

## Adding Additional Attorneys for Plaintiff

### Search for an attorney:

To search to see whether the attorney is already in the database, enter the attorney's Bar ID, or all or part of the last name, and click the Search button

### Attorney search results:

**If the attorney is already in the database**, highlight the name on the attorney list. A pop-up window will display the following information for verification: first name, middle name, last name, generation, bar id, telephone number, office, address, city, state, zip code, country, and county. If this is the correct person, click the **Select name from list** button.

**For an attorney already in the database**, change the **lead attorney** field from **yes** to **no**.

Click the **Add Attorney** button.

**To add a new attorney to the database**, click the Create new attorney button. In either instance, the Attorney Information screen will be displayed.

**To enter information about a new attorney**, fill in the name, address, and phone number for the attorney.

Change the **lead attorney** field from **yes** to **no**.

Click the **Add Attorney** button.