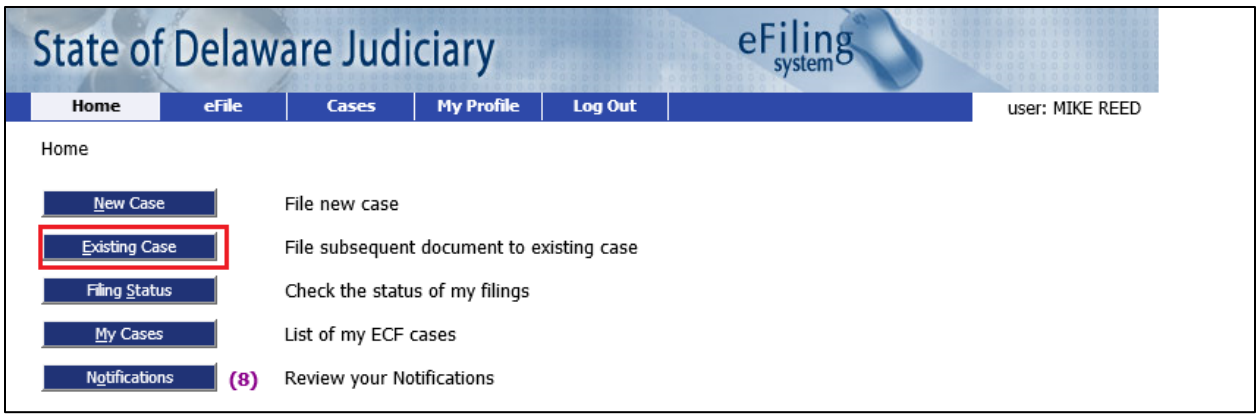
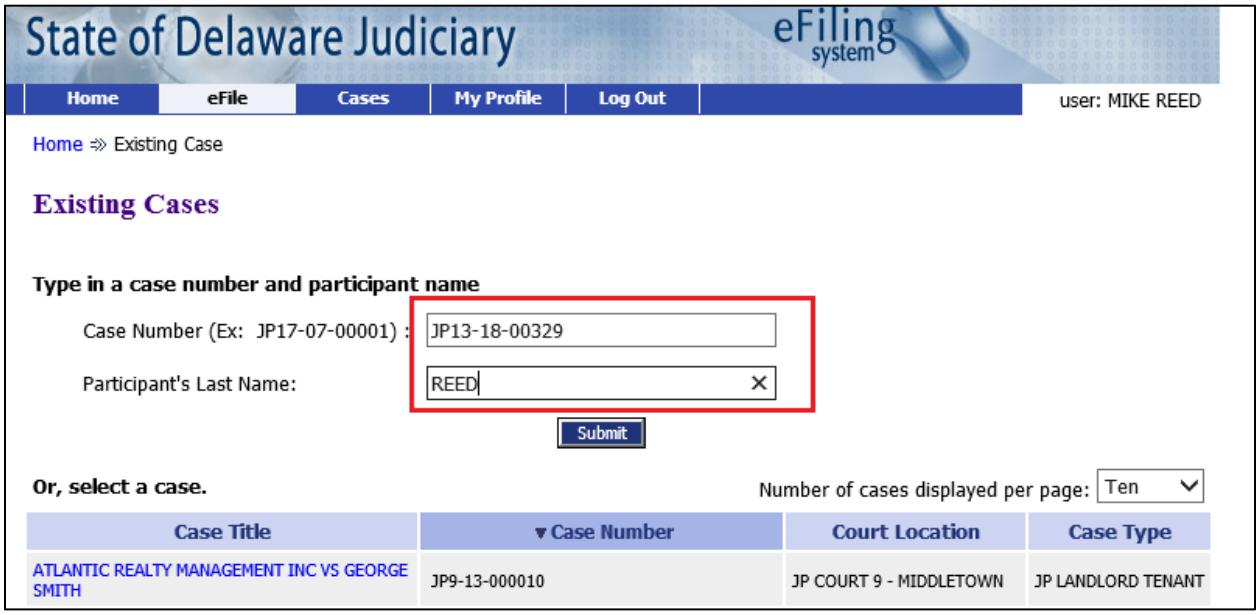
Module 24 – Add a Party to an Existing Case

If you have an existing case and you need to add a party to it and submit new documents, you begin by clicking the 'Existing Case' button on the Home Screen.



This will bring you to the 'Existing Cases' Screen. Select the case from the list or enter the case number for the case you are looking for and the last name of one of the participants on the case and click 'Submit'. Make sure you enter the case number with the proper dashes and that you are using the last name of a person not a company to retrieve the case. If both the Plaintiff and Defendant are businesses, enter the last name of the Plaintiff's Attorney or Form 50 Agent in the last name field.



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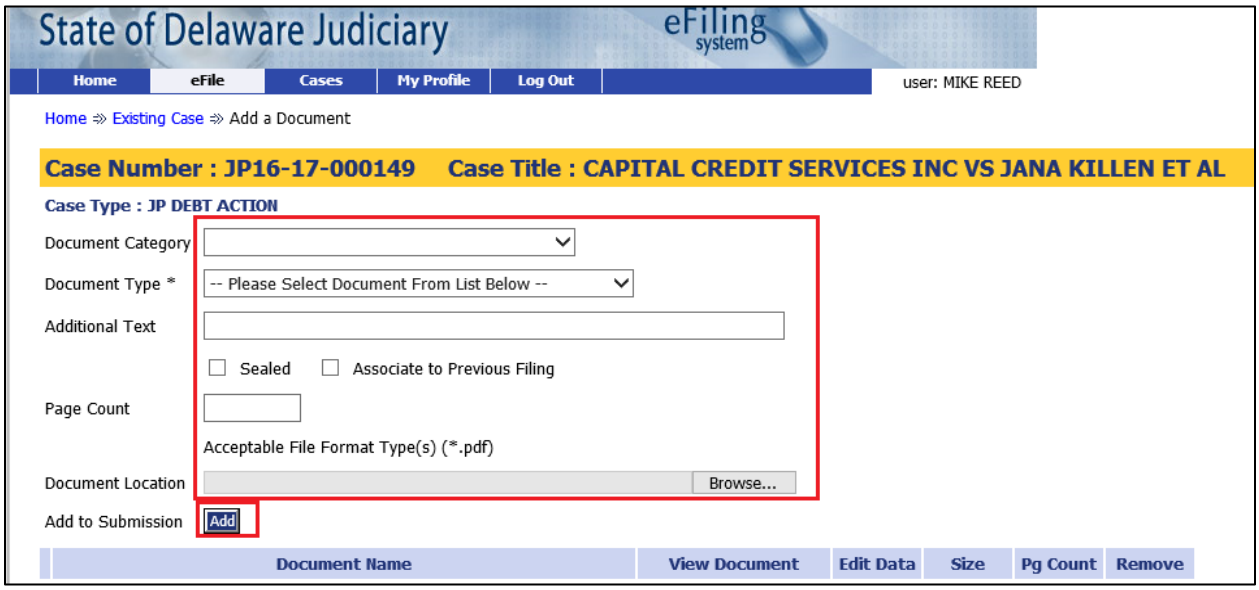
This will bring you to the 'Add a Document' Screen with the Case banner in yellow showing the case number and title. Add your documents like you did when filing an initial filing.

Document Category: Select "Subsequent Filings/Complaints"
Document Type: Select the appropriate type.
Additional Text: Enter text if needed to clarify type of document attached.
[Do **not** use the 'Sealed' or 'Associate to Previous Filing' checkboxes].
Page count: Enter the number of pages for the scanned document.
Document Location: Browse to your document and select it.
Add to Submission: Select the 'Add' button.



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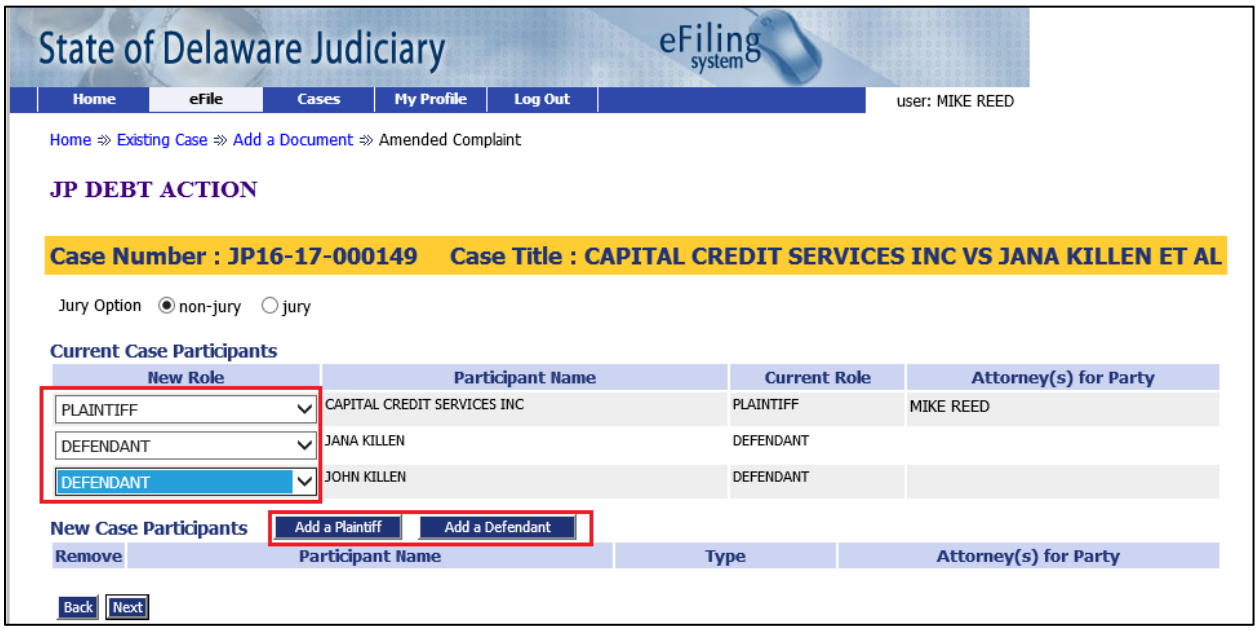
This brings you to the "Amended Complaint' Screen.

In the 'Current Case Participants' section, identify the role of each participant on the case by clicking the drop down arrow and selecting their role. Then click 'Add a Plaintiff' or 'Add a Defendant' as needed.



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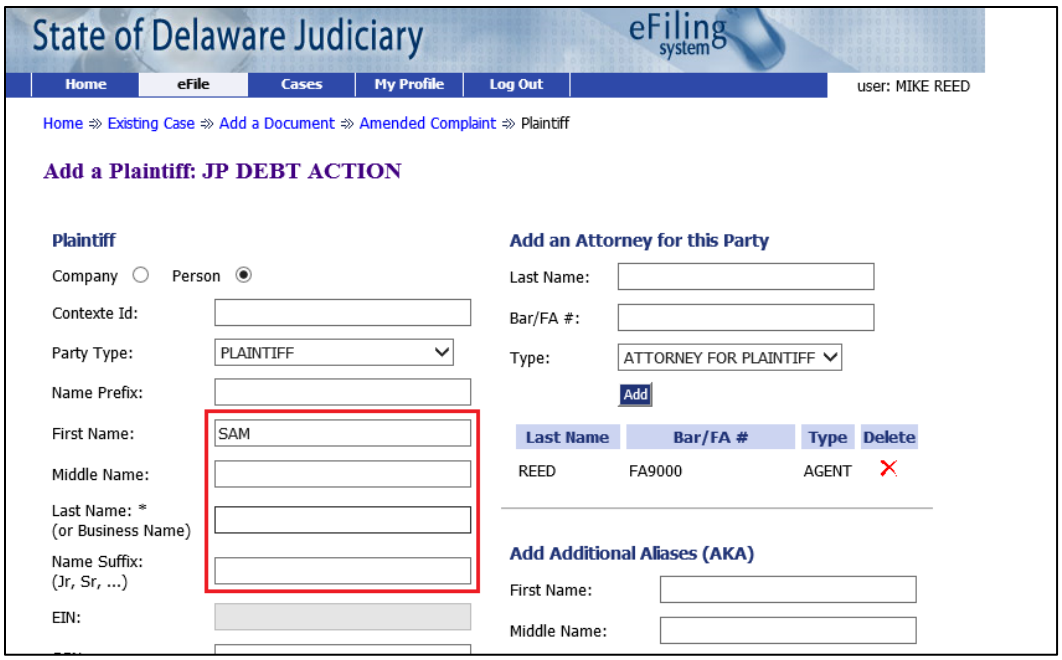
This will bring up the 'Plaintiff' or 'Defendant' Screen. Enter the name and address information and click 'Next' to continue.



This returns you to the 'Amended Complaint' Screen where you can see that your new participant has been added. Click 'Next' to return to the 'Add a Document' screen where you can add additional documents as needed. Then click 'Next' to continue to the 'Review and Approve' Screen where you can submit your filing.