

Service on Attorney by Email

TrialWorks will automate the requirements to create the Service E-mail for All Attorneys on your Service List with specific formatting.

Using the E-mail Multiple Documents icon on the Home Ribbon, choose your document(s) being served.

You can choose to send your word processing document as PDF using the option to convert using Adobe Acrobat, WordPerfect or Word2007 (rules require a PDF document be served).

Click the **Serve All Attorneys on the Service List** and click **Send E-mail** and your Outlook e-mail will be created including the e-mail address for all Recipients with the required formatting.



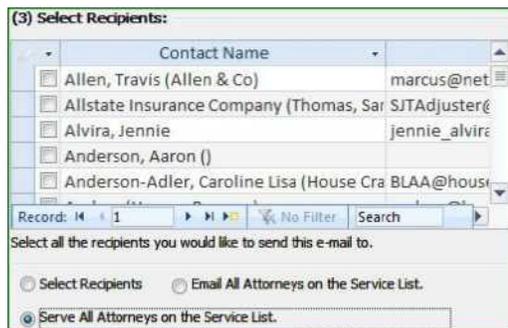
Send as PDF?

Yes - Using Adobe
 Include Coversheet

Yes - Using Word Perfect

Yes - Using Word 2007

No



(3) Select Recipients:

Contact Name	
<input type="checkbox"/> Allen, Travis (Allen & Co)	marcus@net
<input type="checkbox"/> Allstate Insurance Company (Thomas, Sar	SJTADjuster@
<input type="checkbox"/> Alvira, Jennie	jennie_alvira
<input type="checkbox"/> Anderson, Aaron ()	
<input type="checkbox"/> Anderson-Adler, Caroline Lisa (House Cra	BLAA@house

Record: 1 of 1 | No Filter | Search

Select all the recipients you would like to send this e-mail to.

Select Recipients Email All Attorneys on the Service List.

Serve All Attorneys on the Service List.

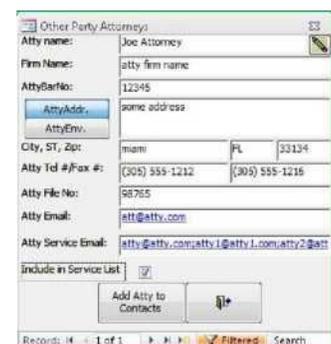
Setting up the Other Attorney Service Email

TrialWorks will now have a field for the Other Attorney Service E-mail. This field should be used if the Other Attorney files a Secondary E-mail address. Multiple e-mail addresses can be listed in this field and should be separated by a comma.

When the Other Attorney **Atty Service E-mail** is populated, the **Serve All Attorneys on the Service List** option will use this field to populate the E-mail.

The Bookmarks that have been previously created for the Service Lists will also have the addition of the **Atty Service E-mail**. These Bookmarks include: AllAttys; AllAttysWrap; AllAttorneys AllAttysGroupBy; AllAttorneysGroupFirm.

In Addition, a new field for your own firm's Case Service E-mail is added to the Case/Retainer Tab and the corresponding bookmark will be CaseServiceEmail.



Other Party Attorney

Atty name: Joe Attorney

Firm Name: atty firm name

AttyBarNo: 12345

AttyAddr: some address

AttyEmv:

City, ST, Zip: miami FL 33134

Atty Tel #/Fax #: (305) 555-1212 (305) 555-1215

Atty File No: 98765

Atty Email: atty@atty.com

Atty Service Email: atty@atty.com;atty.1@atty.1.com;atty.2@att

Include in Service List:

Add Atty to Contacts

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