count
Pending	
Accepted	26
Returned	38
Drafts	1
Served	

At the bottom of this table is a 'View All' link. On the right, under 'New Filing', there are two buttons: 'Start a New Case' and 'Use a Template'. Below these is a 'File into Existing Case' button, which is highlighted in blue. At the bottom of the 'New Filing' section, there is a link that says 'Need help getting started?'.

6. Search for the Supreme Court case number

File Into Existing Case

Search for a Case by

Case Number Party Name

Case Number ?

A-1-CA-32116

Search Clear Search

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

File Into Existing Case

Case Number	Location	Description	Case Type
A-1-CA-32116	Court of Appeals	J THYFAULT VS CHRIS...	Workers' Compensation...

1 20 items per page

Back to Search

Actions

- File Into Case
- File Into Case With Template
- View Service Contacts
- Bookmark This Case

8. If the party you represent is indicated, click on the Actions down arrow in the party's row to select Add From Firm Service Contacts

Name	Email
Party: Albuquerque Municipal School District No. 12 - Petitioner	
Party: Nan G. Nash - Respondent	
Party: Robert Pidcock - Real Party in Interest	
Other Service Contacts	

1 10 items per page

1 - 4 of 4 items

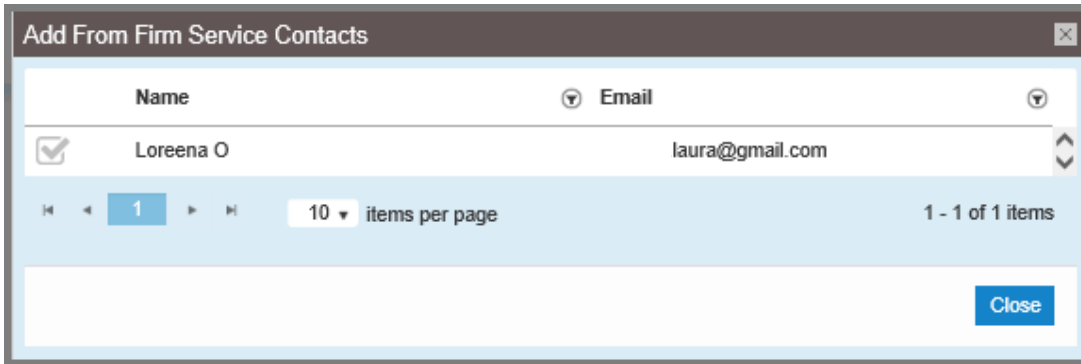
Close

Actions

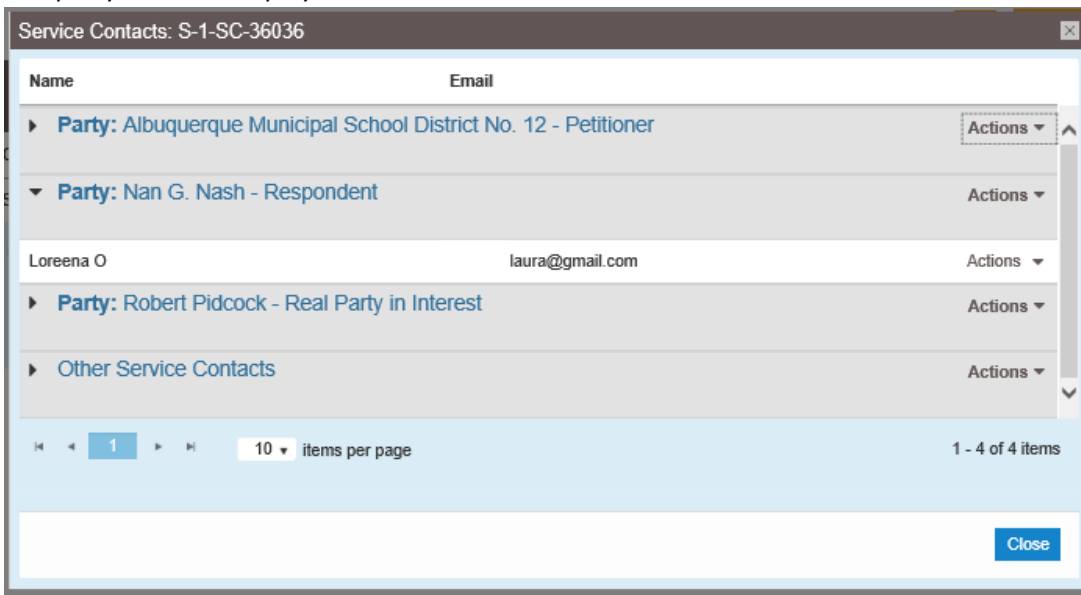
- Add New Service Contact
- Add From Firm Service Contacts
- Add From Public List
- Show Service Contact History

9. If the party you represent is not yet in the case, click on the Actions down arrow next to Other Service Contacts to select Add From Firm Service Contacts

10. A list of all the Firm's service contacts will display
11. Check the box next to each service contact to add for the party
12. Click Close



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



14. 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