How to Create, Add, and Remove Service Contacts in File & Serve Silverlight (old website)

The first time you electronically file into a case you must add your service contact information to that case (see UTCR 21.100(2)). This must be done for each individual case. Before you can add your service contact information, you must first add yourself as a “Firm Service Contact”. Once you have created a “Firm Service Contact” you can add your service contact information through the electronic filing process.

If you have not yet electronically filed into a case but would like to have filings served on you electronically, you can add service contact information without filing anything into the case.

This guide details:

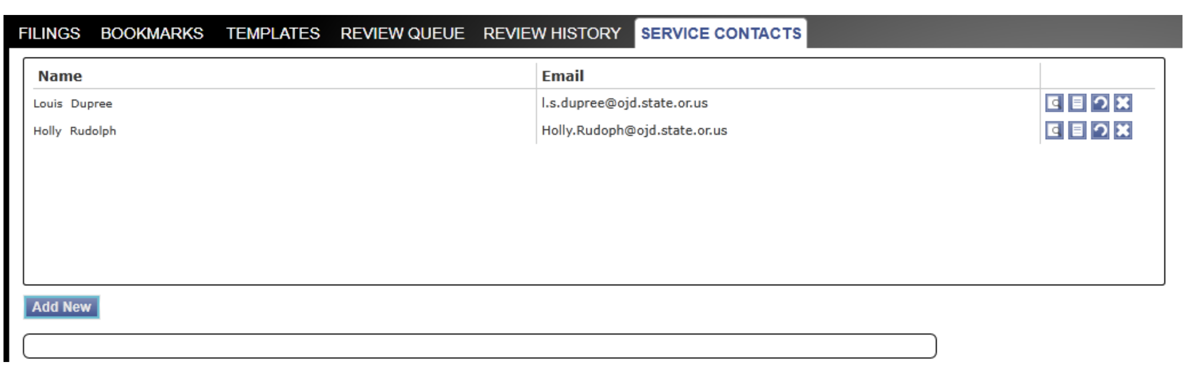
- How to create “Firm Service Contacts”
- How to add “Firm Service Contacts” to a case without submitting a filing
- How to add “Firm Service Contacts” to a case while submitting a filing
- How to remove “Firm Service Contacts” from a case.

How to add a “Firm Service Contact”

1. On the File & Serve home screen, select the “SERVICE CONTACTS” tab

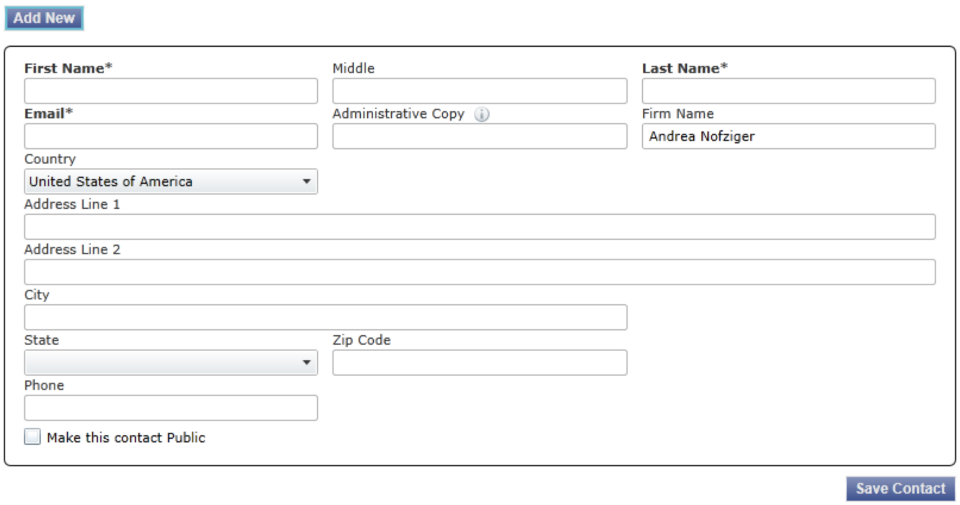
2. Select “Add New”

   Note: You only need to add yourself as a “Firm Service Contact” once, but you will have to add your contact information to each individual case



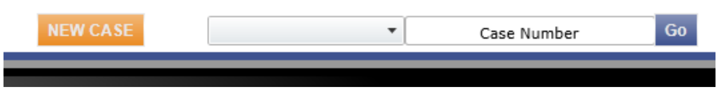
3. Add contact information and click “Save Contact”

   Note: Consider using the “Administrative Copy” option if you would like other people in your office to receive copies of electronically served documents

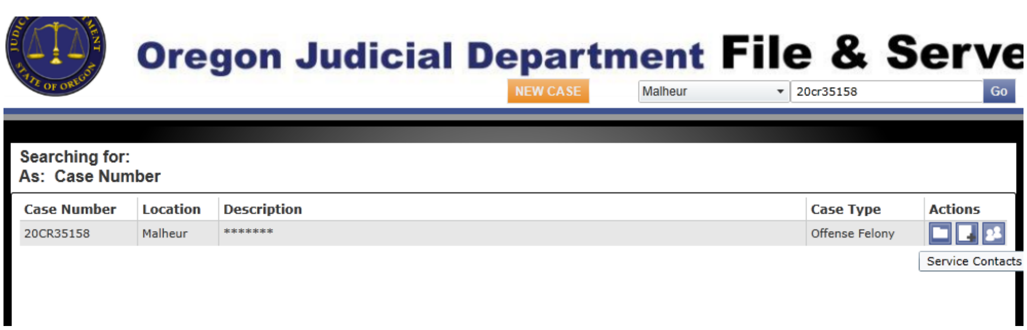


How to Add a “Firm Service Contact” to a Case without Submitting a Filing

1. On the right side of the File & Serve home screen, select the county from the dropdown, type in the case number, then click “Go”



2. Under “Actions”, click the “Service Contacts” icon



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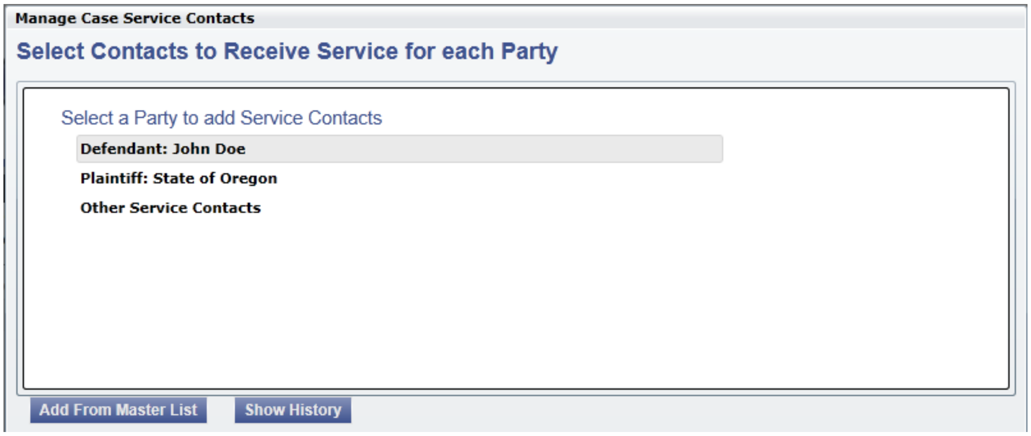
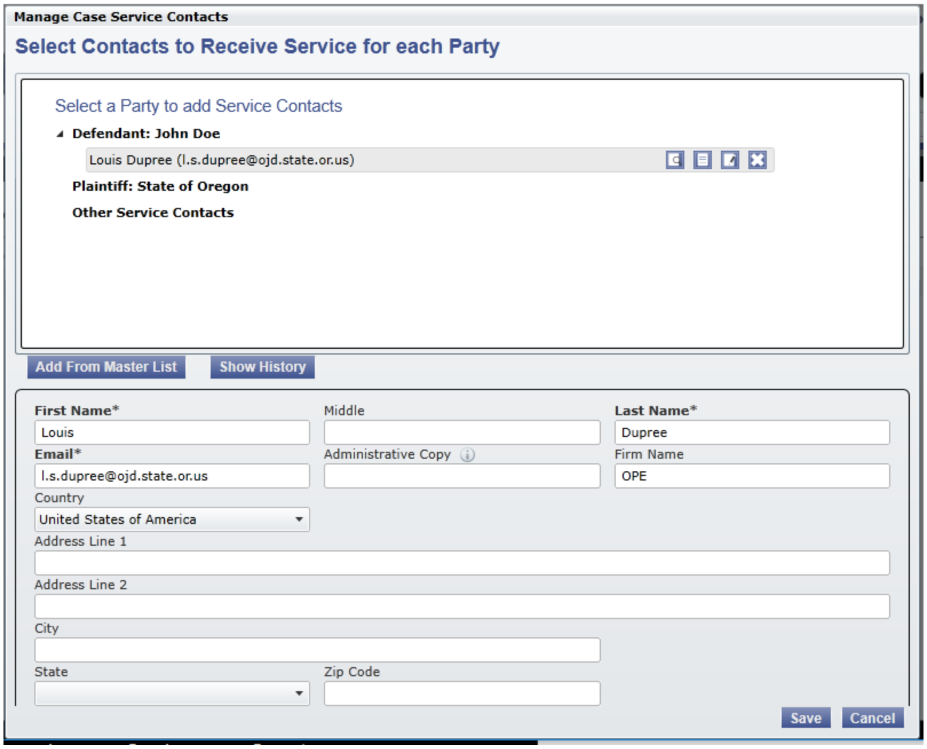
3. Select your client, then click “Add From Master List”



4. Select the Firm Service Contact you would like to add to the Party, then click “Add >”

5. Click “Save” to return to the “Manage Service Contacts” screen

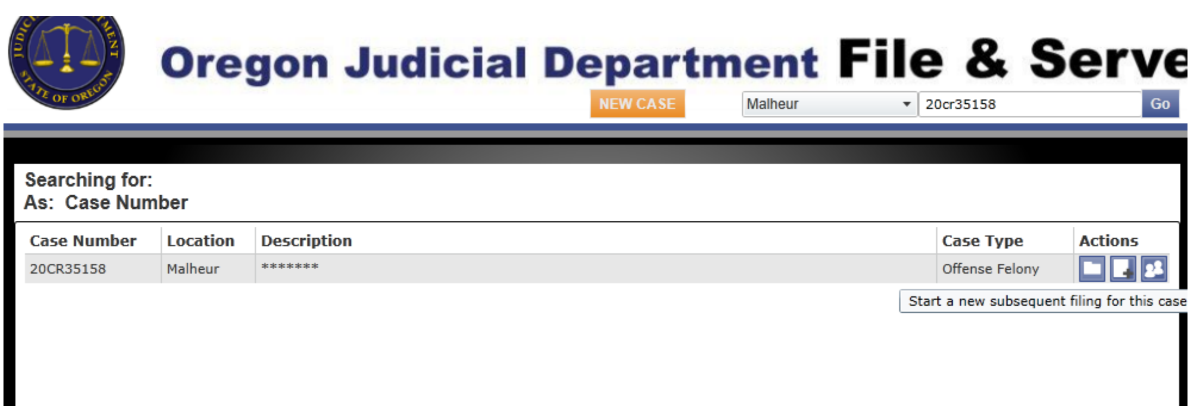
6. To finish, click “Save”



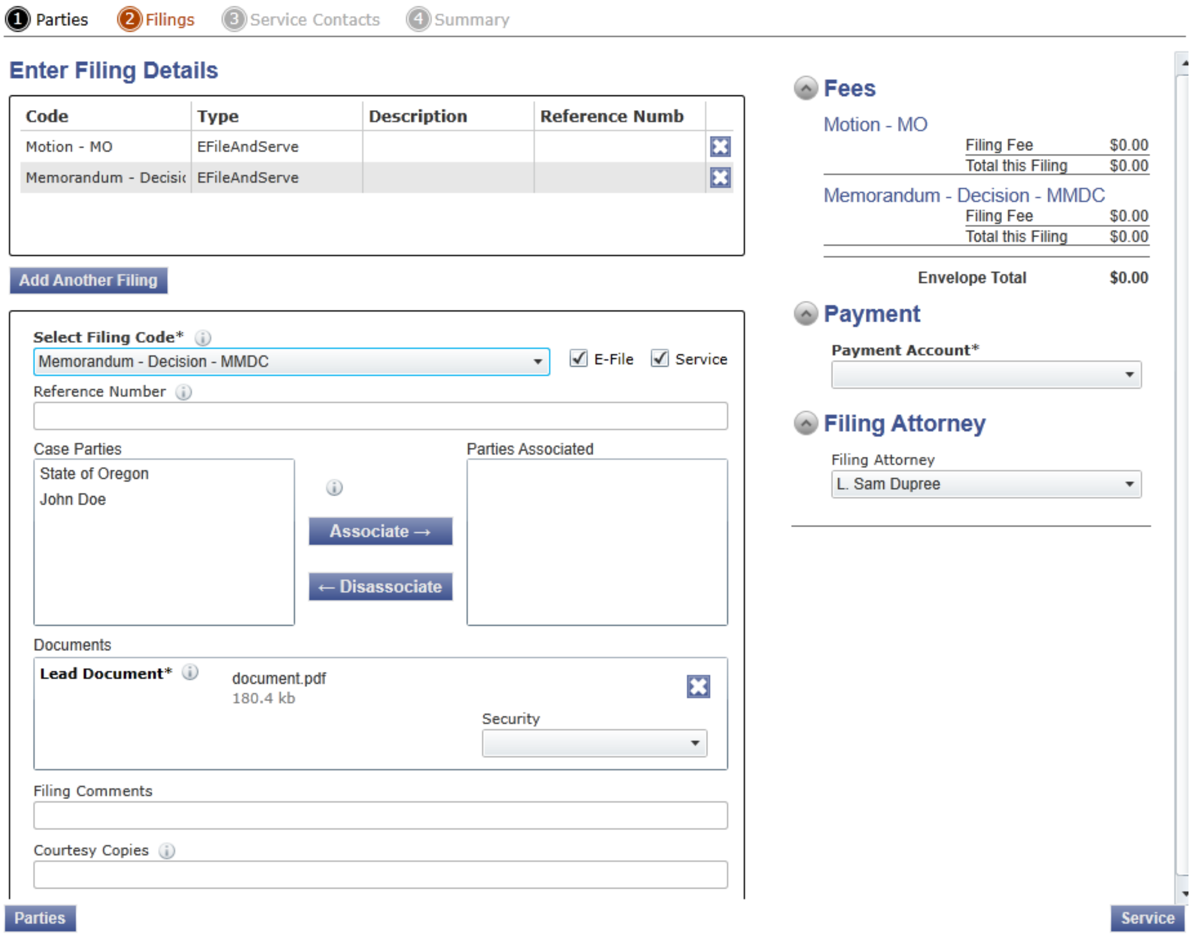
How to Add a “Firm Service Contact” to a Case while Submitting a Filing

1. On the right side of the File & Serve home screen, select the county from the dropdown, type in the case number, then click “Go”

2. Under “Actions”, select the “Start a new subsequent filing for this case” icon



3. Under "Enter Filing Details" select the "Service" checkbox, enter filing information, upload your documents, and click on the "Service" icon located on the bottom-right corner of your screen

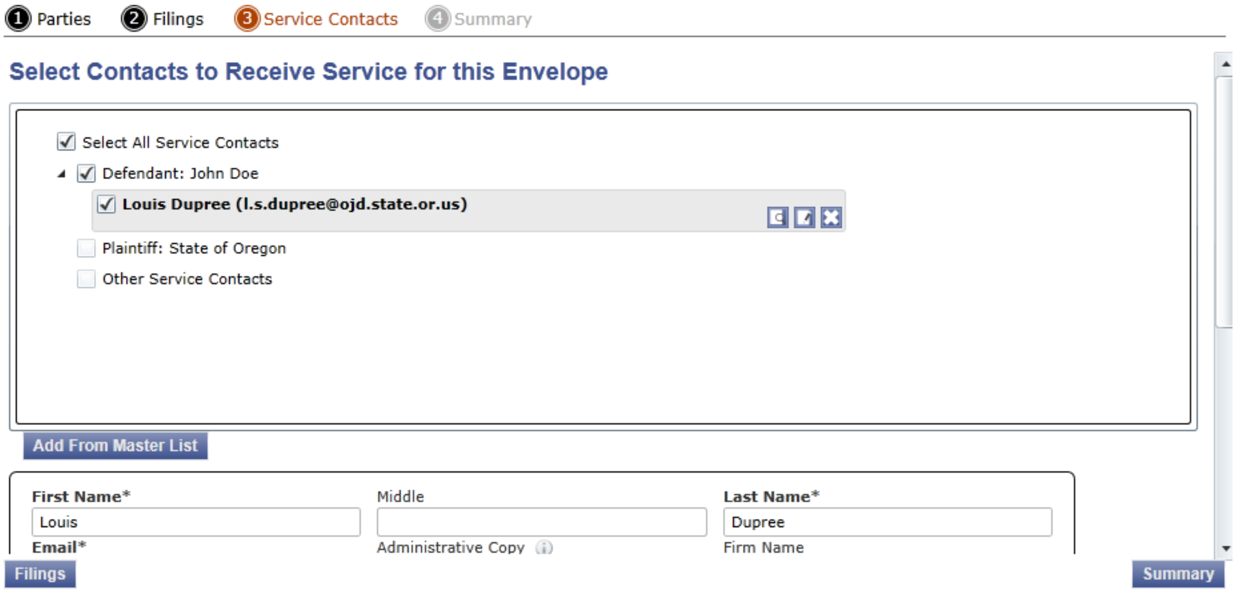


4. From the "Service Contacts" screen, highlight your client and select "Add From Master List"

5. Select the Firm Service Contact you would like to add to the Party, then click “Add >”

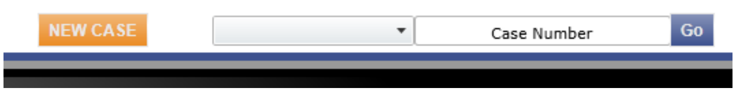
6. Click “Save” to return to the “Manage Service Contacts” screen

7. Select “Summary” to continue filing

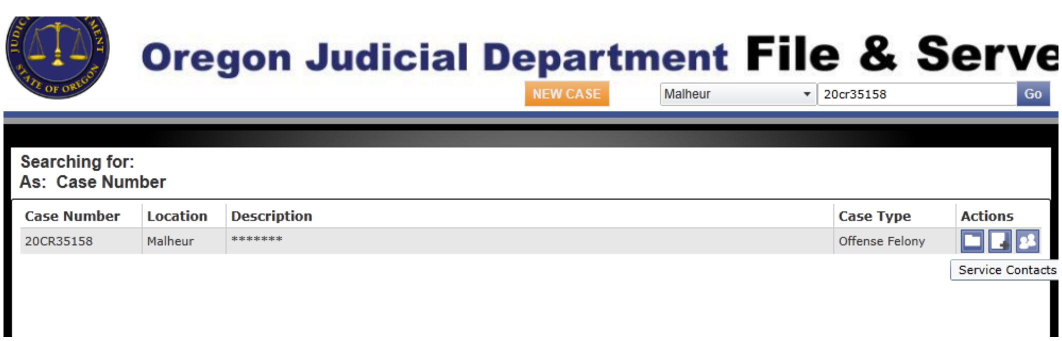


How to Remove a “Firm Service Contact” from a case

1. On the right side of the File & Serve home screen, select the county from the dropdown and type in the case number, then click “Go”



2. Under “Actions”, click the “Service Contacts” icon



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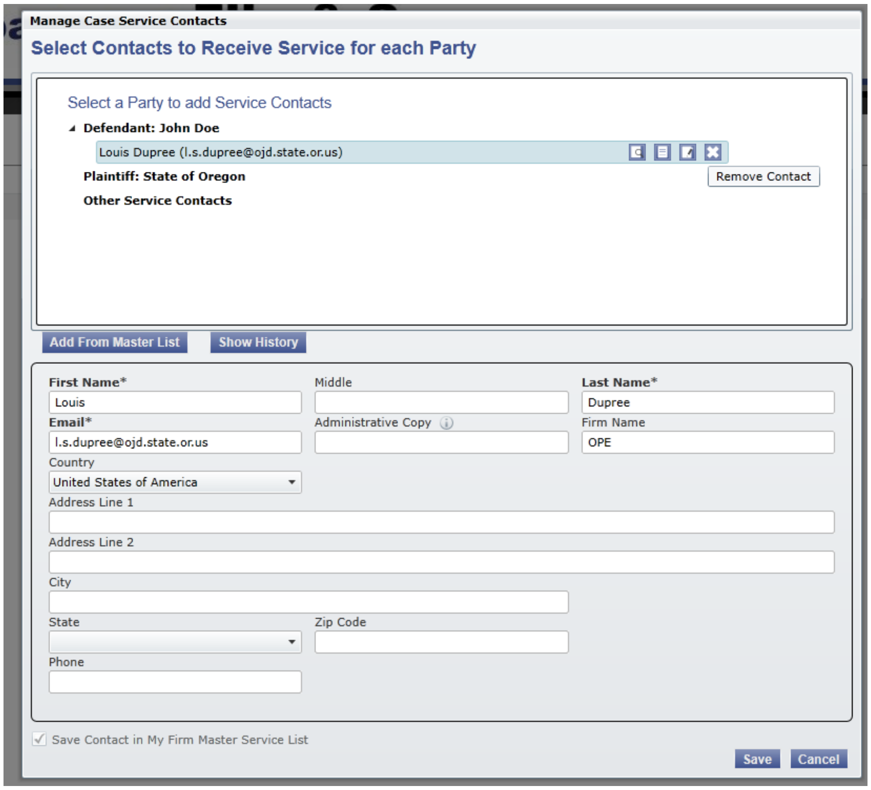
3. In the "Manage Service Contacts" screen, select the "X" next to your contact information



4. To finish, click "Save"