Curia
Court Management Suite

Attaché

USER GUIDE

2026

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Section 1. Getting Started

1.1 System Requirements

The Attaché Case Management System operates with reasonable efficiency and response times on **updated** web browsers such as:

- Google Chrome,
- Microsoft Edge,
- Mozilla Firefox and
- Brave

Note: Other browsers may be compatible but not officially supported

If pages are loading slowly or timing out, check your internet speed or contact your IT support team.

1.2 Accessing Attaché

Purpose: Use these steps to open the Attaché Case Management System in your browser.

Steps:

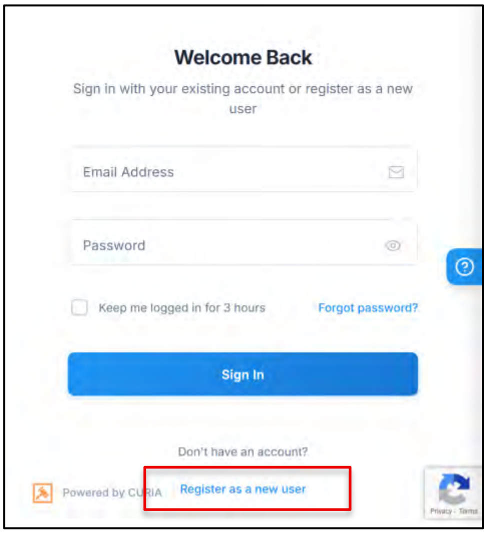
1. Open a supported web browser on your device.
2. In the address bar, type the Attaché link provided by your Court or organization.
3. Press Enter on your keyboard.
4. Wait for the Attaché Log In page to load.

> ***Tip:*** **Add the Attaché link page to your browser Bookmarks/Favourites so you can access it quickly next time.**

1.3 Registering a New Account

Purpose: Use these steps if you do not have an Attaché account.

Open your web browser and go to the Attaché link provided to you.

Steps	Screenshot Examples
1. On the Attaché Log In page, select **'Register as a New User'**.	
2. Complete the steps within the Registration wizard	

3. Review your **account information** and **notification preferences** on the Review page.

   When you are satisfied, select **Create Account.**

Check your email inbox for the **verification email** sent to the email address you entered.

In that email, select the **Verify** link to confirm your email address.

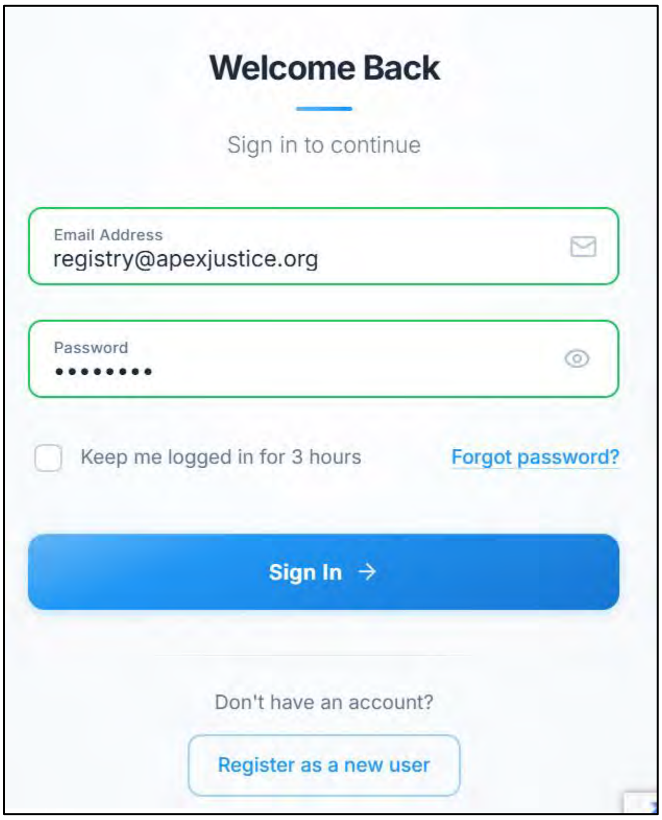
After your email is verified, **Court/Organization personnel** will review your registration and approve your account.

> ***Note: You cannot Log In until your account has been approved (provisioned) by the local Court or Organization.***
>
> ***If you do not see the verification email, check your Spam/Junk folder.***

> ***Note: Password Requirements***
> ***When creating or resetting a password, it must:***
> - ***Be at least 10 characters long***
> - ***Contain at least 1 digit (0–9)***
> - ***Contain at least 1 lowercase letter (a–z)***
> - ***Contain at least 1 uppercase letter (A–Z)***
> - ***Contain at least 1 special character (for example: @ # $ % ^ & !)***

1.4 Logging in

Purpose: Use these steps if you already have an Attaché Case Management account.

Steps	Screenshot Examples
1. Enter your email address and Password and click **Sign In**	

If your credentials are correct and your account has been approved, the system will log you in and display the Attaché home page.

> ***Tips: If you are unable to Log In:***
>
> - ***Confirm that your account has been approved by the Court/Organization.***
> - ***Make sure you are using the same email address you used during registration.***
> - ***If you forgot your password, follow the steps in Section 1.5 - Resetting Your Password.***

1.5 Changing Your Entity

Purpose: Use these steps to change between the **Entities** that you have access to.

Steps	Screenshot Examples
1. Click on the Entity dropdown in the top right of the screen and select the desired entity.	

> ***Note:***
> Users will only be able to view the Entity or Entities for which they has been granted access.

Section 2. Case Management

2.1 Understanding Case Types

Purpose: To highlight the various Case Types in Attaché and how to select them

Within Attaché, the Court/Organization can create cases in accordance with those managed by the respective Court/Organization. Some Case Types include:

1. Civil
2. Criminal
3. Family
4. Estate/Probate
5. Ticket

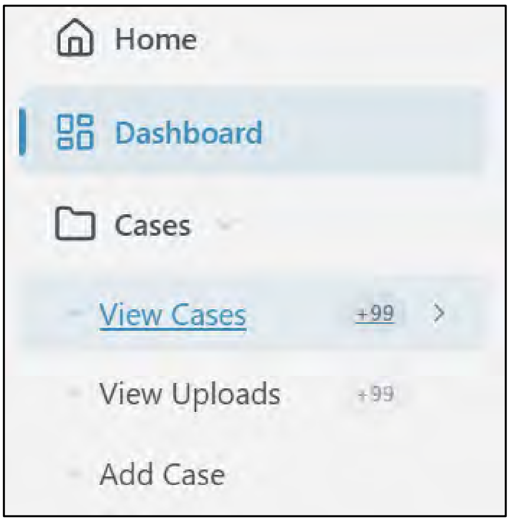
Depending on the Case Type, there may be differences in the case creation process, the type of information that can be entered and accessed in cases, and the types of actions that Attaché users can perform in cases.

2.2 Viewing Cases

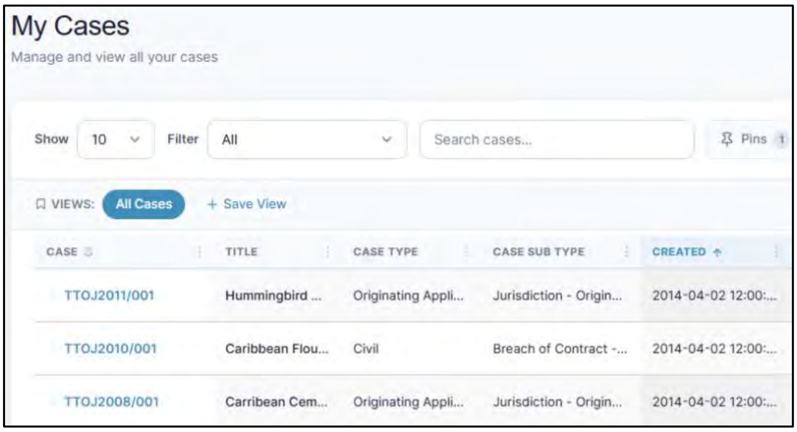
Purpose: Use these steps to view cases in Attaché.

Steps | **Screenshot Examples**

1. On the Left Main Menu, select **Cases > View Cases.**



2. **Click on the corresponding Case Number** to view case details.



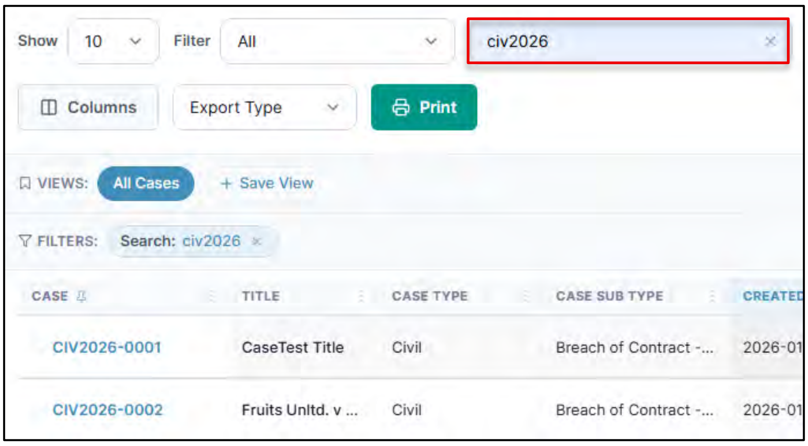
2.3 Searching for a Case

Purpose: Use these steps to search a specific case on Attaché.

Steps

Screenshot Examples

1. To search for a case, enter the respective **Alpha-numeric Case Number** in the search bar.



Tip: You may also use the column filters located at the top of the table to narrow your search.

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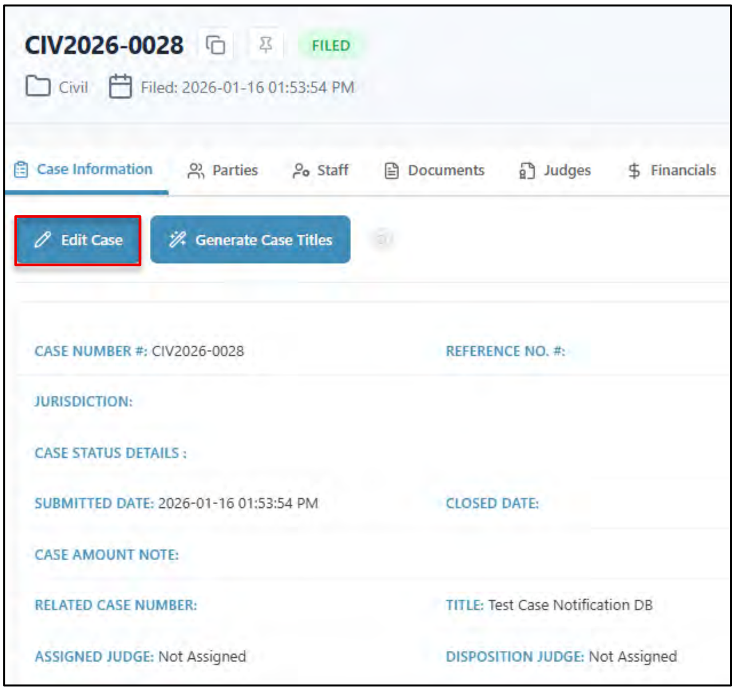
2.4 Editing Case Information

Purpose: Use these steps to edit case information.

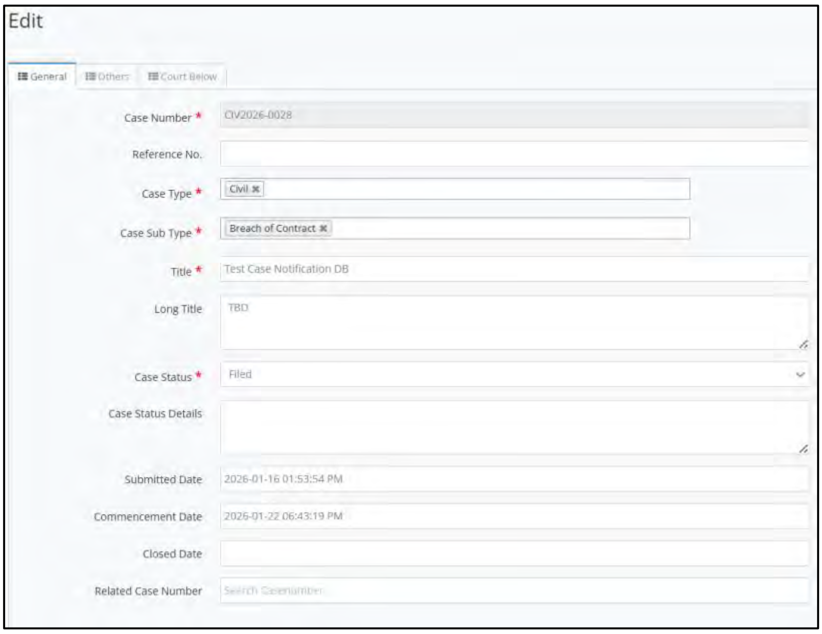
Steps | **Screenshot Examples**

1. On the Case Information Screen click **Edit Case.**



2. Edit Case Information fields as required and click **Submit.**

   Required fields are marked with a red asterisk (*).



Section 3. Case Documents

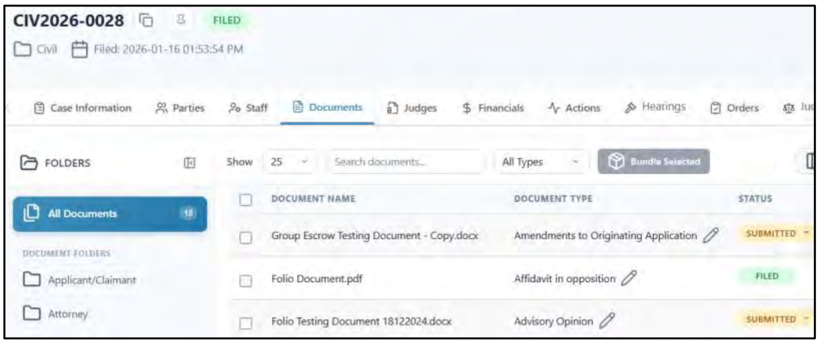
3.1 Viewing Case Documents

Purpose: Use these steps to find documents uploaded to a specific case.

Steps

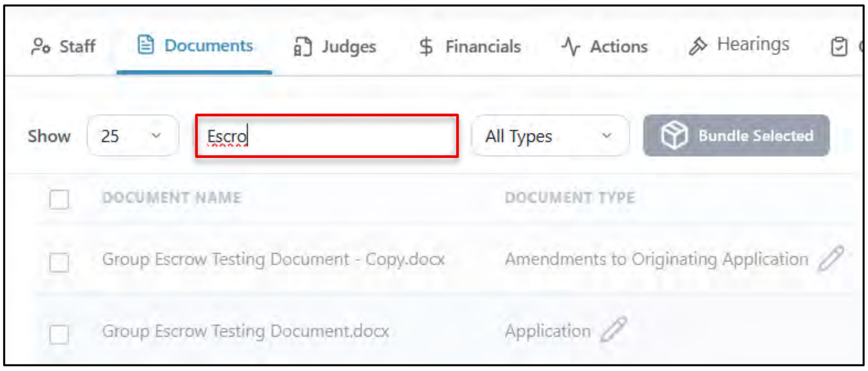
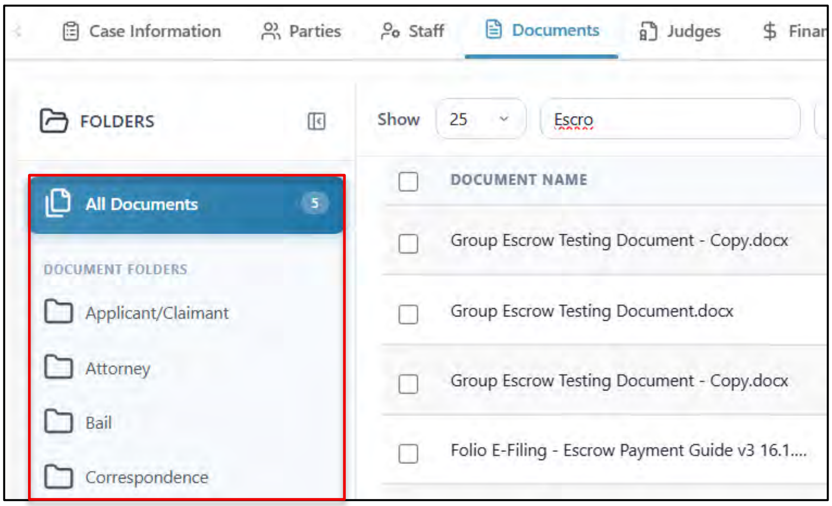
Screenshot Examples

1. Within the case, select the **Documents** tab. Uploaded document will be shown in the table as in the image



3.2 Searching for a Document

Purpose: Use these steps to search for a specific document in your case.

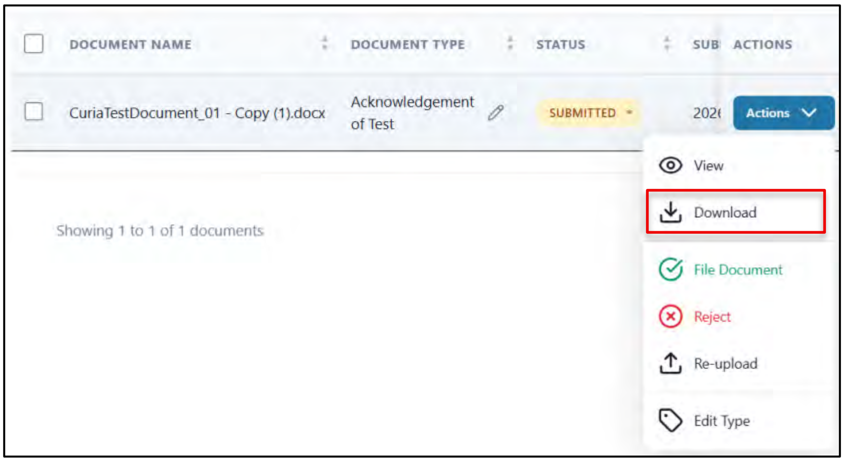
Steps	Screenshot Examples
1. In the Documents tab, type a key word in the search box and press **Enter.**	
2. Each Document type is associated with a **Document folder**. You may select Document Folder to view documents within the folder.	

3.3 Downloading a Document

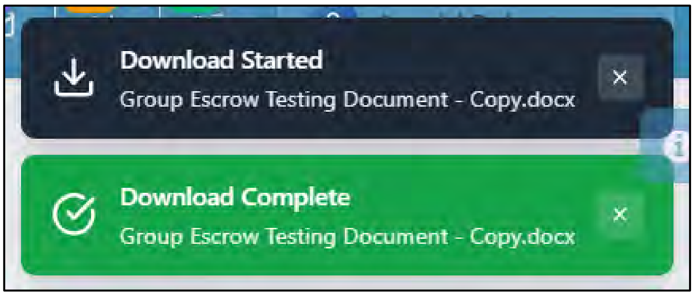
Purpose: Use these steps to download a case document.

Steps | **Screenshot Examples**

1. Identify the document you wish to download, select the **Actions** dropdown and select **Download.**



2. Once your download has started and is completed, you will see the following messages.

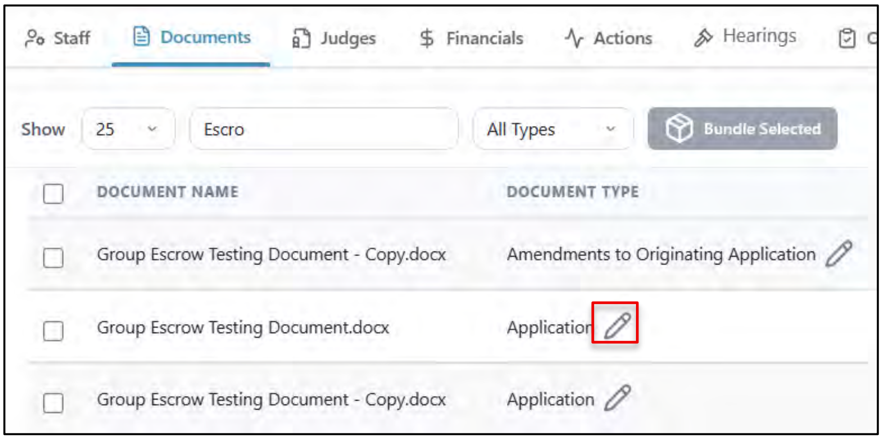


3.4 Editing a Document Type

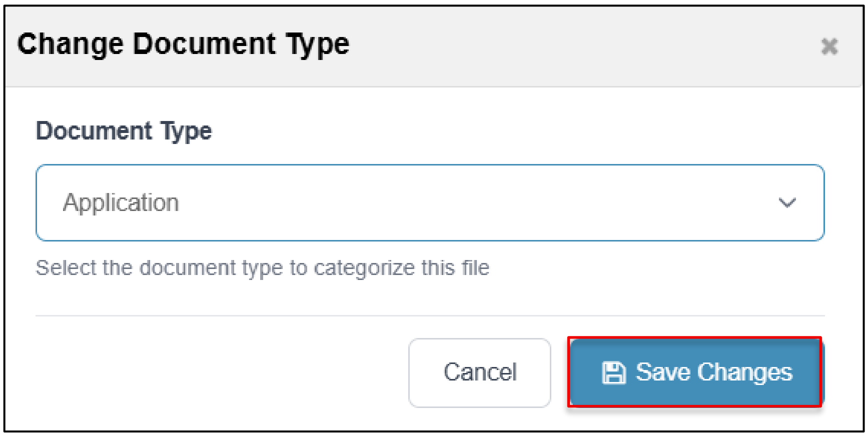
Purpose: Use these steps to edit the Document Type assigned to a document.

Steps | **Screenshot Examples**

1. In the Documents Tab, select the **pencil** icon next to the document

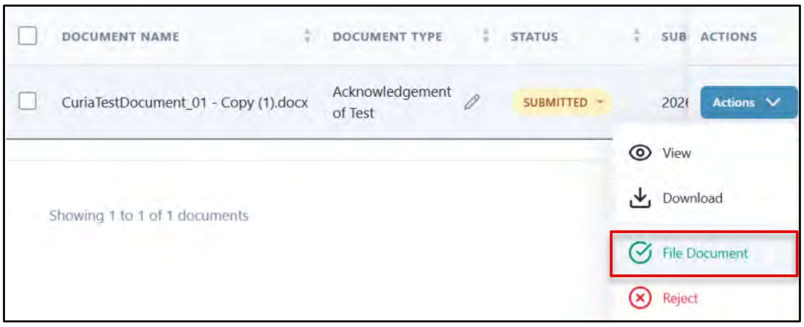
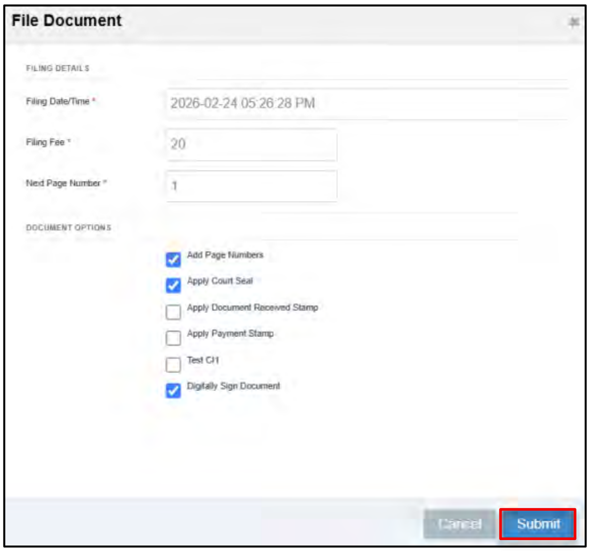


2. Select the appropriate document type from the dropdown list and click **Save Changes**.

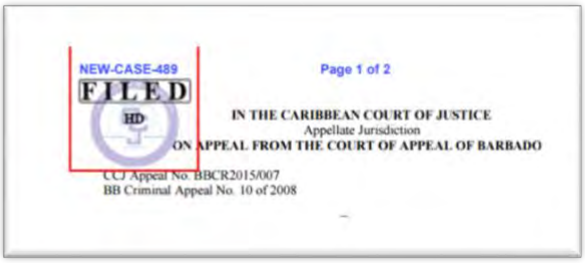


3.5 E-Filing Uploaded Documents

Purpose: Use these steps to e-file documents uploaded to case.

Steps	Screenshot Examples
1. Identify the document you wish to e-file. Select the **Actions** drop down menu and select **File Document**.	
2. Fill in the additional required information and click **Submit**.	

Note: **When a document is Accepted & Certified, it is converted into a PDF file and a watermark is placed on the document as shown in the image below.**

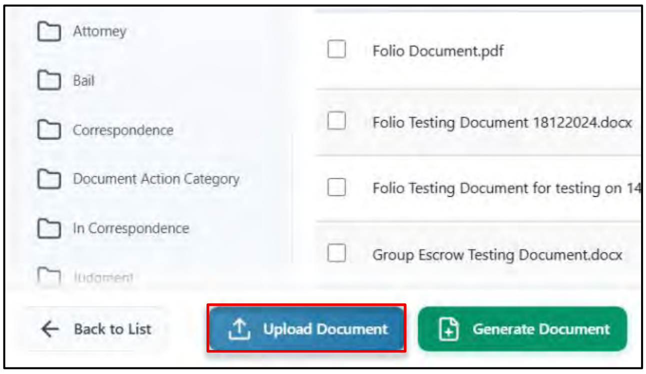


3.6 Uploading Documents

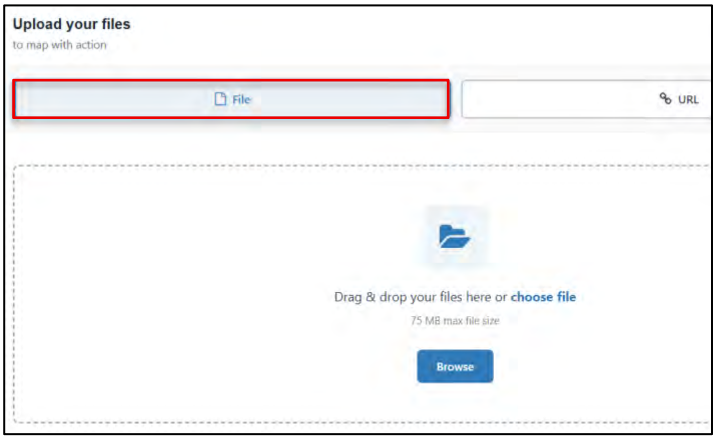
Purpose: Use these steps to upload a new document within a case.

Steps | **Screenshot Examples**

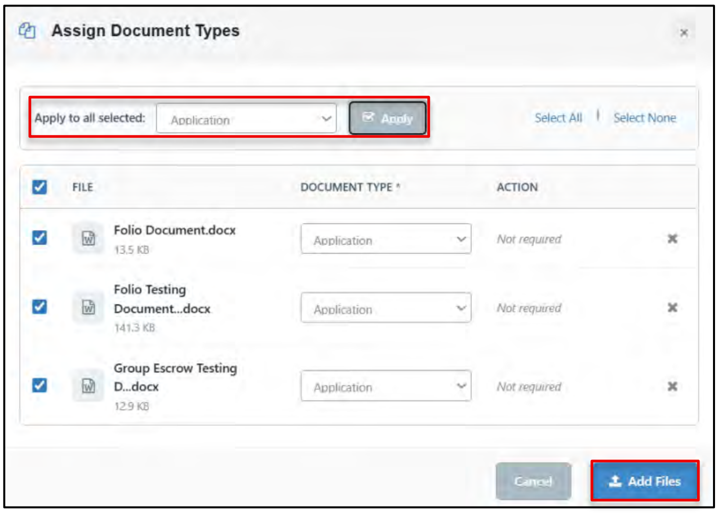
1. From the Documents tab, select **Upload Document** at the bottom of the page.



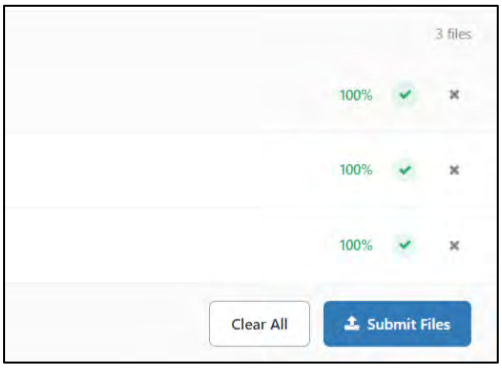
2. Select the **File** source option and click **Browse** to locate the Document.



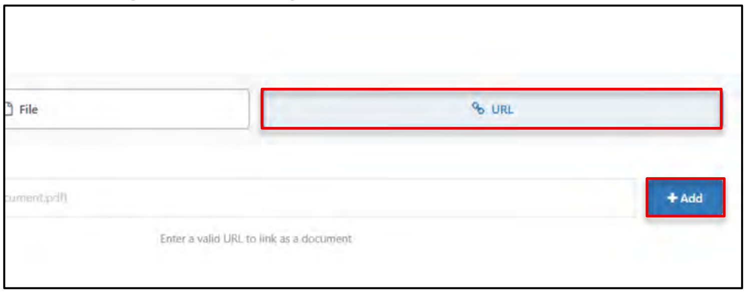
3. Select the appropriate **Document Type**, then click **Add Files**.



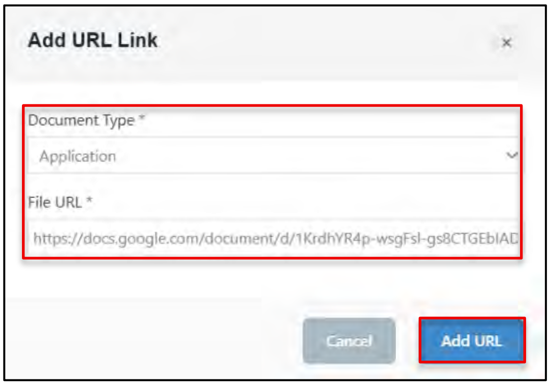
4. Once your files have been added, select **Submit Files** at the bottom right of the screen.



Tip: You can upload a URL (web link) to a case using the following steps:

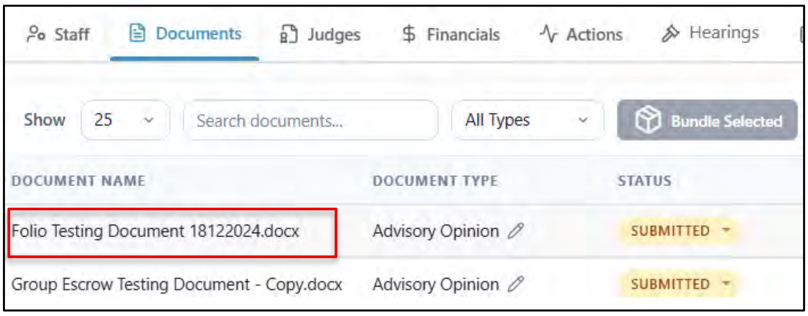


5. From the Upload Document Screen, select the **URL** source option, enter the URL in the search bar and click **+Add**.

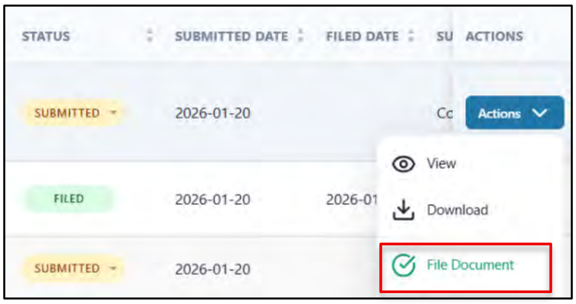


6. Select the respective **Document Type** and enter the URL once more. Then click **Add URL**.

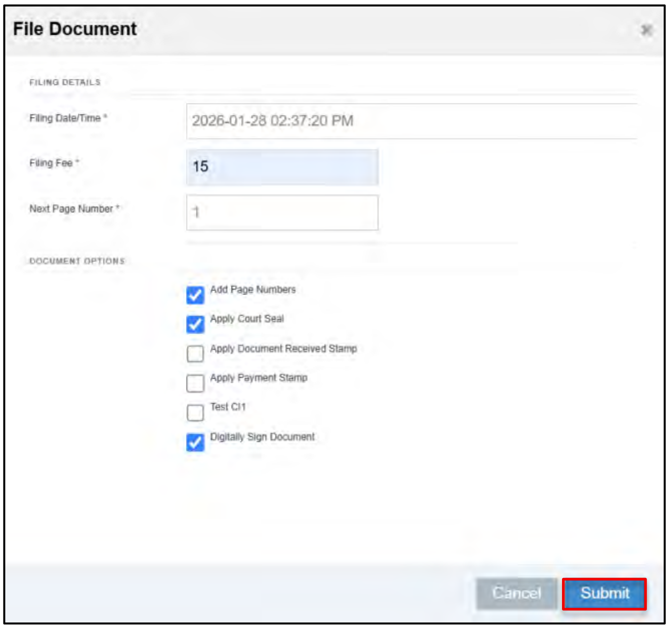
7. Within the **Documents** tab locate the document you wish to file.



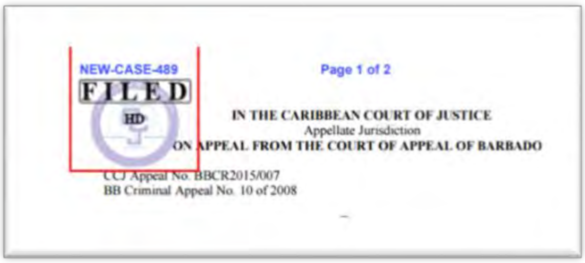
8. To e-file the uploaded documents - Select the **Actions** drop down menu and select **File Document.**



9. Fill in the additional required information and click **Submit**.



Note:
When a document is Accepted & Certified, it is converted into a PDF file and a watermark is placed on the document as shown in the image below.

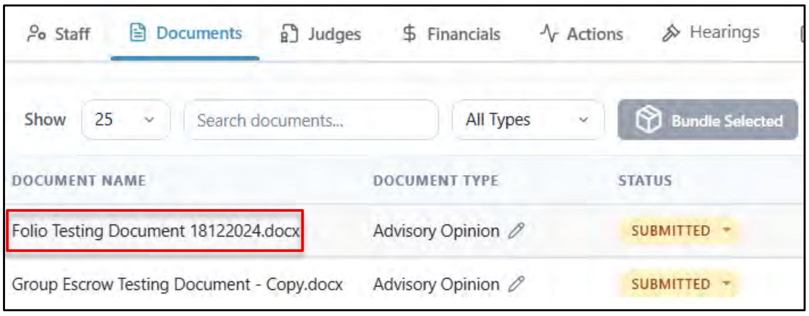


3.7 How do I Not-Accept a Document?

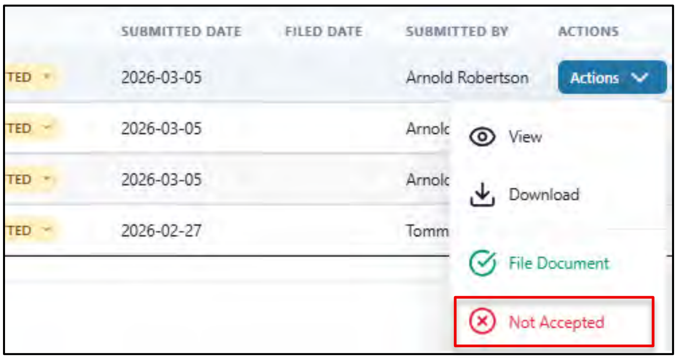
Purpose: Use these steps when a uploaded document is not accepted.

Steps	Screenshot Examples

1. From the **Documents tab**, locate the document and click the **Actions** Dropdown.



2. Select the **Actions** drop down menu and select **Not Accepted.**



3. Select Reason for Non-Acceptance from the dropdown menu and select **Not Accepted**.

Section 4. Case Parties

4.1 Understanding Case Parties

Purpose: To understand how to add parties to a case.

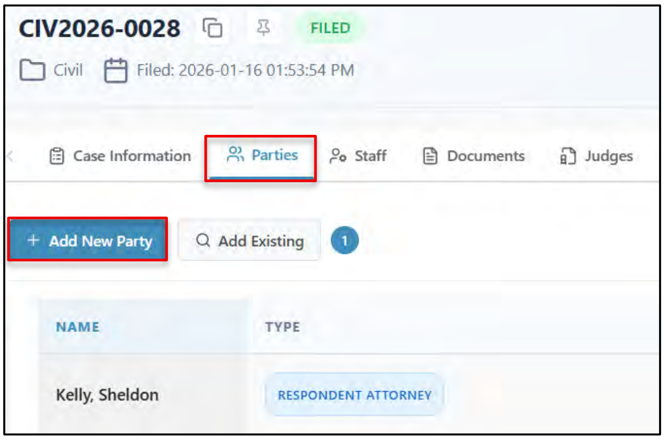
New Party	***Existing Party***
A person or Institution **not registered** in Curia.	A person or Institution **already registered** in Curia.
Use this option when the party **does not already exist in the system**.	Use this option to **search for and add a registered party** to the case.
Party information must be **entered manually**.	Party information is **retrieved from the existing record**.

4.2 Adding a New Party

Purpose: Use these steps to add a *New Party* to a case.

Steps | **Screenshot Examples**

1. From the **Parties** tab, select **Add New Party**



2. Fill in the required party information, then click **Save**.

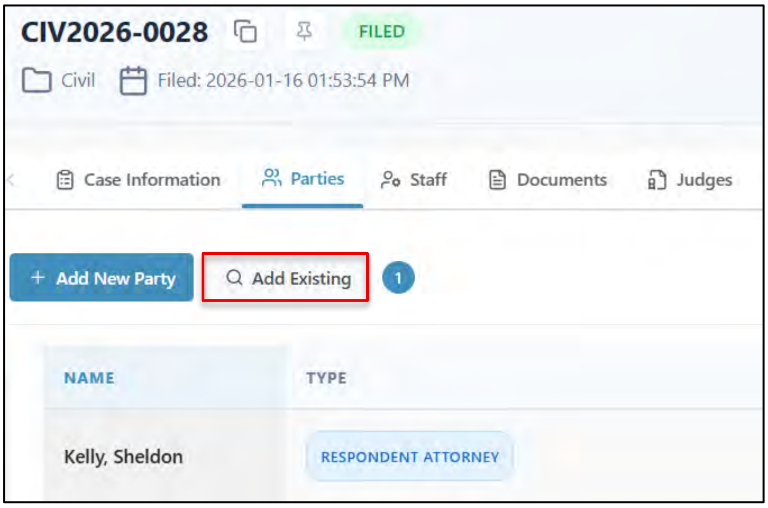
Required fields are marked with a red asterisk (*).

4.3 Adding an Existing Party

Purpose: Use these steps to add an *Existing Party* to a case.

Steps	Screenshot Examples

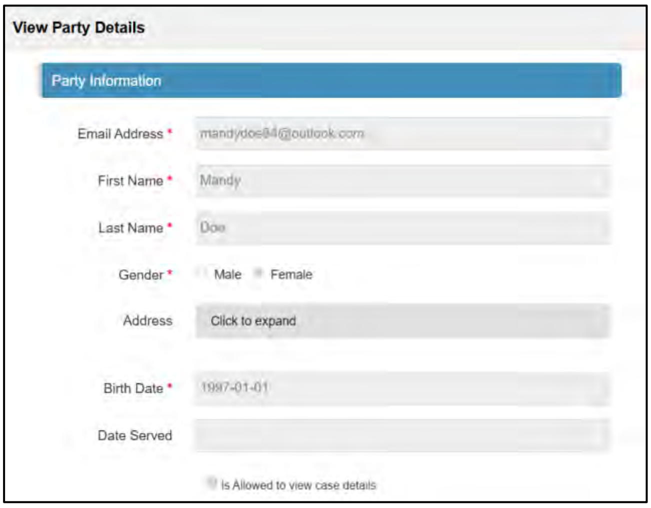
1. From the Parties tab, select **Add Existing Party** to add a party/user that is already registered in Curia.



2. To find an existing party, scroll through the list that appears, or use the search bar to enter the **first or last name.** Once found, select **Add**.

3. To view additional details about the Party, select **View**.

4. See View Party details:



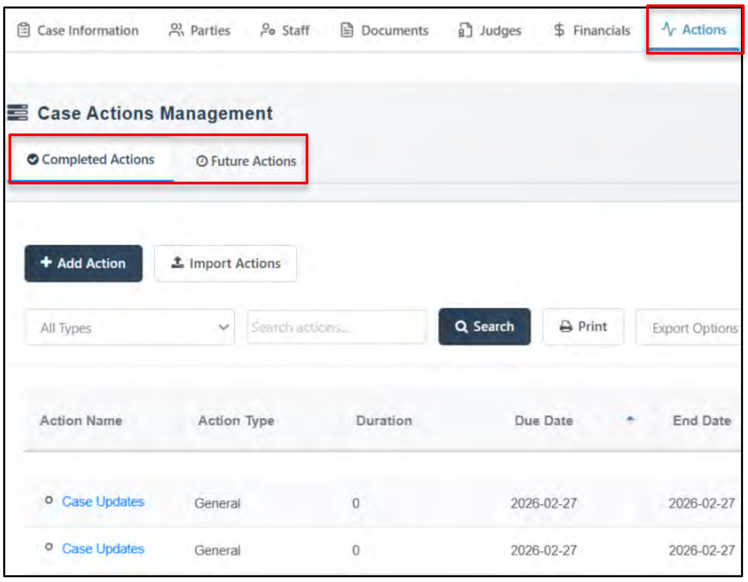
Section 5. Actions and Sub-Actions

5.1 Viewing Case Actions

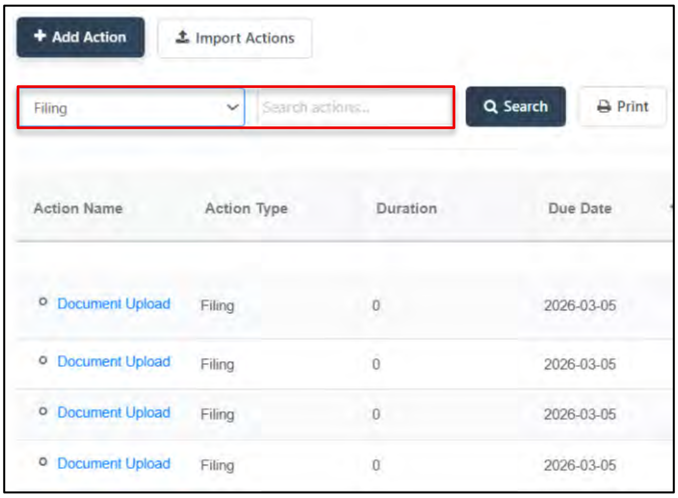
Purpose: Use these steps to view actions added to a case.

Steps | **Screenshot Examples**

1. Once within your case, navigate to the **Actions** tab. Here you can view actions. You can **see Completed Actions or Future** actions under the respective submenus.



2. Use the **Action Type** dropdown to **filter** the list and **search bar** to narrow your search for the action you wish to view.

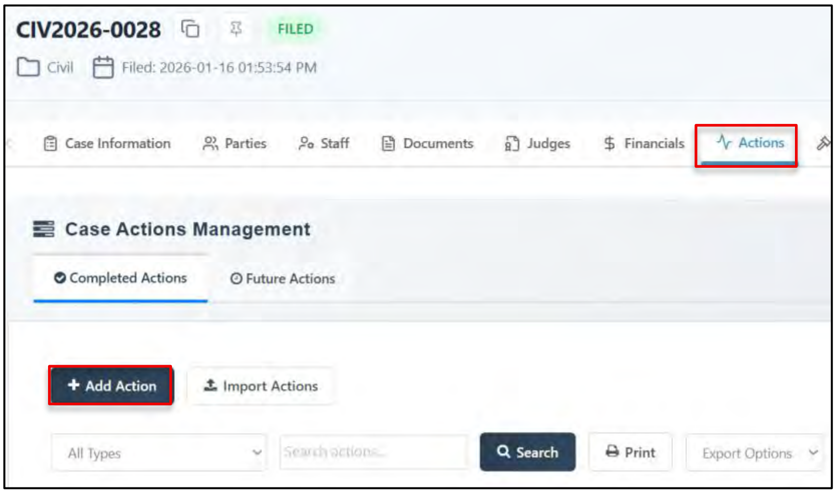


5.2 Adding an Action

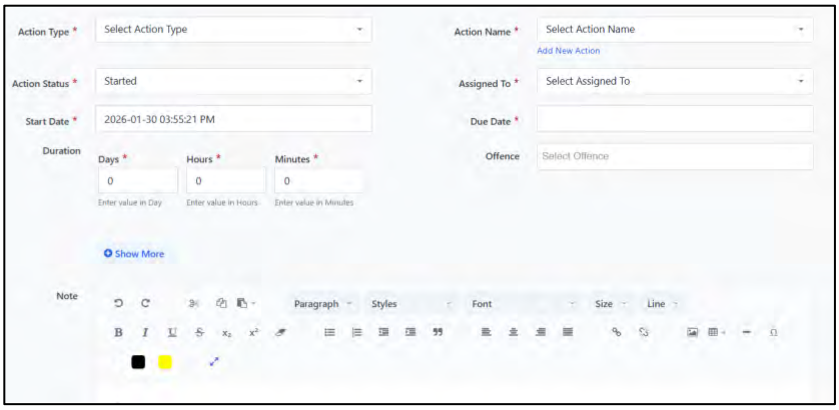
Purpose: Use these steps to add a new action to a case.

Steps | **Screenshot Examples**

1. Within your case, navigate to the **Actions** tab and select **Add Action**.



2. Fill in all required fields, then select **Save**.

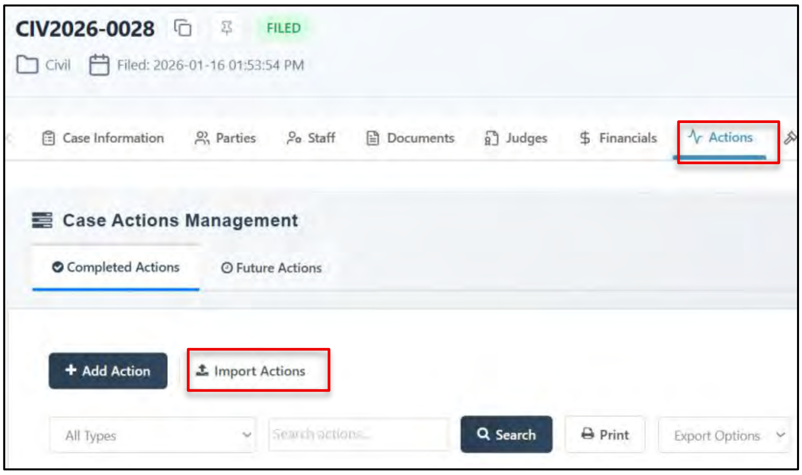


5.3 Importing Actions from an Action Template

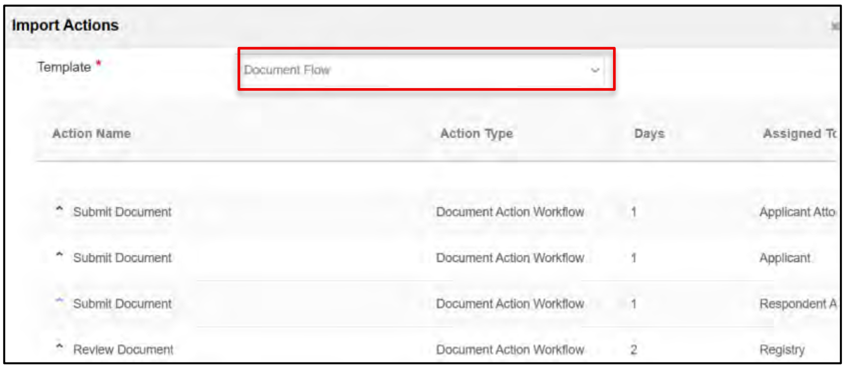
Purpose: Use these steps to import actions from an Action Template.

Steps | **Screenshot Examples**

1. Within the **Actions** tab, select **Import Actions** to add from an Action Template.



2. Select the Template from the **dropdown menu** and select **Submit**.

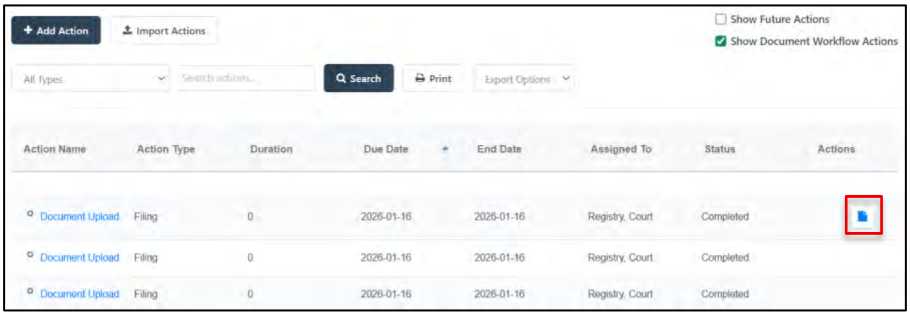


5.4 Viewing Action Details

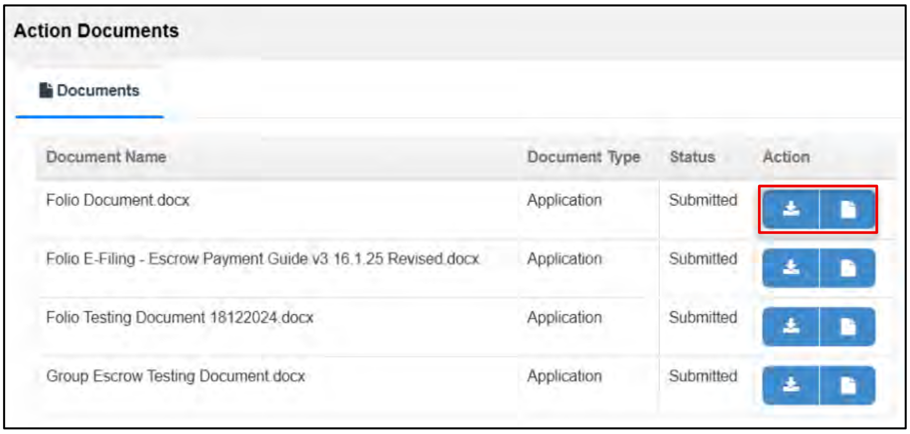
Purpose: Use these steps to view the details of a specific action within a case.

Steps | **Screenshot Examples**

1. Within the Actions tab, locate the action you wish to view. Then select the **Document details** icon.

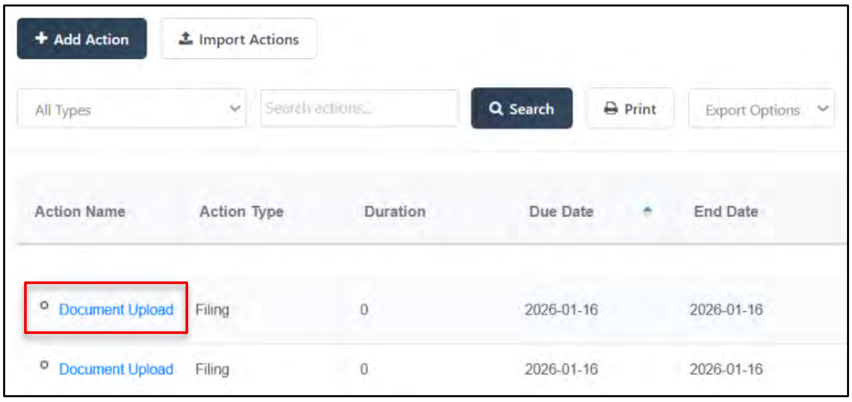


2. Here, you can **download or view** the uploaded document.



5.5 Viewing and Managing Sub-Actions

Purpose: Use these steps to view the various available sub-actions within an action.

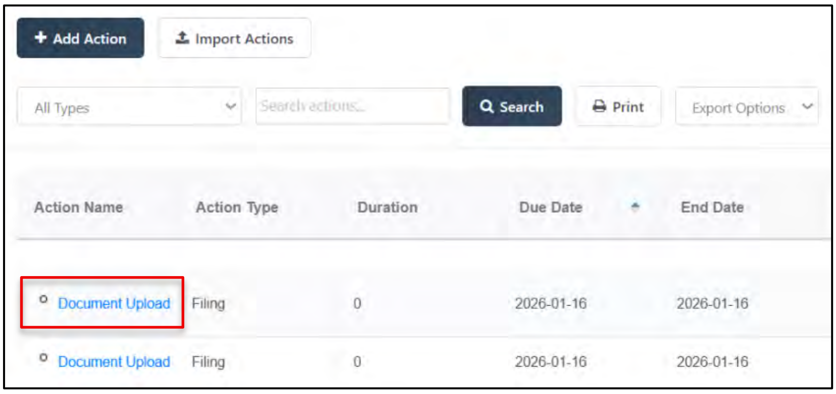
Steps	Screenshot Examples
1. Within the **Actions** tab, locate the action you wish to view. Then select the **Action Name** to see action details.	
2. Under the **Sub-Actions** menu, you can view all sub-actions.	

5.6 Uploading documents for an Action

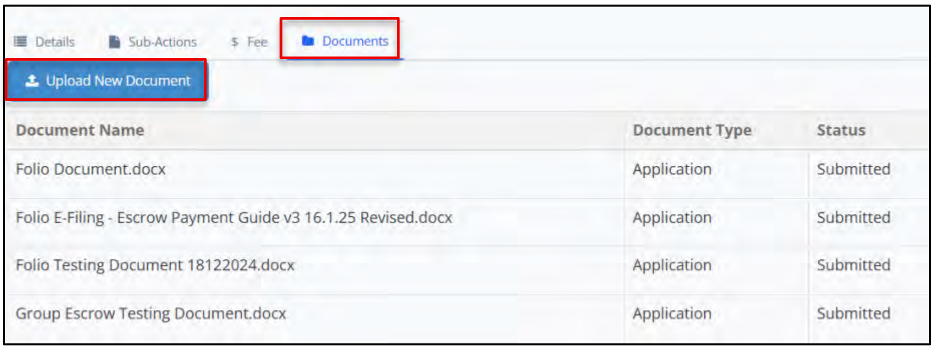
Purpose: Use these steps to upload documents for a specific action.

Steps | **Screenshot Examples**

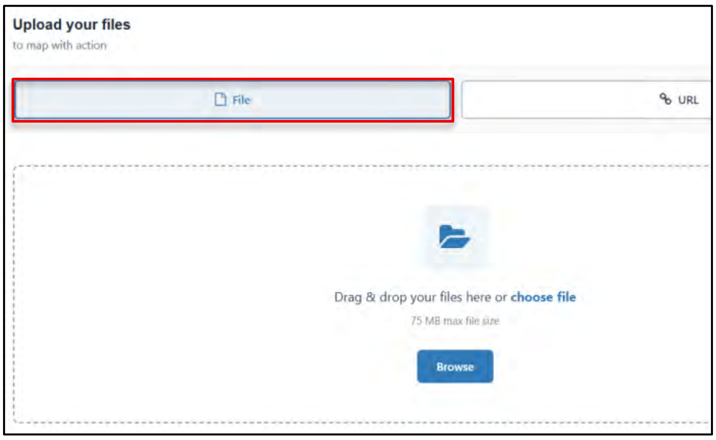
1. Within the **Actions** tab, locate the action you wish to view. Then select the **Action Name** to see action details.



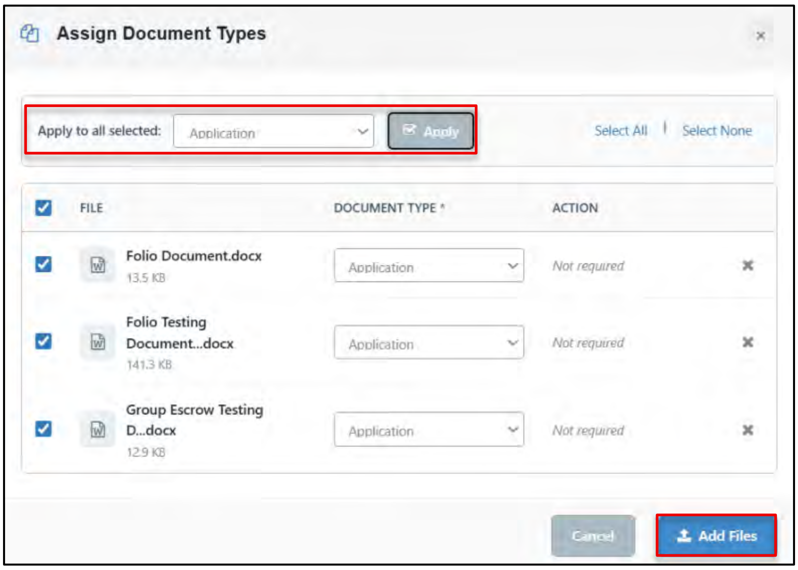
2. Within the action, select the **Documents sub-menu** and select **Upload New Document.**



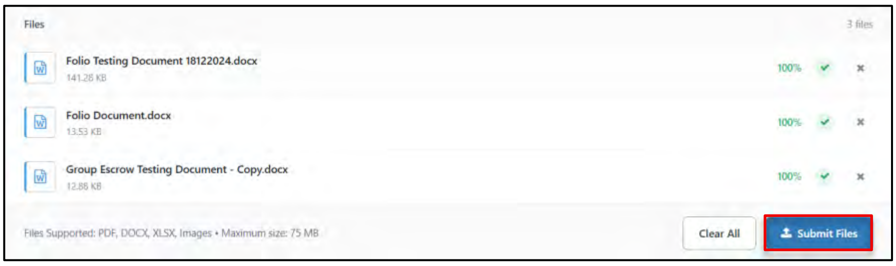
3. To upload files stored on your device, select the **File** source option and click Browse:



4. Select the respective document type to the selected documents. If several documents have the same document type, you may use the **Apply to all selected** dropdown and select **Apply**. Then select **Add Files**.

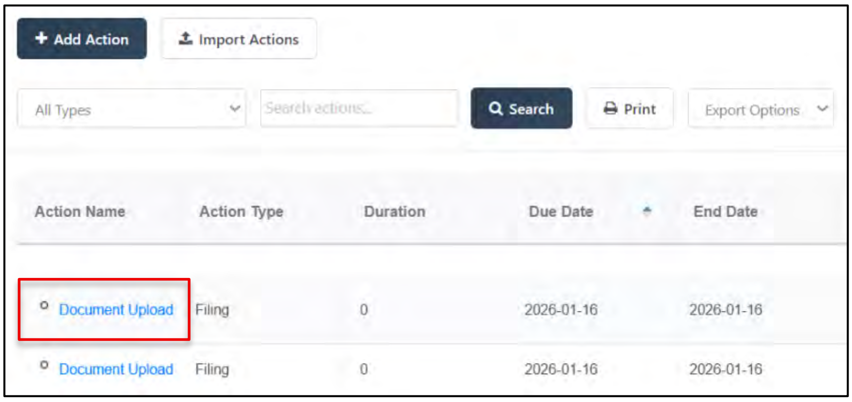
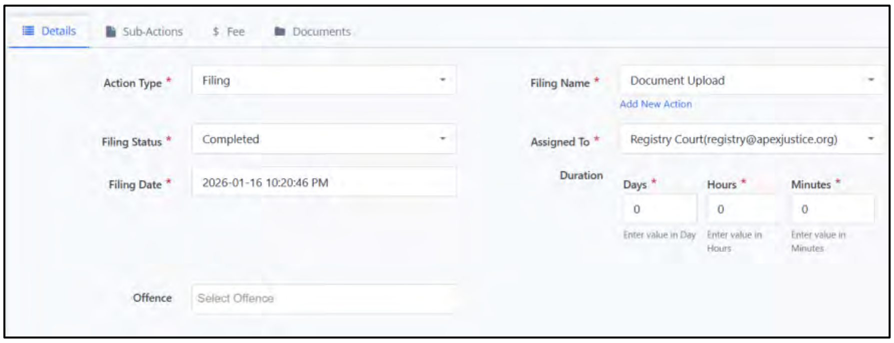


5. Once your files have been added, select **Submit Files**.



5.7 Editing Action Details

Purpose: Use these steps to edit the specific details of an action within a case.

Steps	Screenshot Examples
1. Within the **Actions** tab, locate the action you wish to view. Then select the **Action Name** to see action details.	
2. Under the **Details** sub-menu, you can view and edit Action Details. Once done, click **Save**.	

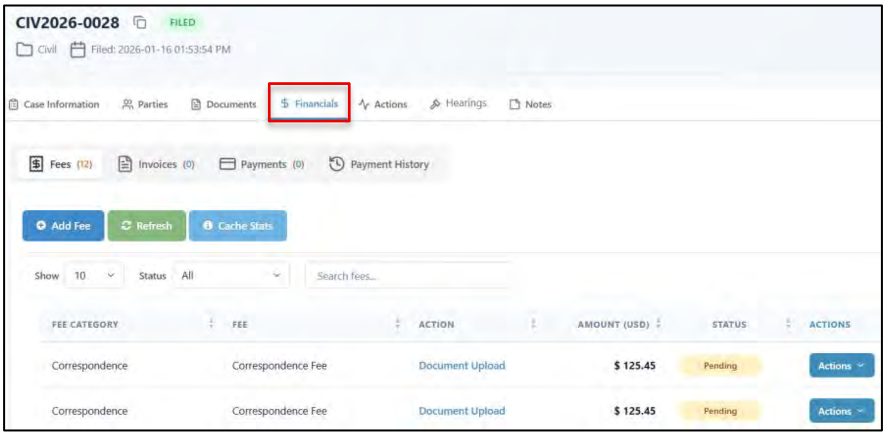
Section 6. Financials

6.1 Viewing Case Fees

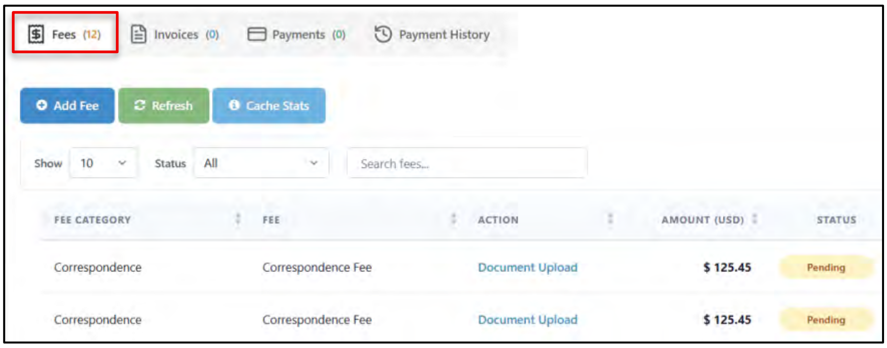
Purpose: Use these steps to view fees within a case.

Steps | **Screenshot Examples**

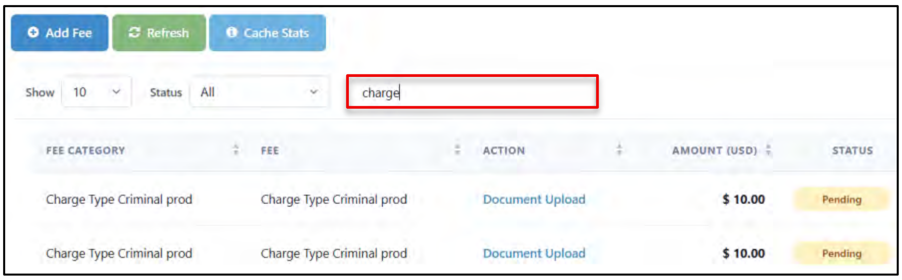
1. Within your case, navigate to the **Financials** tab.



2. Within the **Fees** submenu, you will see fees associated with document filing, charges and other items within the case.



3. You can also type a **keyword** in the search bar to narrow your search for a specific fee.



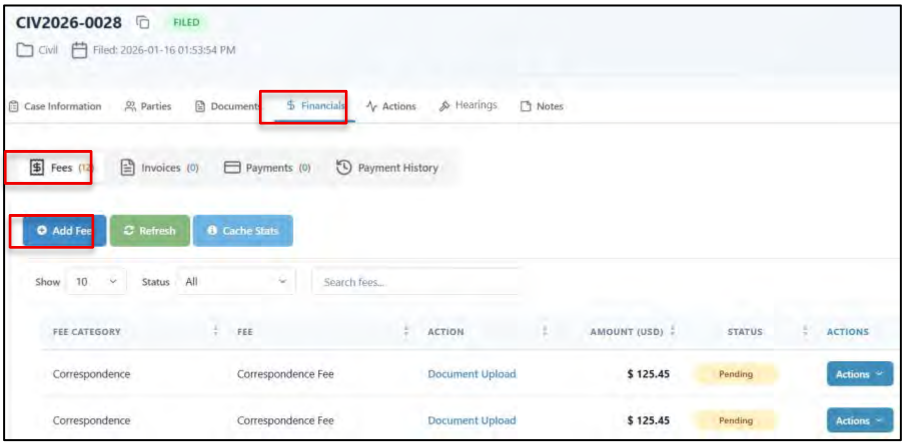
Note:
There are Fees linked with the Actions. In such cases, when an Action is added to a case, all linked Fees are also added to the case automatically and can be found at the list of fees under the Fee tab.

6.2 Adding or Editing Case Fees

Purpose: Use these steps to add a new fee or edit existing fees within a case.

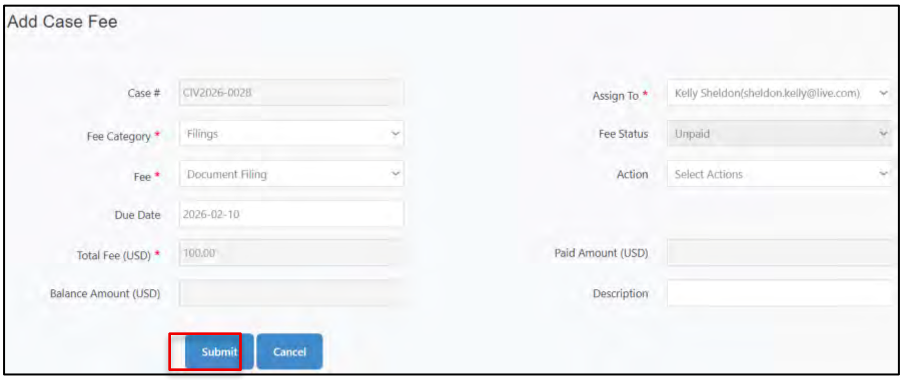
Steps | **Screenshot Examples**

1. Once within the **Financials** tab of your case, select the **Fee** sub-menu. Then select **Add Fee** to add a new fee.

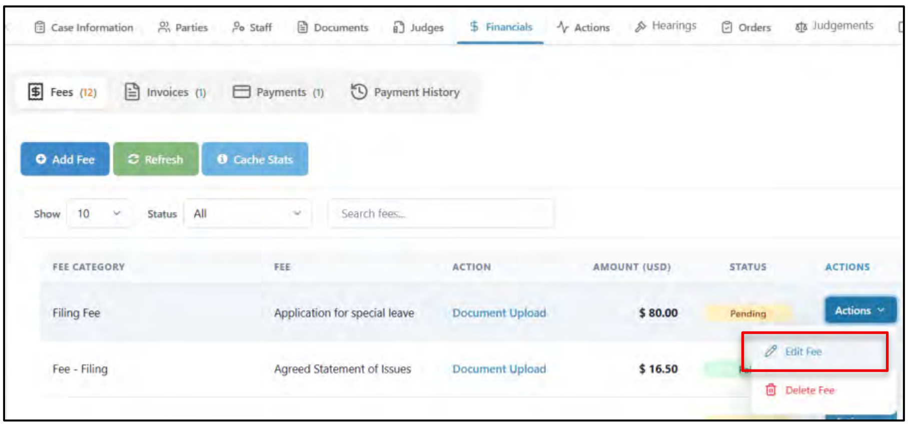


2. Fill in all the required information then click Submit.

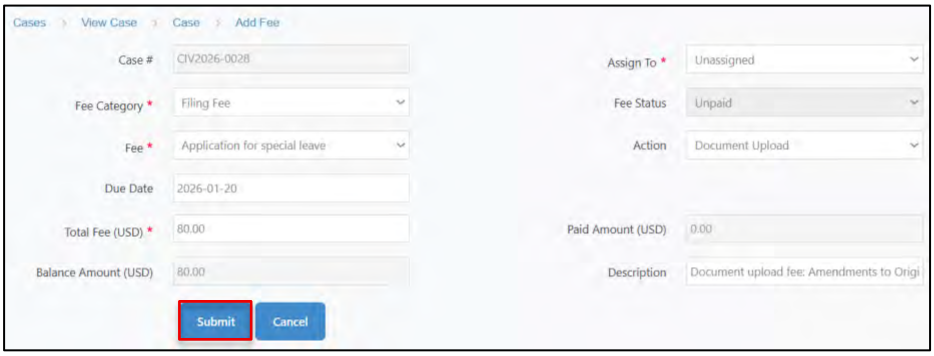
Required fields are marked with a red asterisk (*).



3. To edit a case fees, select **Edit** from the Actions dropdown.



4. Edit the respective fields and click **Submit**.

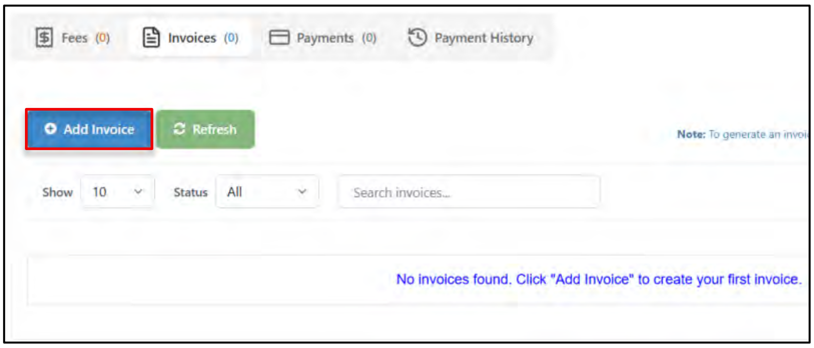


6.3 Adding an Invoice

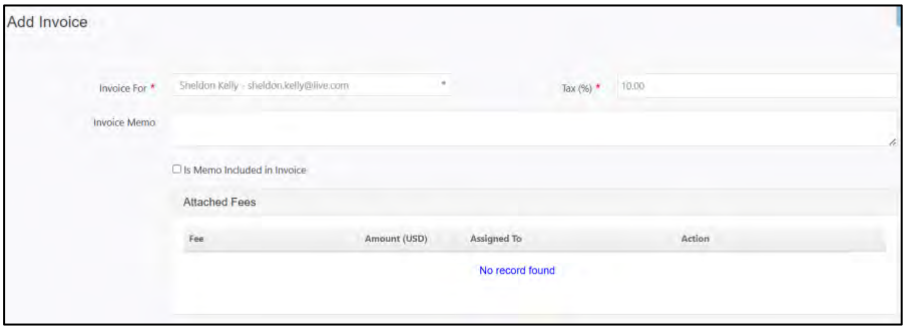
Purpose: Use these steps to add a new invoice to a case.

Steps | **Screenshot Examples**

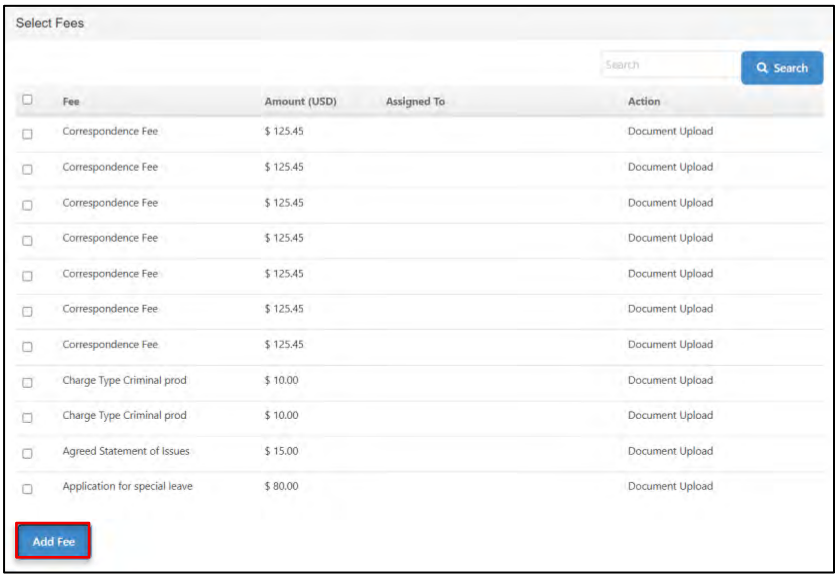
1. Once within the **Financials** tab of your case, select the **Invoice** sub-menu. Then select **Add Invoice**.



2. Fill in all the required information. ***Required fields are marked with a red asterisk (*).***

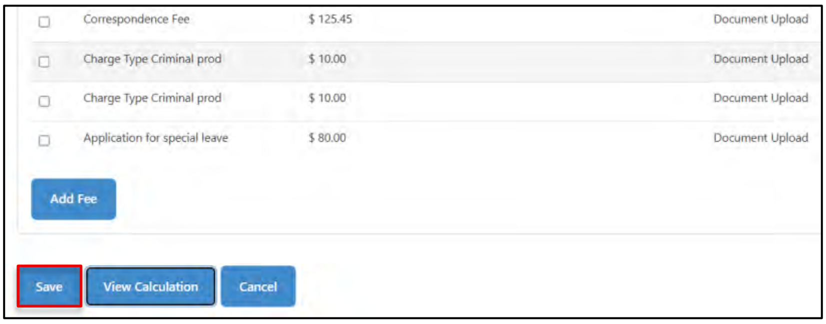


3. Check the **boxes** next to the desired fees from the fee list to select them. Then click **Add Fee.**

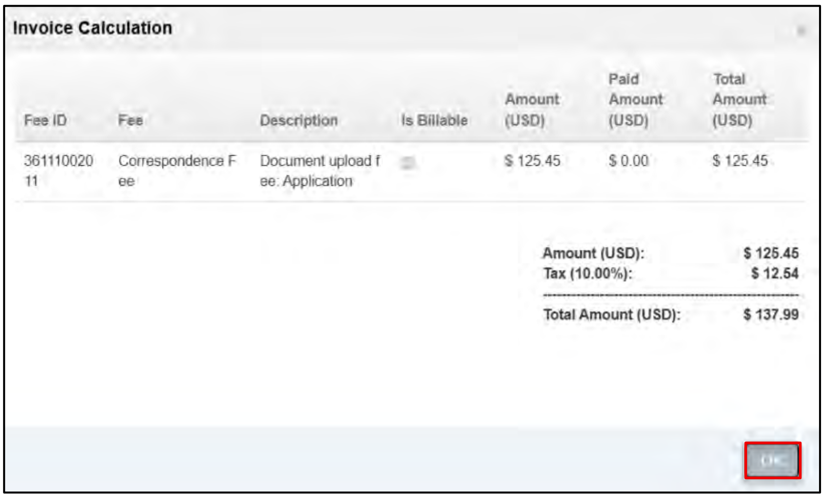


4. You can also type a **keyword** to narrow your search and locate a specific fee. Then check the **box** to select the fee and click **Add Fee**.

5. Once the appropriate fees have been added, click **Save**.



6. Once verified, select OK and then click **Save.**



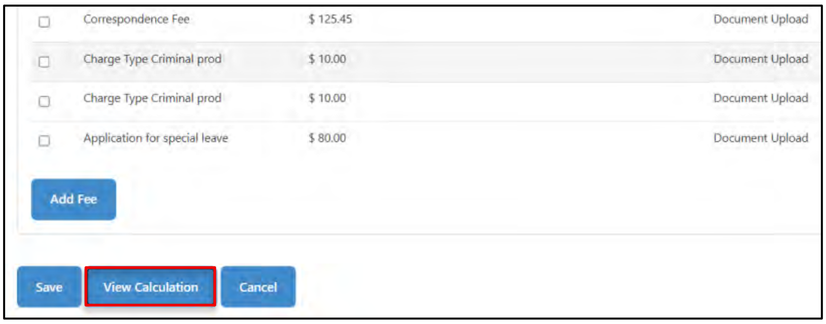
6.4 Viewing Invoice Calculations

Purpose: Use these steps to view the calculations for fees added to an invoice.

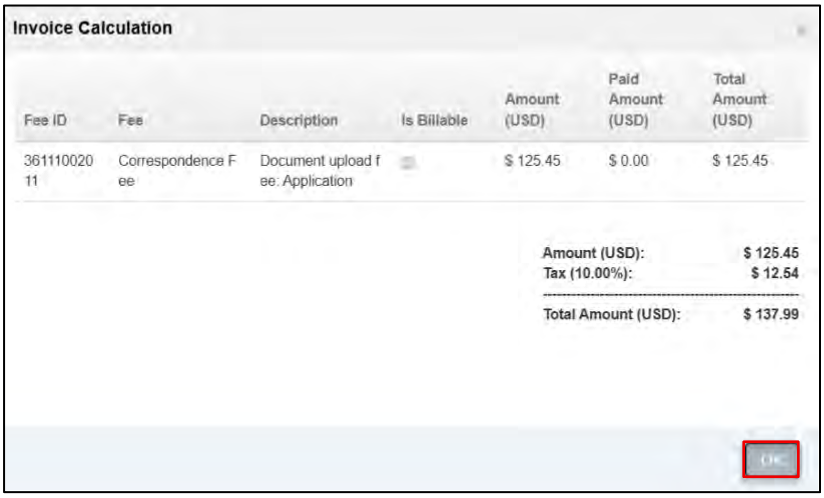
Steps | **Screenshot Examples**

1. Complete steps 1-4 as shown in the section above - "**6.3. Adding an Invoice"**

2. To view the invoice calculation, select **View Calculation** as shown below:

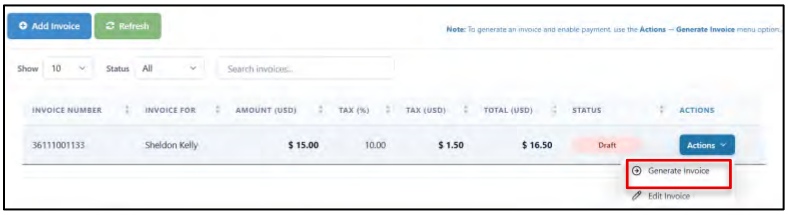


3. Once verified, select **OK** and then click **Save.**



6.5 Generating an Invoice

Purpose: Use these steps to generate an invoice.

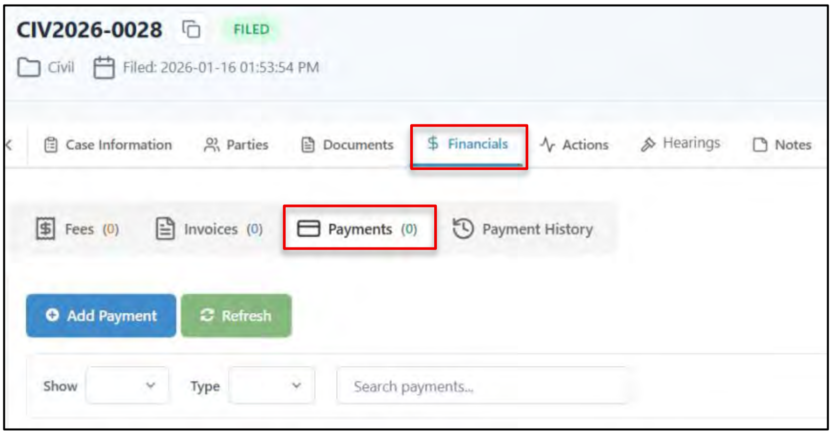
Steps	Screenshot Examples
1. Complete steps 1-6 as shown in the section above - "**6.3. Adding an Invoice".**	
2. When an Invoice is added, it is assigned the **Draft** status. To generate the invoice, select the **Actions** dropdown and select **Generate Invoice.**	

Note:
Invoice details cannot be edited after an Invoice is generated

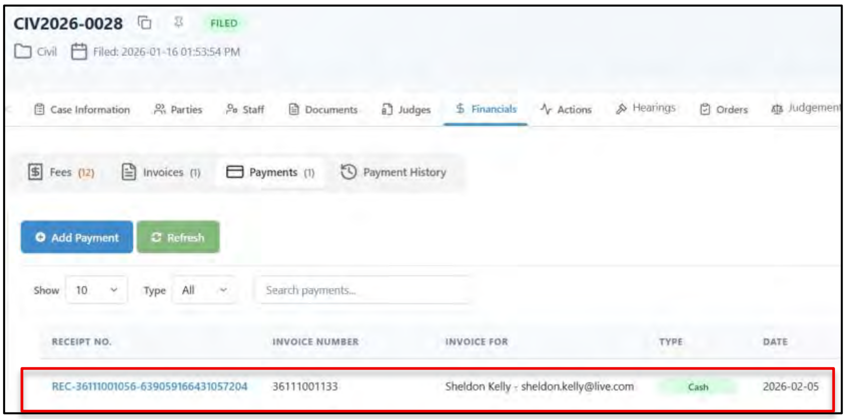
6.6 Viewing Payments

Purpose: Use these steps to view all payments made within a case.

1. Once within your case, navigate to the **Financials** tab, select the **Payments** sub-menu.



2. Here you can view all payments made within your case.

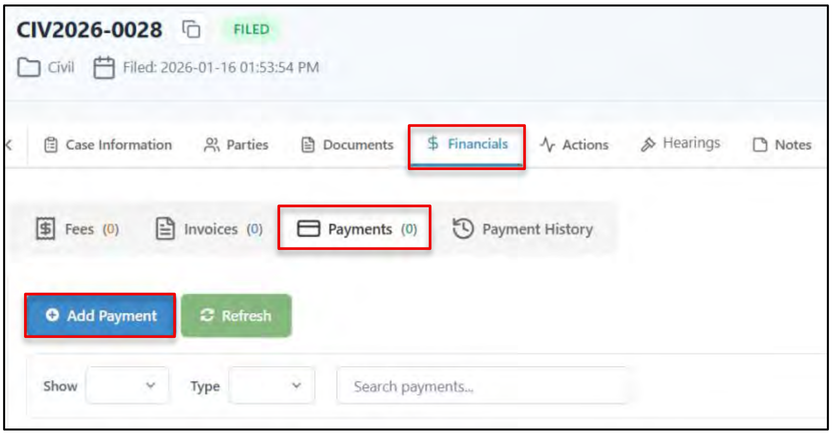


6.7 Adding Payments

Purpose: Use these steps to add a new payment to a case.

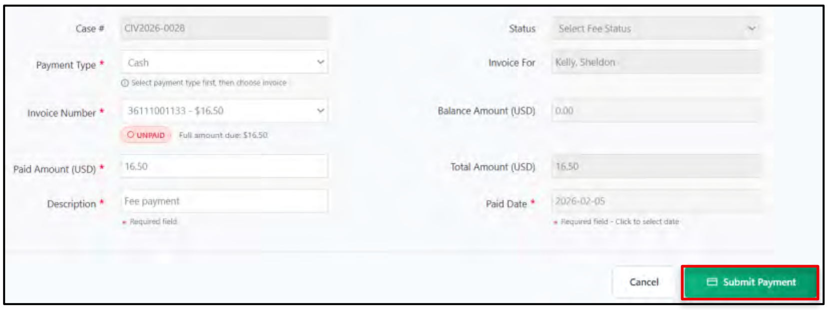
Steps | **Screenshot Examples**

1. Once within your case, navigate to the **Financials** tab, select the **Payments** sub-menu. Then select **Add Payment** to make a payment for a generated invoice.



2. Enter the required payment information and select Submit Payment.

Required fields are marked with a red asterisk (*).



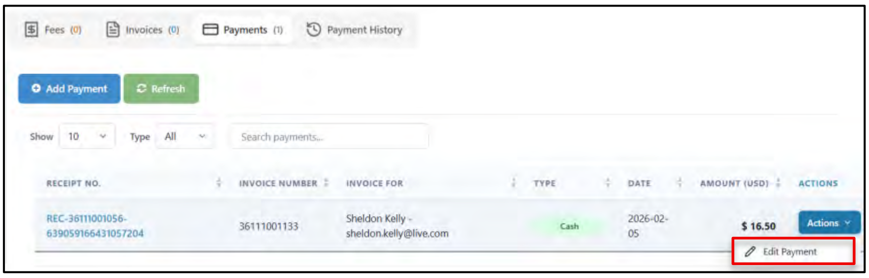
Note:
The Payment tab under Financials will list all the Payments related to Case Fees, including Payments for Fees linked to Case Actions. In addition, Payments for the Fees linked with an Action can be also viewed in the Payment tab under the Action details.

6.8 Editing Payments

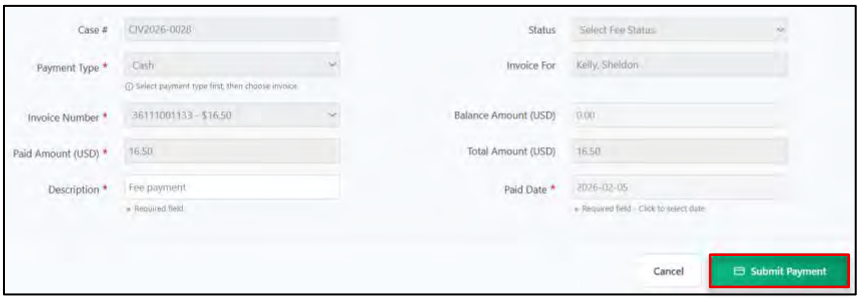
Purpose: Use these steps to edit payments within a case.

Steps | **Screenshot Examples**

1. Within the **Payments** tab, identify the Payment you wish to edit. Then click the **Actions** dropdown and select **Edit Payment**.

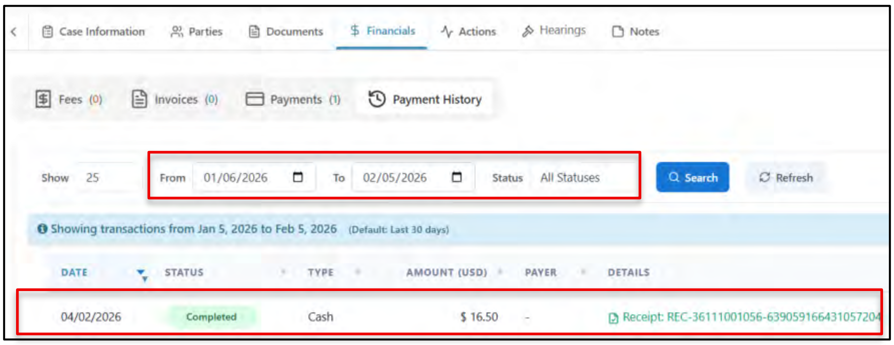


2. Edit the desired fields, then select **Submit Payment**.



6.9 Payment History

Purpose: Use these steps to view the history of payments made within a case.

Steps	Screenshot Examples
1. Within the **Financials** Tab, select the **Payment History** tab. Here you can see all payments made within the case. 2. You can also use **the Date Range, and Status Filter** to narrow your search.	

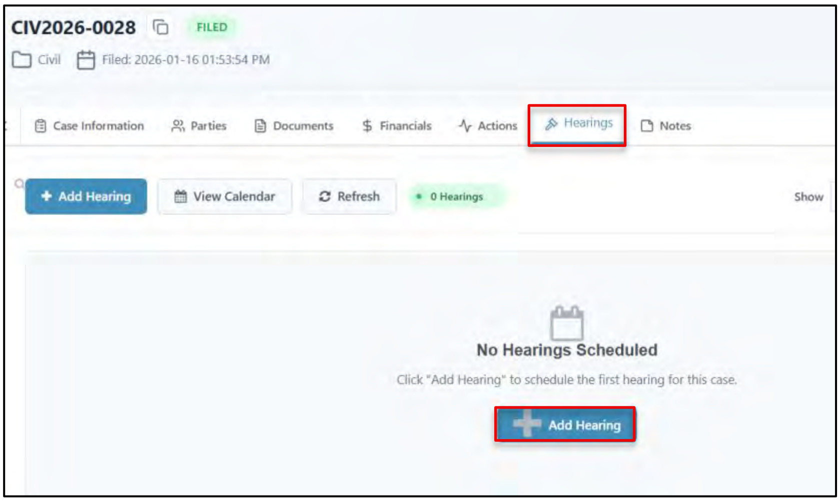
Section 7. Hearings

7.1 Scheduling a Hearing

Purpose: Use these steps to schedule a new Hearing.

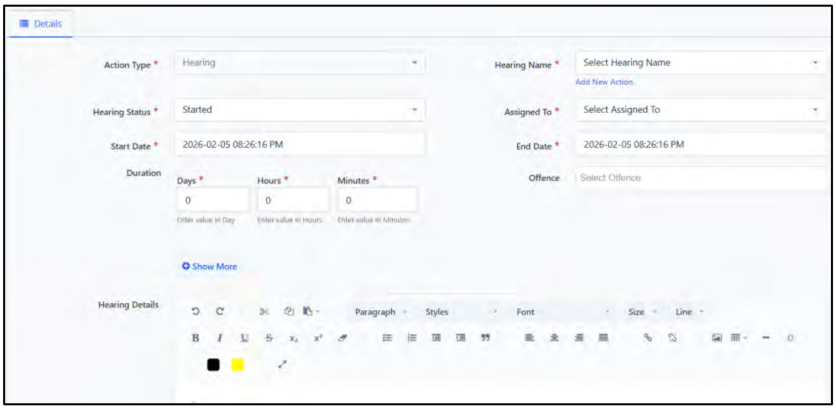
Steps | **Screenshot Examples**

1. Within the desired case, navigate to the **Hearings** tab and click **Add Hearing**.



2. Fill in the required information and select **Save**.

Required fields are marked with a red asterisk (*).

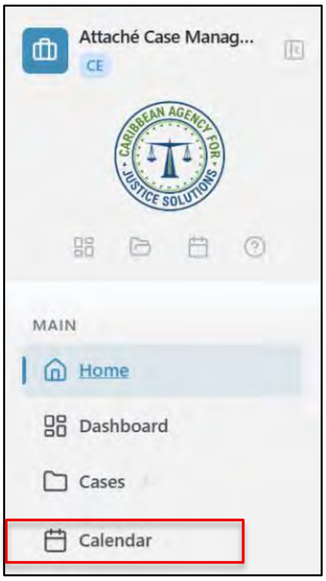


7.2 Editing a Hearing

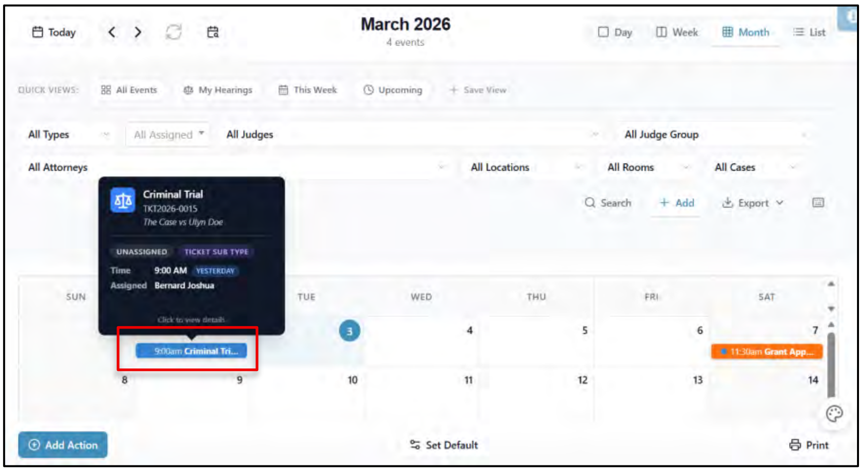
Purpose: Use these steps to edit a previously scheduled hearing.

Steps	Screenshot Examples

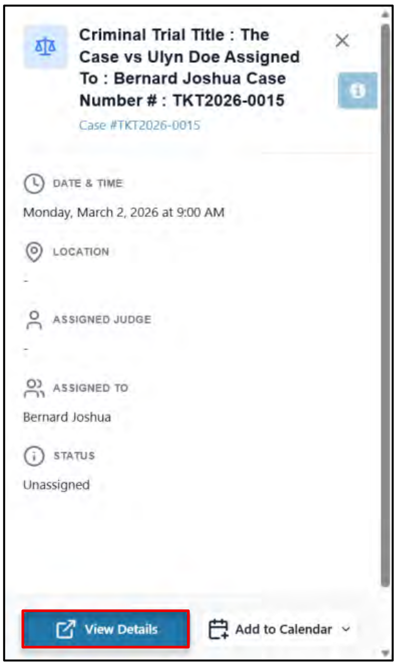
1. Select the **Calendar** Tab from the left navigation panel to open the Calendar.



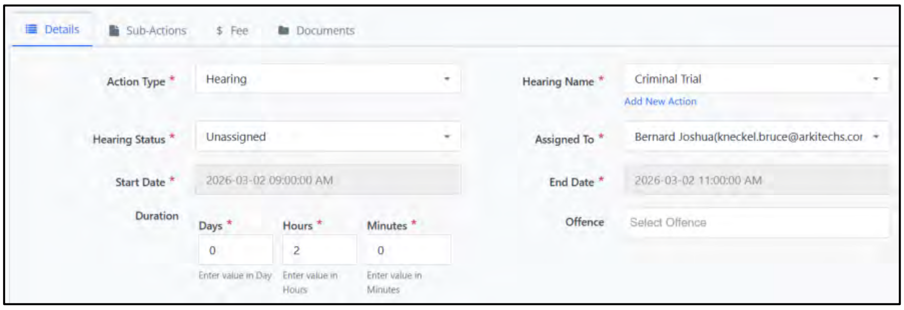
2. Once on the Calendar screen, identify the hearing you wish to edit and **select** it.



3. Then select **View Details** to edit.



4. Edit the Hearing details accordingly and select **Save**.



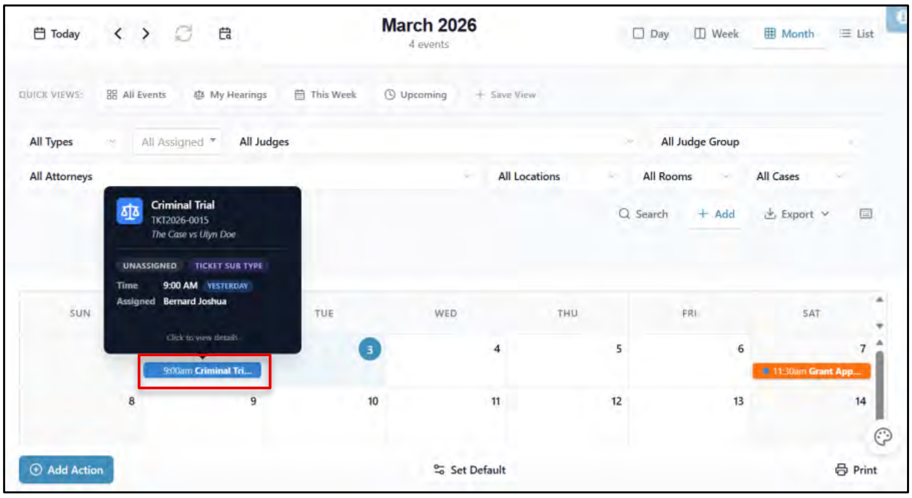
7.3 Viewing Hearings on the Calendar?

Purpose: Use these steps to view schedules hearings on the Calendar.

Steps | **Screenshot Examples**

1. Select **Calendar** from the left navigation panel.

2. The Calendar will display all hearings to which you are a party. **Hover over** or **click on the hearing** to view it.

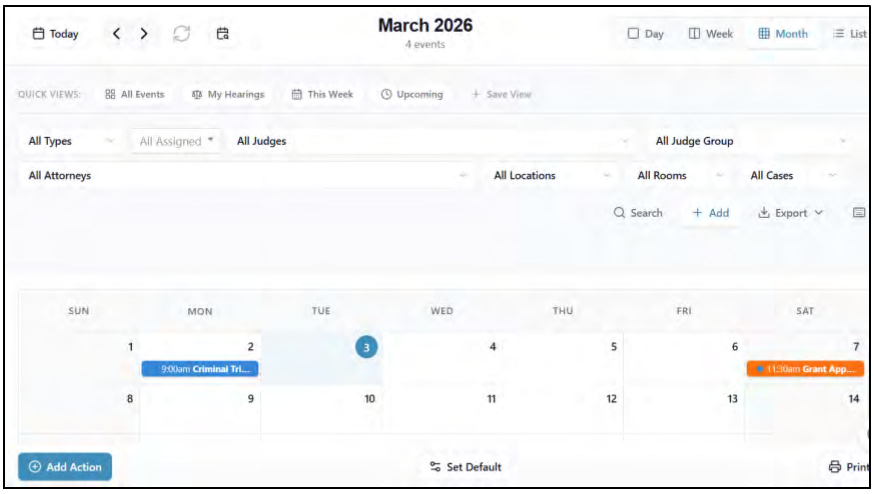


Section 8. Calendar

8.1 Navigating the Calendar

Purpose: Use these steps to learn some of the various features that can be used to navigate the Calendar.

Steps | **Screenshot Examples**



1. Select **Calendar** from the left navigation panel to view items on your calendar.

2. You can **view and add** all events such as Hearings and Judgements.

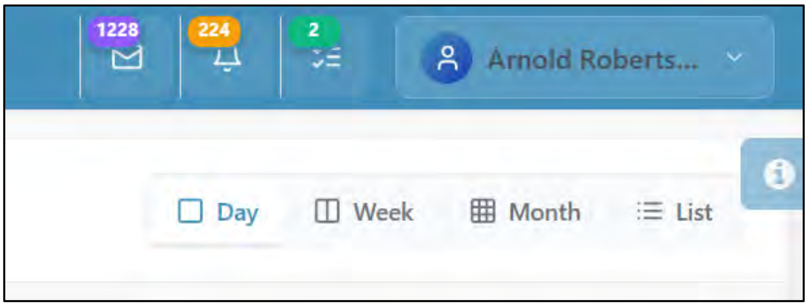
3. Additional features such as **filters, export, and search** provide key functions that can assist you in best using the Calendar.

See the sections below for an in-depth breakdown of the Calendar function.

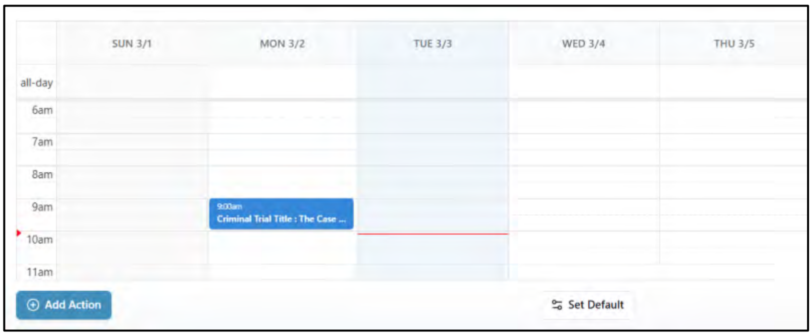
8.2 Changing Calendar Views

Purpose: Use these steps to understand and switch between the various views on the Calendar.

1. Use the **Day, Week, Month, List options** to change the view calendar view based on the **time-period** you would like to view (See Month view below)

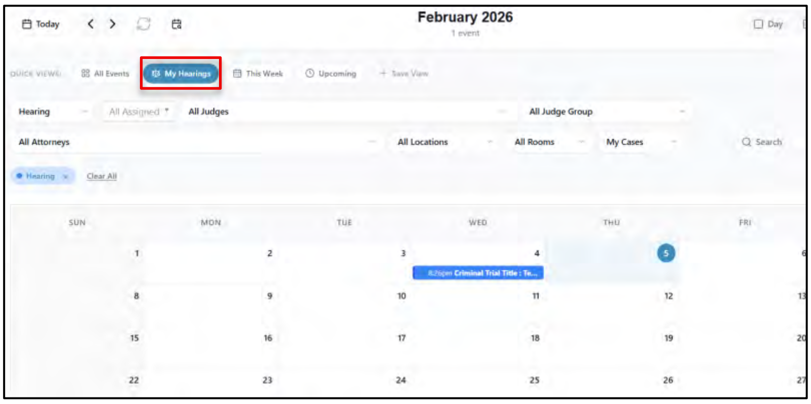
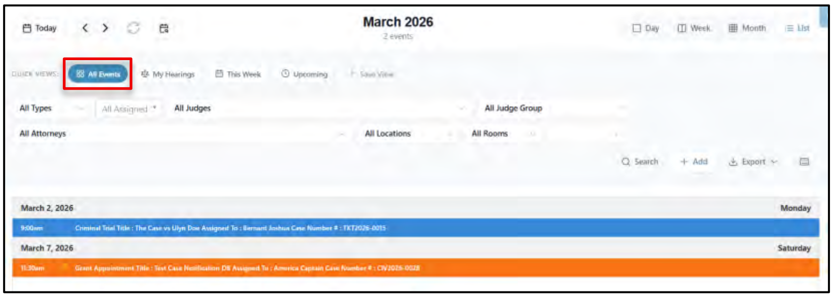


2. See **Week View** as example:



8.3 Using Quick Views

Purpose: Use these steps to learn how to use quick views – presets based on frequently used Calendar views.

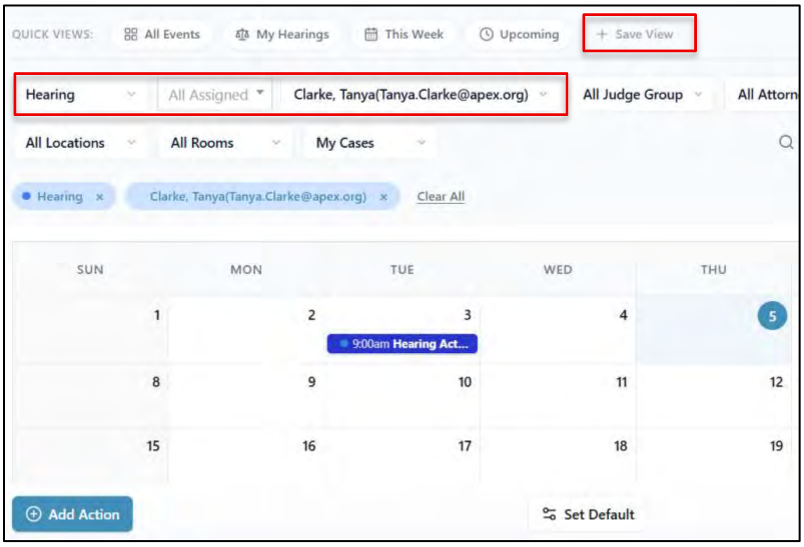
Steps	Screenshot Examples
1. Utilize **Quick Views** to see preset Calendar views. See **My Hearings** view:	
2. See **All Events** Quick View as example.	

8.4 Creating Custom Filter Presets

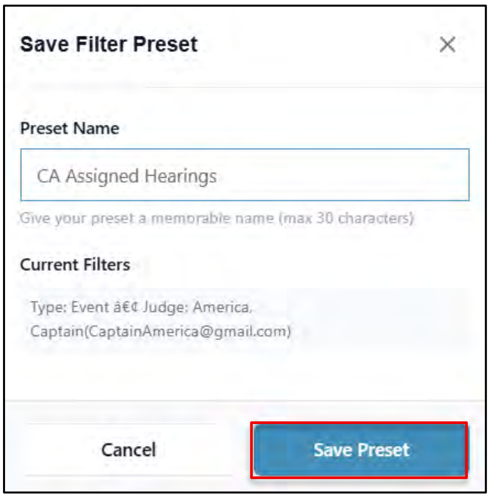
Purpose: Use these steps to create new custom views like those showed in the section above.

1. Select the **filters** that you wish to use to create your preset. (**These can be filters that you use often and want to avoid entering repeatedly**).

2. Create **custom filter presets** and add them to **Quick Views** by clicking **Save View.**

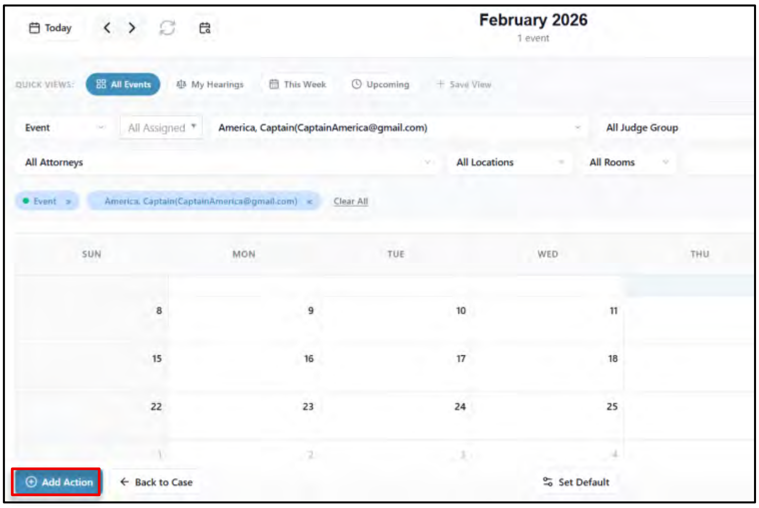
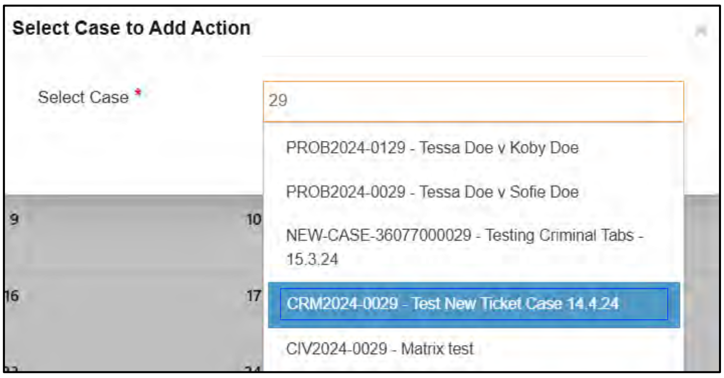


3. Assign a **preset name** and confirm the **Preset Filters**, then click **Save Preset.**



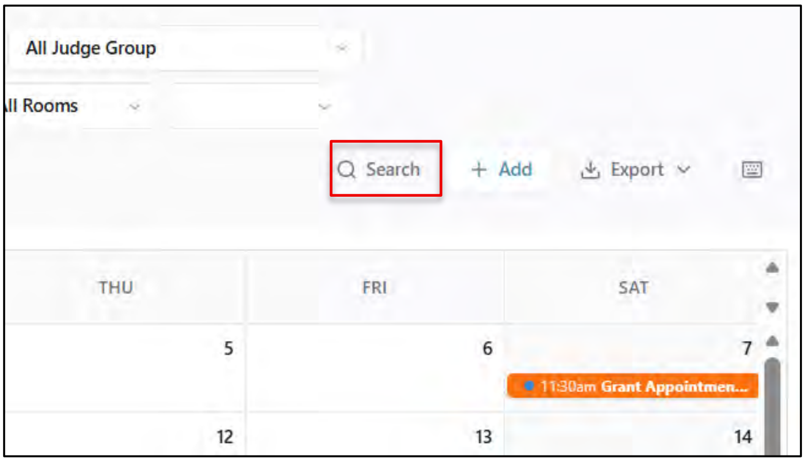
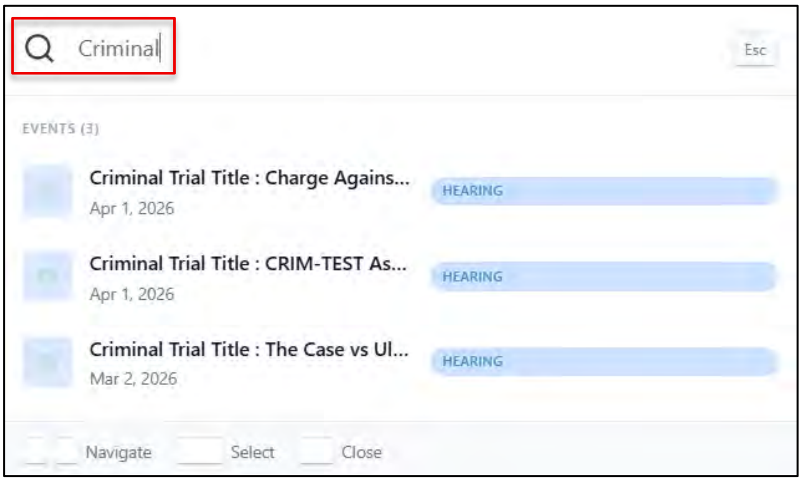
8.5 Adding a Calendar Action

Purpose: Use these steps to add a new action to the Calendar.

Steps	Screenshot Examples
1. Within the Calendar, select **Add Action or + Add** to add an Action.	
2. Enter the **case title or case number** for the respective case.	

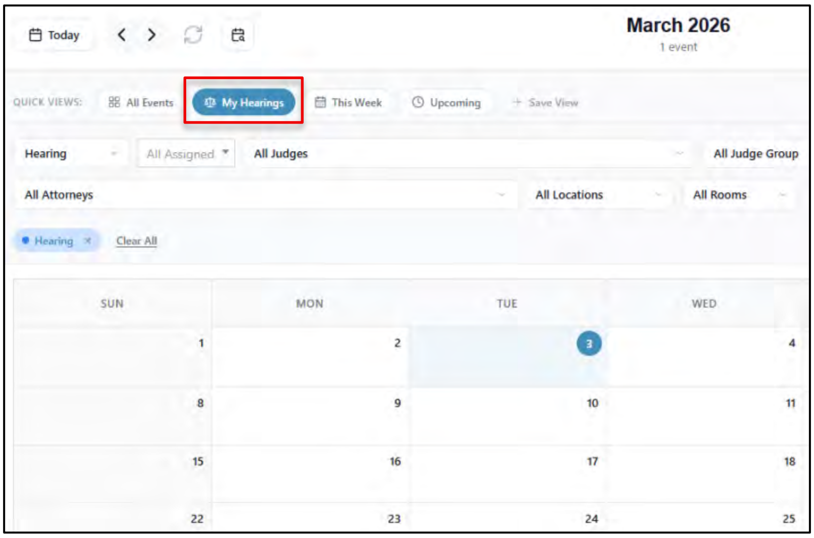
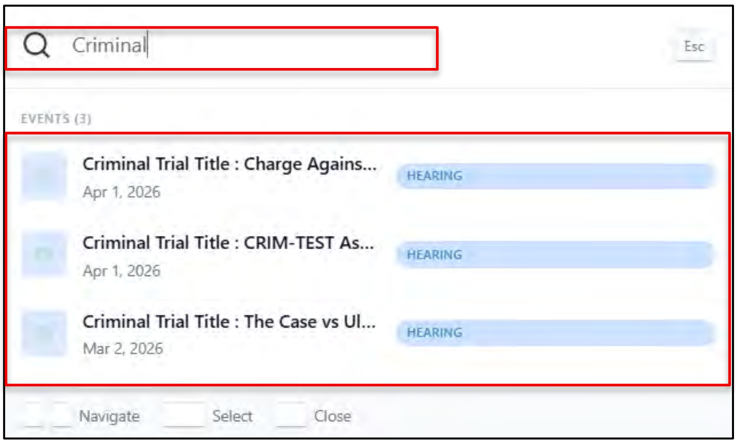
8.6 Searching the calendar

Purpose: Use these steps to learn how to search for actions on the calendar such as Hearings and Judgements.

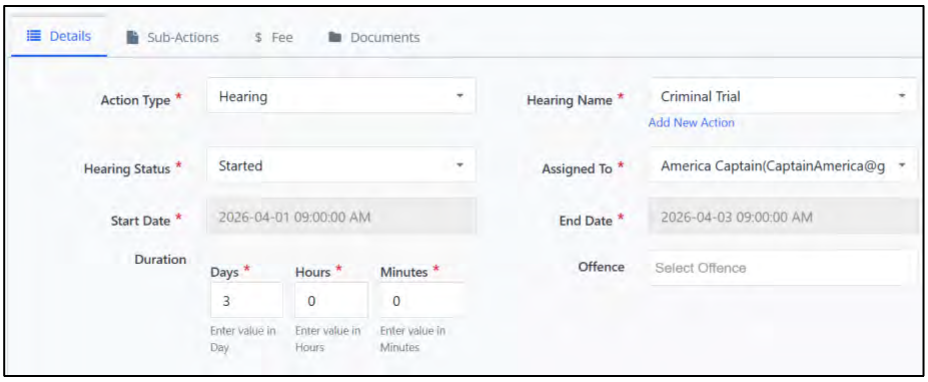
Steps	Screenshot Examples
1. Use the **Search feature** to search for hearings on your Calendar	
2. Enter the keyword associated with the event you are searching for.	

8.7 Viewing My Hearings

Purpose: Use these steps to view all Hearings assigned to you on the Calendar.

Steps	Screenshot Examples
1. Use the **My Hearings** Quick view to see all hearings assigned to you on your Calendar.	
2. Enter the **keyword** associated with the event you are searching for and select it from the list	

3. Here you can navigate through the various **sub-menus** to view more details about the hearing.



Section 9. Staff Management

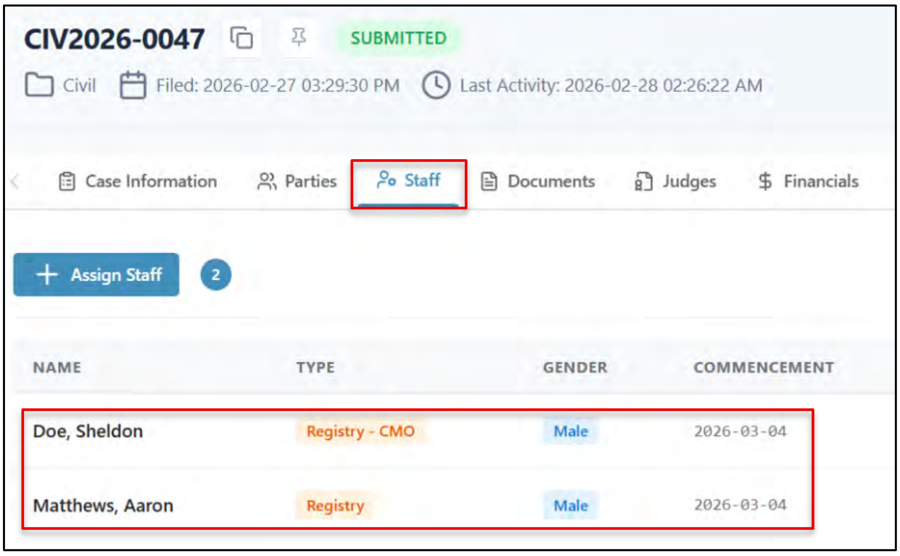
9.1 Viewing the Staff Tab

Purpose: Use these steps to view staff members assigned to a case.

Steps **Screenshot Examples**

1. Once within your case, navigate to the **Staff** tab.

2. Here you can see all staff currently assigned to the case

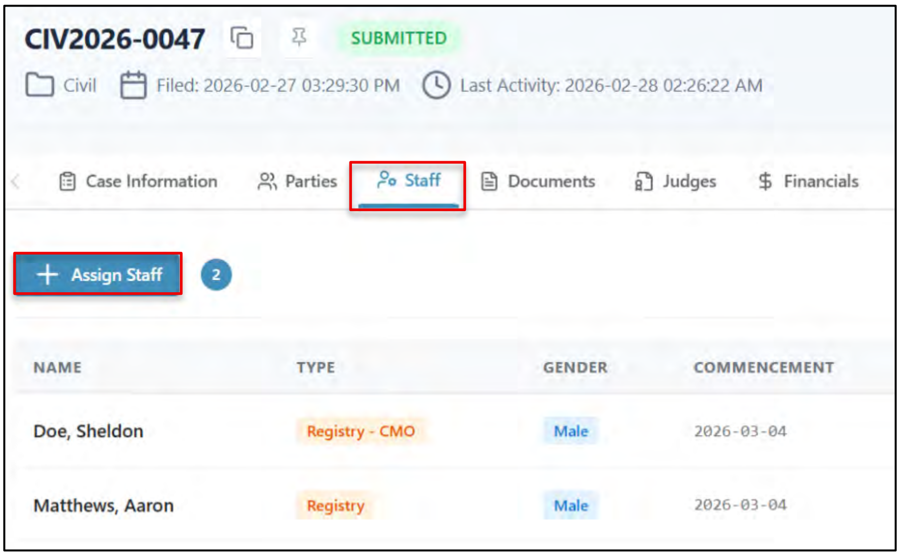


9.2 Assigning Staff to a Case

Purpose: Use these steps to assign new Staff to a case.

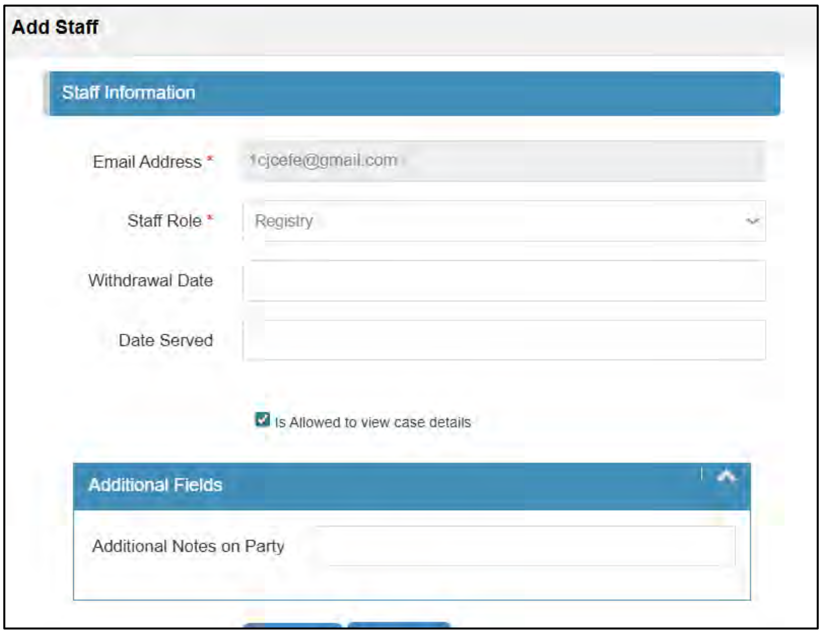
Steps	Screenshot Examples

1. Once within the **Staff** tab of your case, select **Assign Staff** to begin adding staff to the case.



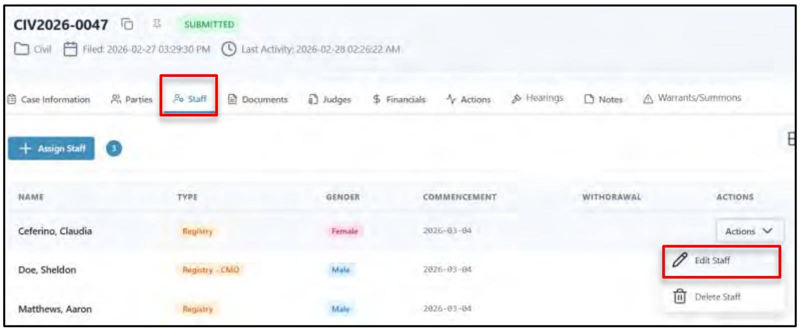
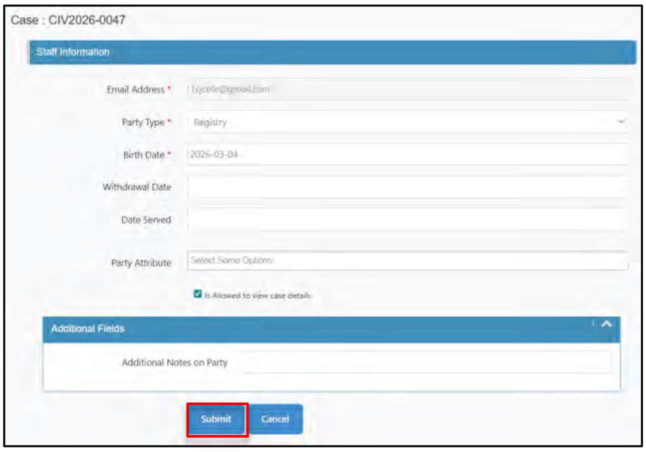
2. From the list, identify the user you wish to assign and click **Add**. You can also use the **search bar** to narrow your search.

3. Enter the additional Staff information and select **Submit**.



9.3 Editing Assigned Staff

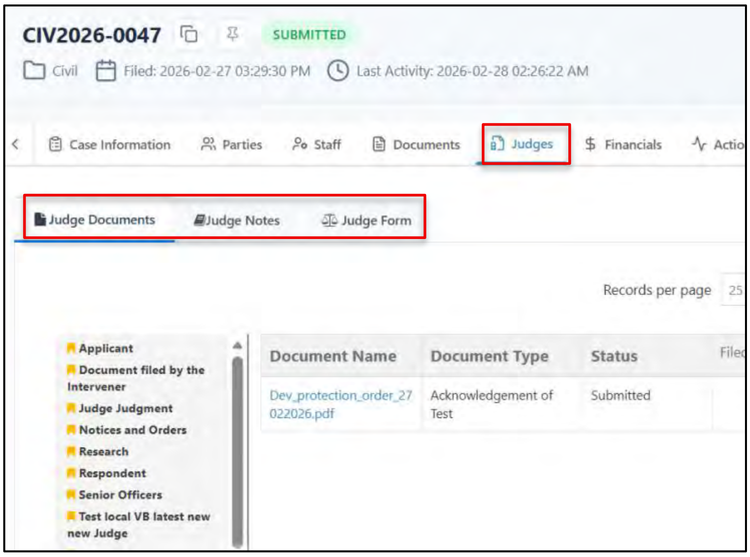
Purpose: Use these steps to edit the staff assigned to a case.

Steps	Screenshot Examples
1. Within the **Staff** tab, identify the staff you would like to edit, and select **Edit Staff** from the **Actions** dropdown menu.	
2. Edit the respective Staff information, then click **Submit.**	

Section 10. Judges' Tab

10.1 Judges' Tab Overview

Purpose: To give a general overview of the features and functions of the Judges' Tab

Steps	Screenshot Examples
1. Once within your case, navigate to **the Judges' tab.** 2. Here you can see all the information relative to the Judges assigned to your case including **Documents, Notes and Forms**. 3. You may navigate these three sub-menus to view and take action on specific items.	

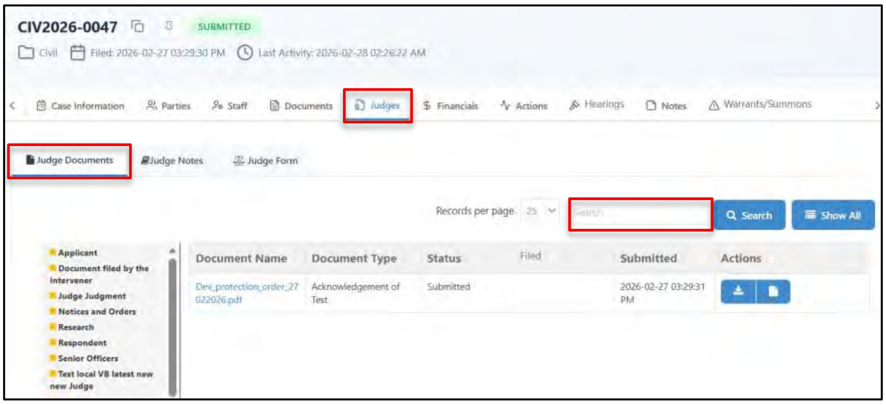
10.2 Viewing Judges’ Documents

Purpose: Use these steps view Documents in a case.

Steps	Screenshot Examples

1. Once within the **Judges’** tab, select the **Judge Documents sub-menu** to see documents.

2. You may enter a **key word** for your document in the **search bar** to identify your document.

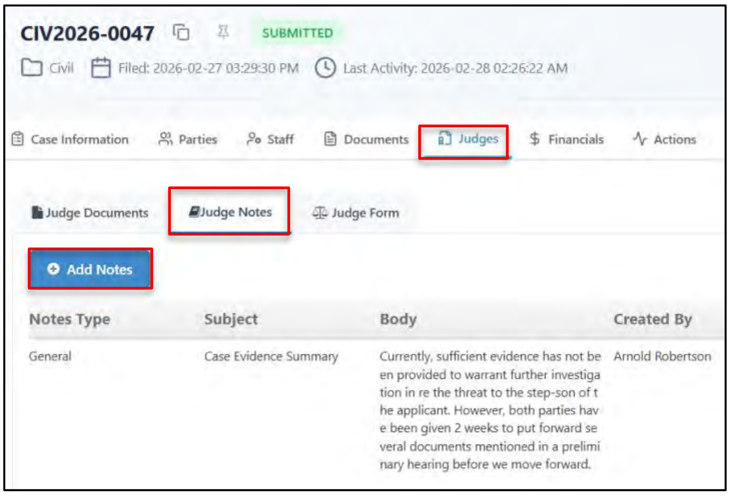


10.3 Adding Notes (Judge Notes)

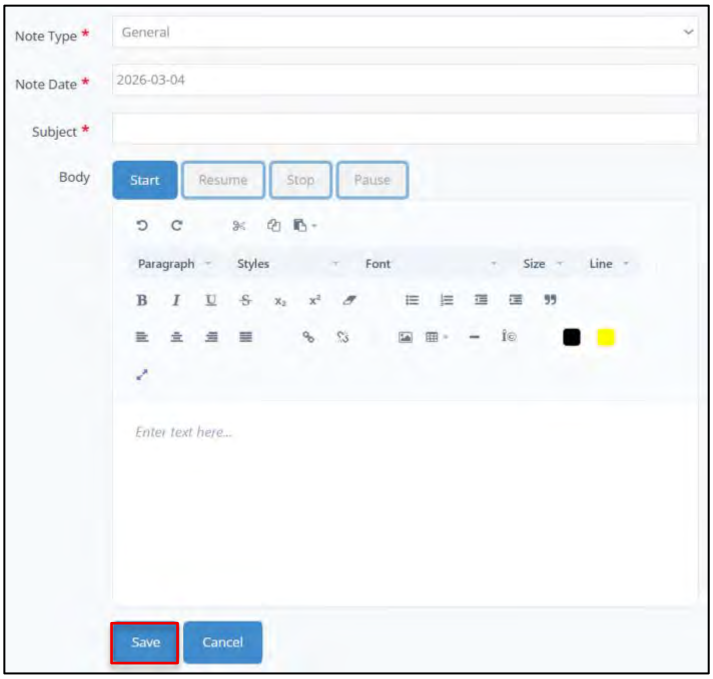
Purpose: Use these steps to add Judge Notes to a case.

Steps | **Screenshot Examples**

1. Once within the **Judges'** tab, select the **Judge Notes** sub-menu and select **Add Notes** to add a new note.



2. Enter the **Note** details, then click **Save.**

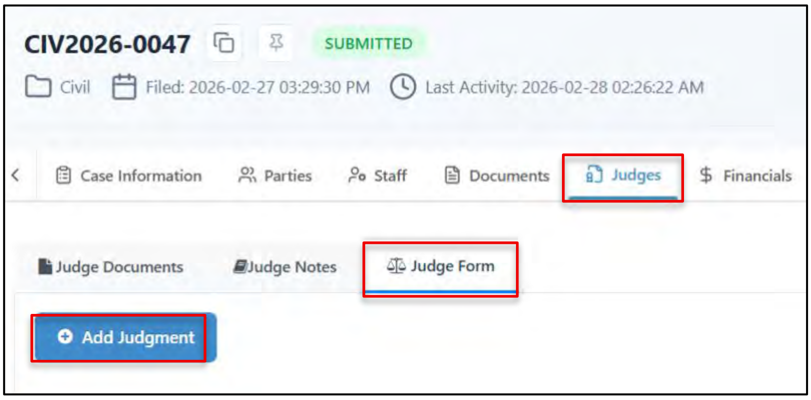


10.4 Adding a Judgement

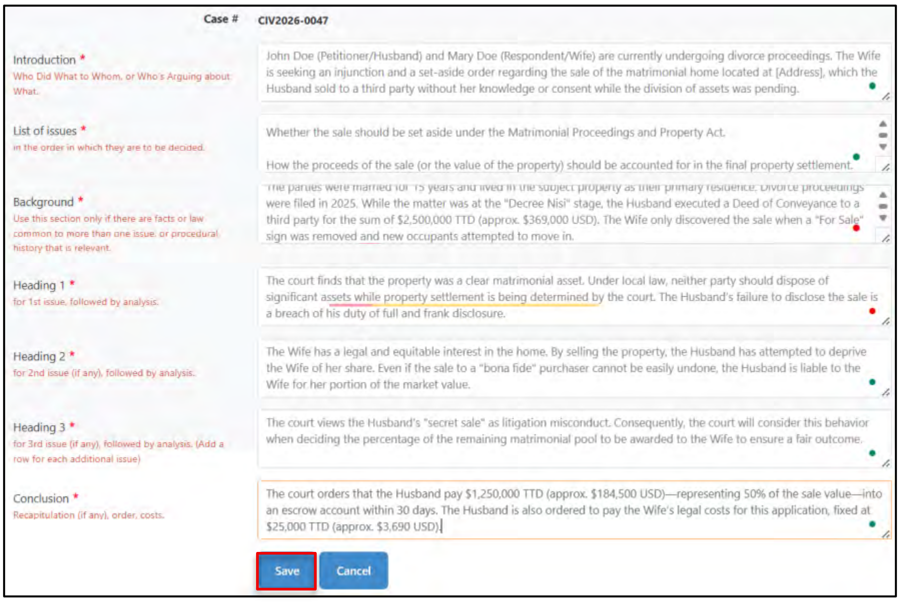
Purpose: Use these steps to add a new judgement to a case.

Steps | **Screenshot Examples**

1. Once within the **Judges** tab, select the **Judge Form sub-menu** and select **Add Judgement**.

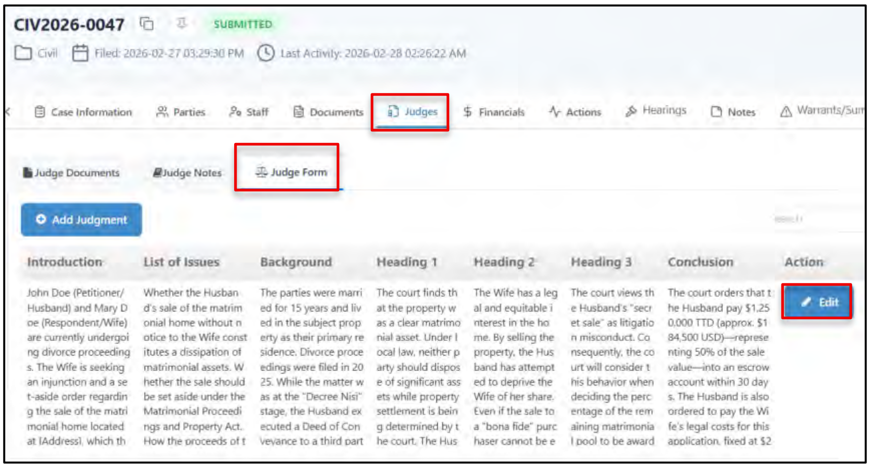
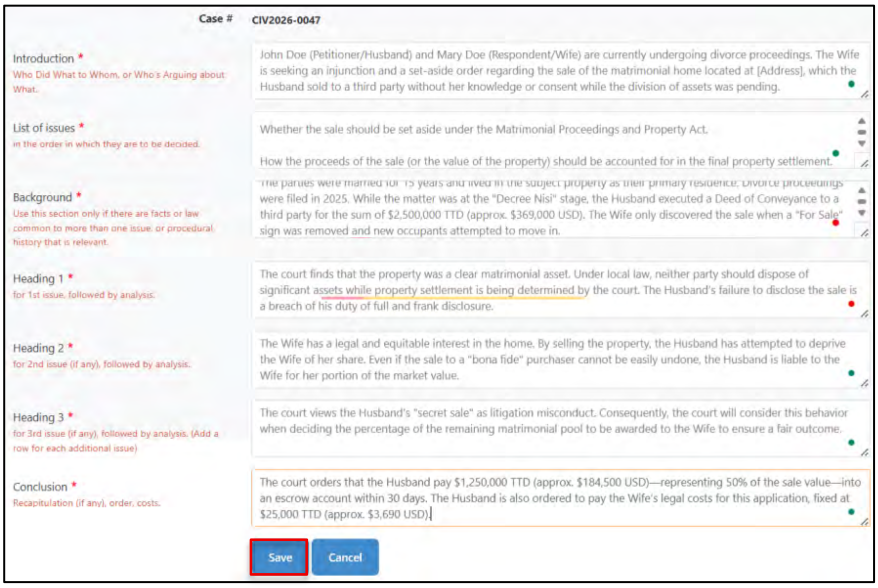


2. Enter the Judgement details, then click **Save.**



10.5 Editing a Judgement

Purpose: Use these steps to edit a judgement in a case.

Steps	Screenshot Examples
1. Once within the **Judges** tab of your case, select the **Judge Form sub-menu** and locate the respective judgement. Then select **Edit**.	
2. Update the Judgement details, then click **Save.**	

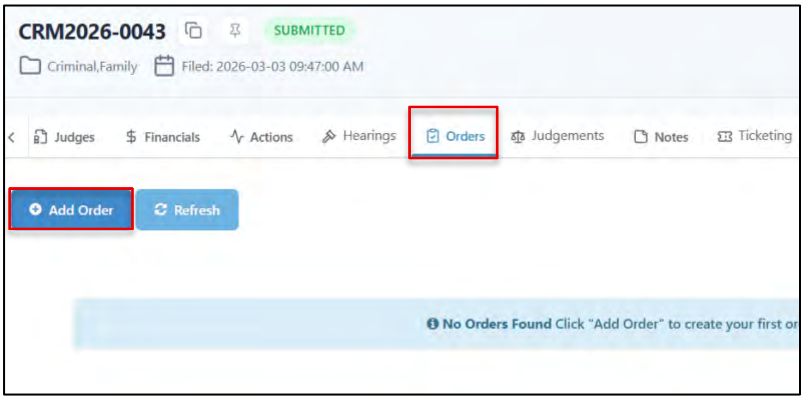
Section 11. Orders

11.1 Adding an Order

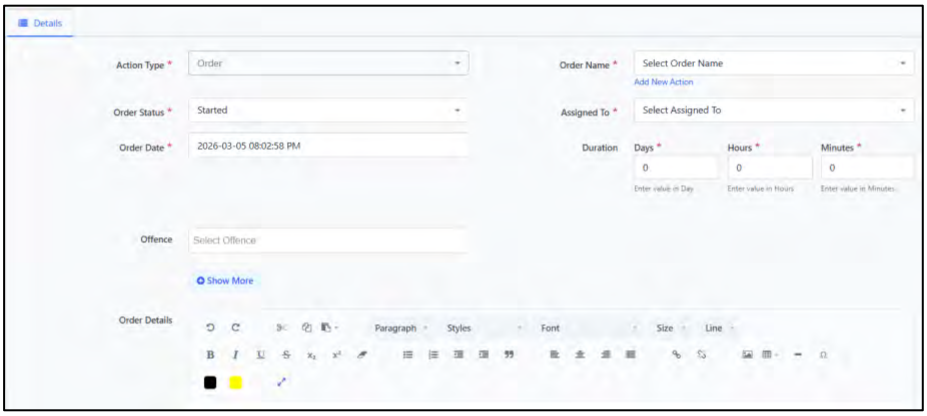
Purpose: Use these steps to add a new Order to a case.

Steps **Screenshot Examples**

1. Once within your case, navigate to the **Orders** tab and select **Add Order.**



2. Enter the Order details and select **Save.**



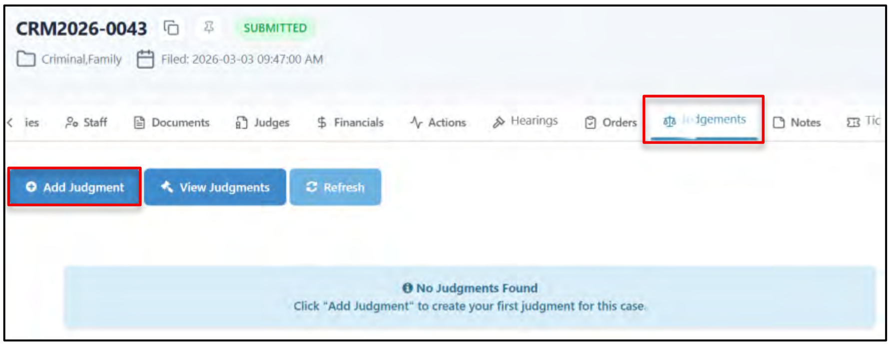
Section 12. Judgements

12.1 Adding a Judgement

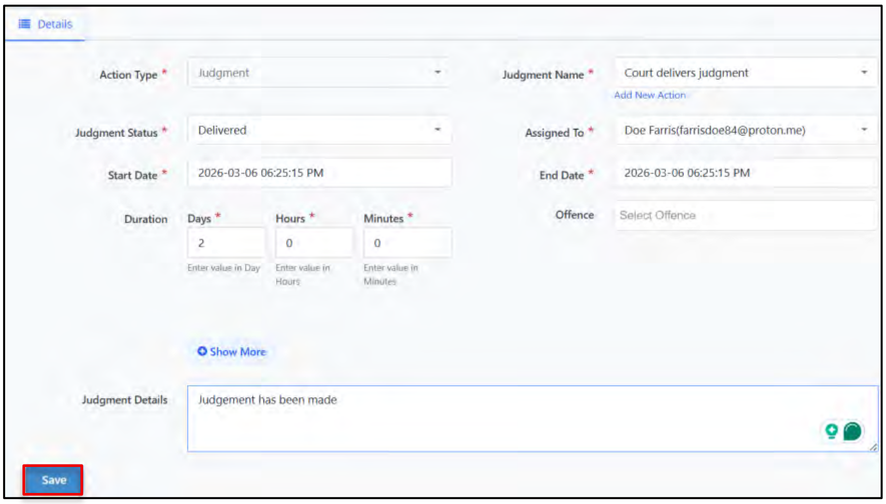
Purpose: Use these steps to add a new Judgement from the Judgement Tab

Steps **Screenshot Examples**

1. Once within the **Judgements** tab, select **Add Judgement**.

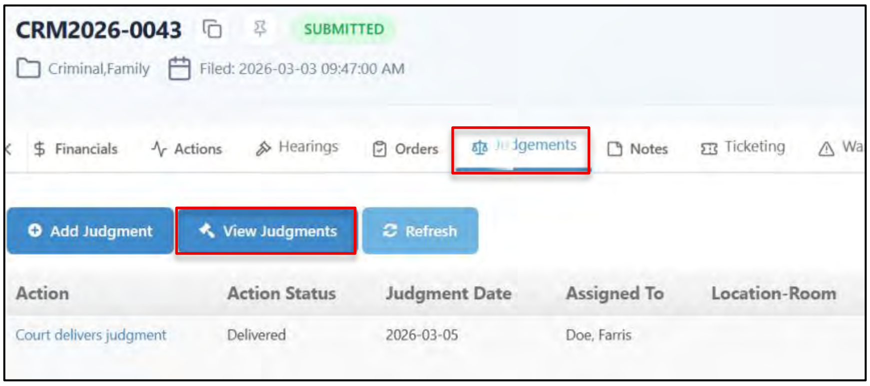
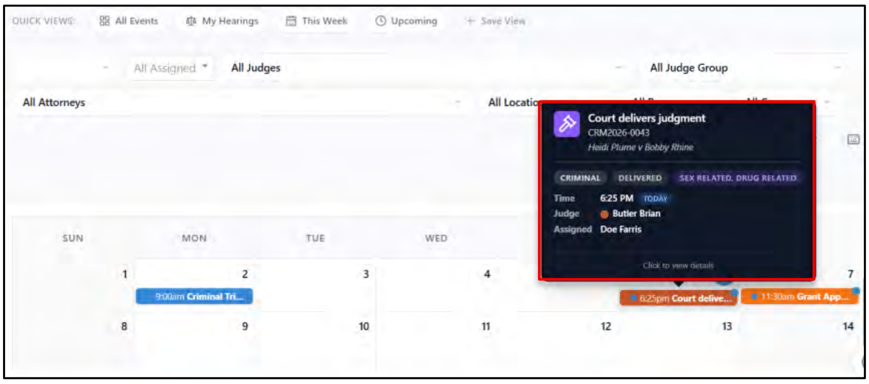


2. Enter the Judgement details, then click **Save.**



12.2 Viewing a Judgement

Purpose: Use these steps to learn how to view a Judgement on a Calendar.

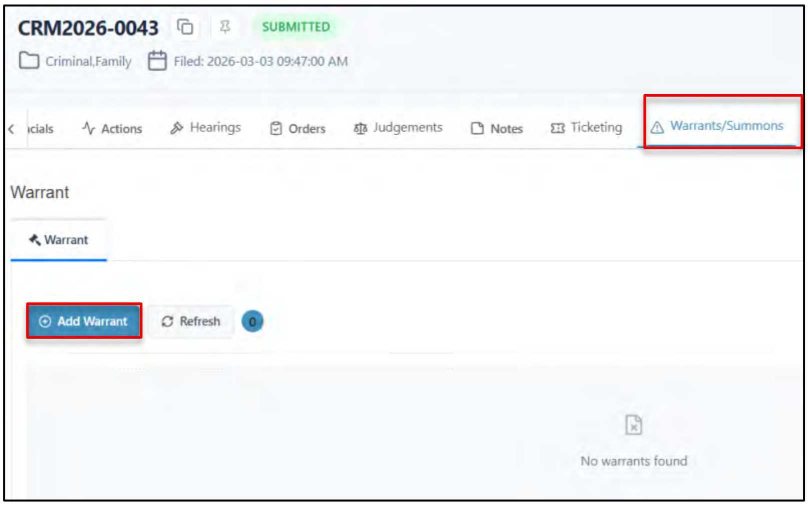
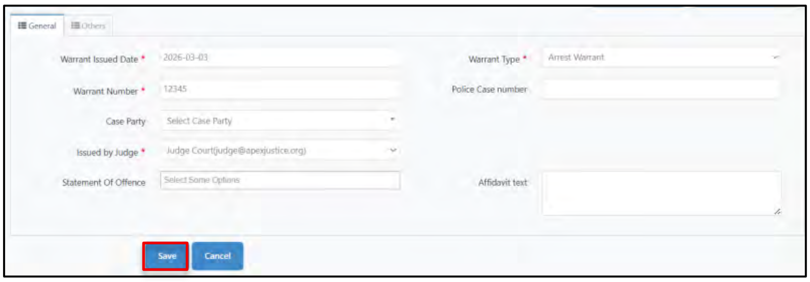
Steps	Screenshot Examples
1. Once within the **Judgements,** click **View Judgements.**	
2. This will open the **Calendar**, where you see judgements in the case and their details, then click **Save.**	

Note: See section *8.Calendar* **for more in depth guide on using the Calendar.**

Section 13. Warrants & Summons

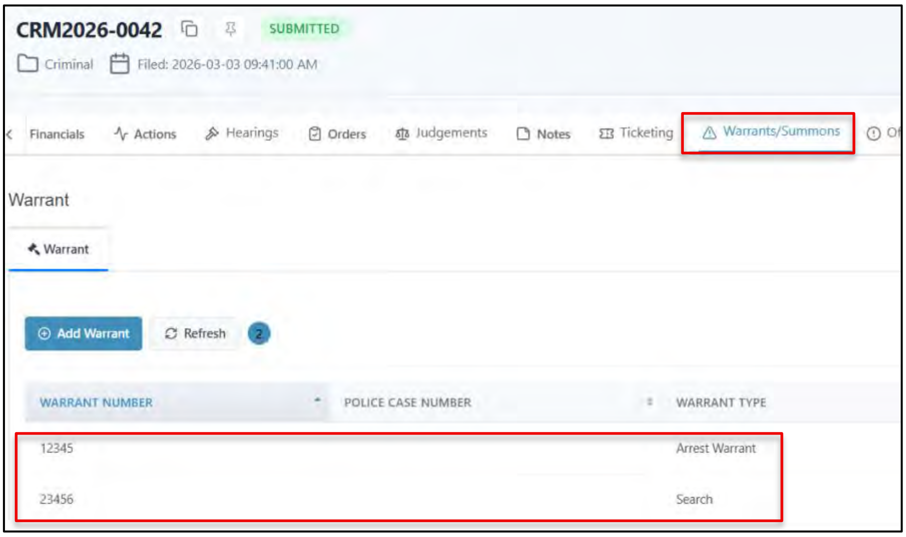
13.1 Adding a Warrant

Purpose: Use these steps to add a new fee or edit existing fees within a case.

Steps	Screenshot Examples
1. Once within your case, navigate to the **Warrants/Summons** tab and select **Add Warrant** to add a warrant.	
2. Enter the Warrant details and select **Save**.	

13.3 Viewing Warrants/Summons

Purpose: Use these steps to view Warrants and Summons added to a case.

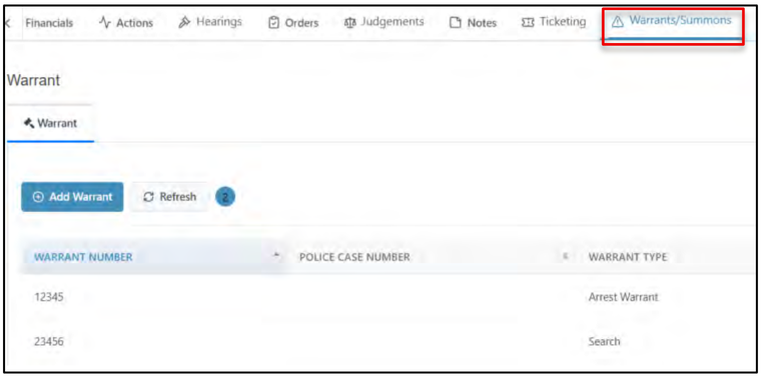
Steps	Screenshot Examples
1. Once within your case, navigate to the **Warrants/Summons** tab. Here you can view all Warrants within the case.	

13.4 Editing or Updating Entries

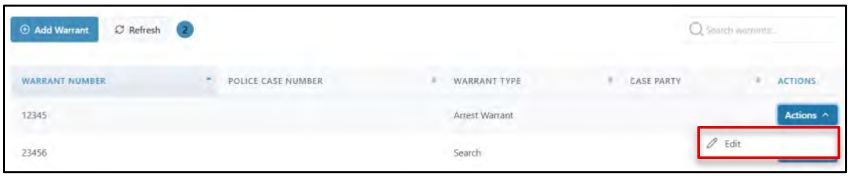
Purpose: Use these steps to add a new fee or edit existing fees within a case.

Steps	Screenshot Examples

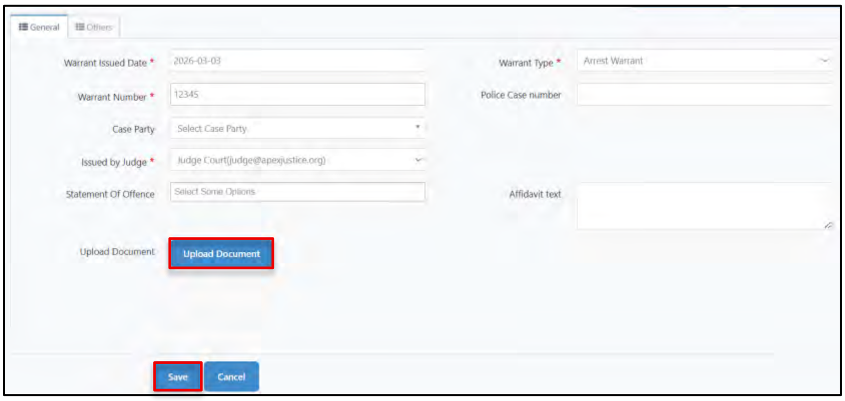
1. Once within your case, navigate to the **Warrants/Summons** tab.



2. Identify the Warrants you want to edit and select the **Edit** from the **Actions** dropdown menu.



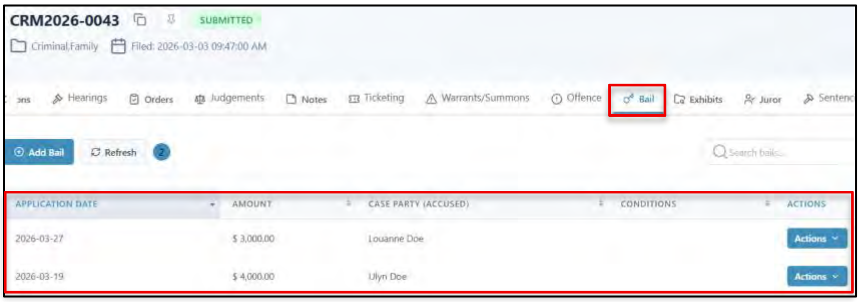
3. Edit the Warrants details accordingly. You can also **upload a document.** Once done, select **Save**.



Section 14. Bail

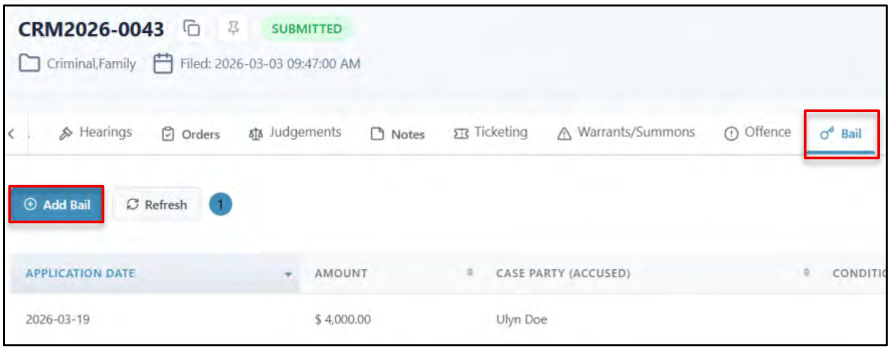
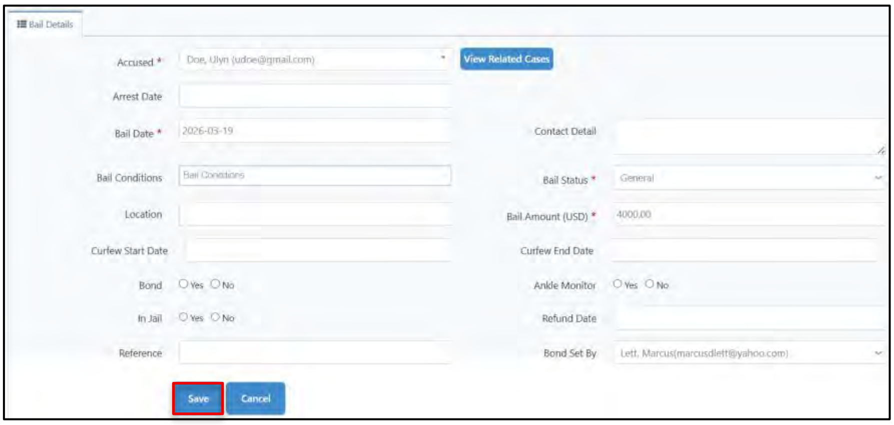
14.1 Viewing Bail Information

Purpose: Use these steps to view Bail information added to your case.

Steps	Screenshot Examples
1. Navigate to the case within which you wish to view bail information. Once there, select the **Bail** tab. 2. Here, you can view all the Bail applications for the respective case parties.	

14.2 Recording Bail Details

Purpose: Use these steps to add a new Bail record to a case.

Steps	Screenshot Examples
1. Once within your case, navigate to the **Bail** tab and select **Add Bail** to add bail to a case party.	
2. Fill in the Bail details, and click **Save**.	

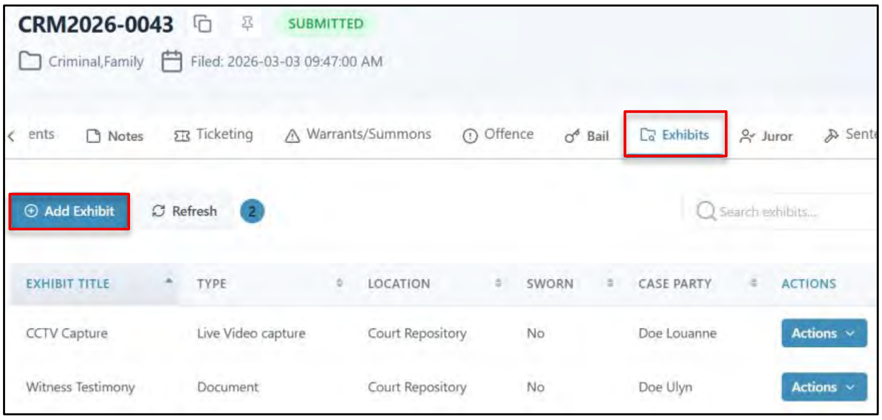
Section 15. Exhibits

15.1 Adding Exhibits

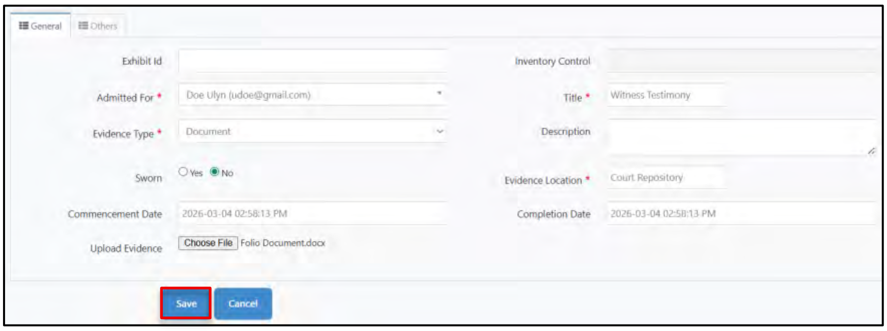
Purpose: Use these steps to add a new Exhibit to a case.

Steps | **Screenshot Examples**

1. Once within your case, navigate to the **Exhibits** tab and select **Add Exhibit** to add an Exhibit.

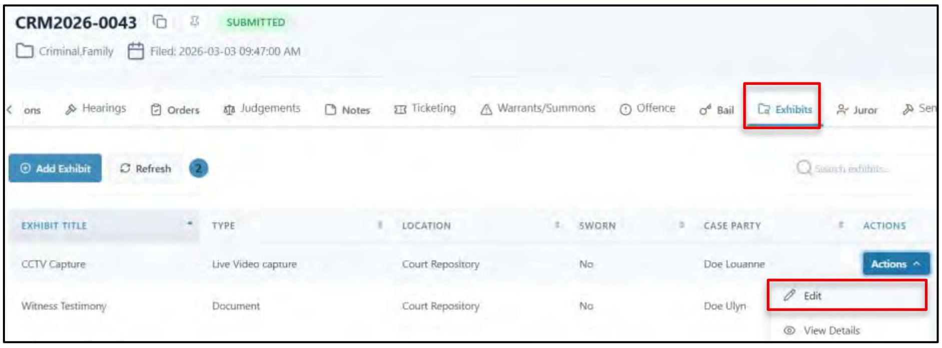
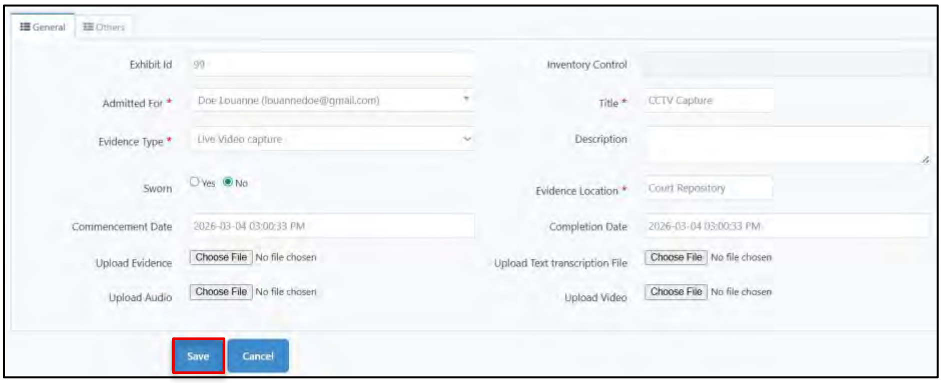


2. Fill in the Exhibit details and click **Save**.



15.3 Editing Exhibit Information

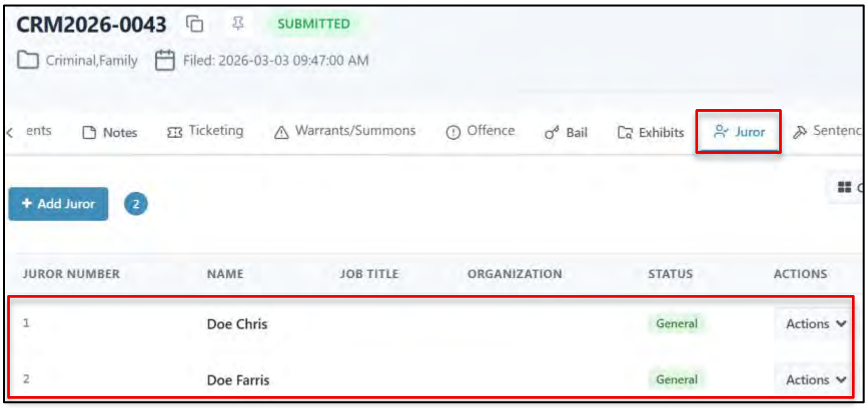
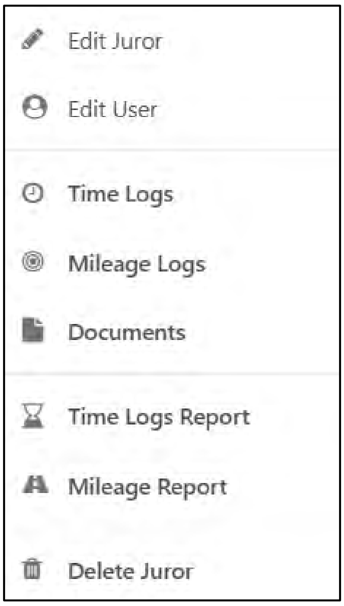
Purpose: Use these steps to edit the information in an Exhibit.

Steps	Screenshot Examples
1. Once within your case, navigate to the **Exhibits** tab and identify the Exhibit you wish to edit. Then select **Edit** from the **Actions** dropdown menu.	
2. Update the Exhibit details and click **Save**.	

Section 16. Juror Management

16.1 Viewing Juror Information

Purpose: Use these steps to view juror information in a case.

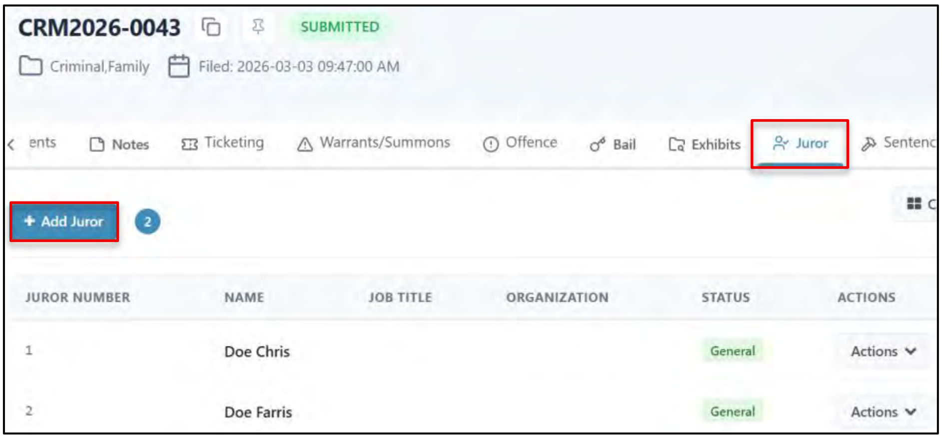
Steps	Screenshot Examples
1. Once within your case, navigate to the **Juror** tab to view all Jurors added to your case.	
2. Click the **Actions** dropdown menu **next to a specific Juror** to see the list of available actions and information related to them.	

16.2 Adding or Editing Juror Records

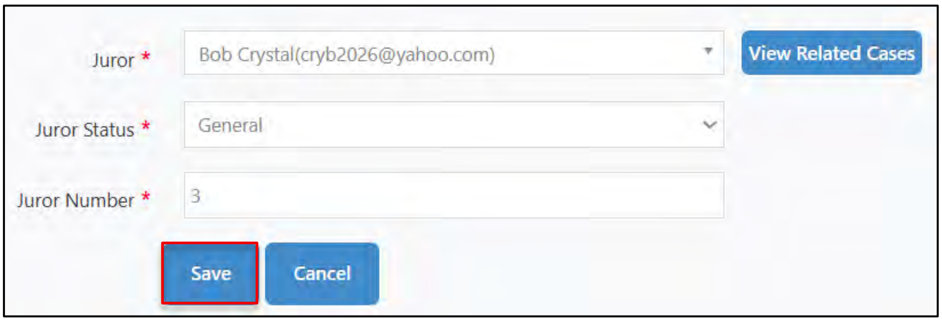
Purpose: Use these steps to add or edit a juror record added to a case.

Steps | **Screenshot Examples**

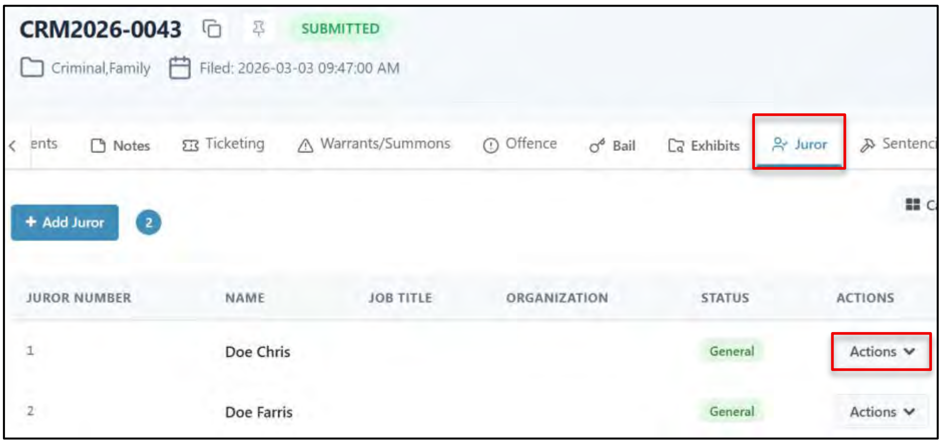
1. Once within your case, navigate to the **Juror** tab, and click **Add Juror** to add a Juror to your case.



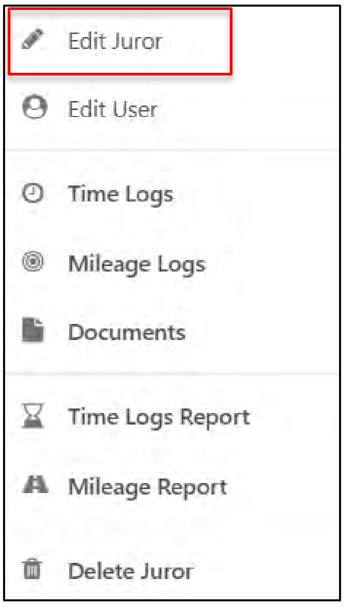
2. Enter the Juror details and click **Save**.



3. To edit a Juror Record, identify the Juror you wish to add and select the **Actions** dropdown menu.



4. From the list, select **Edit Juror** to begin editing the Juror details.



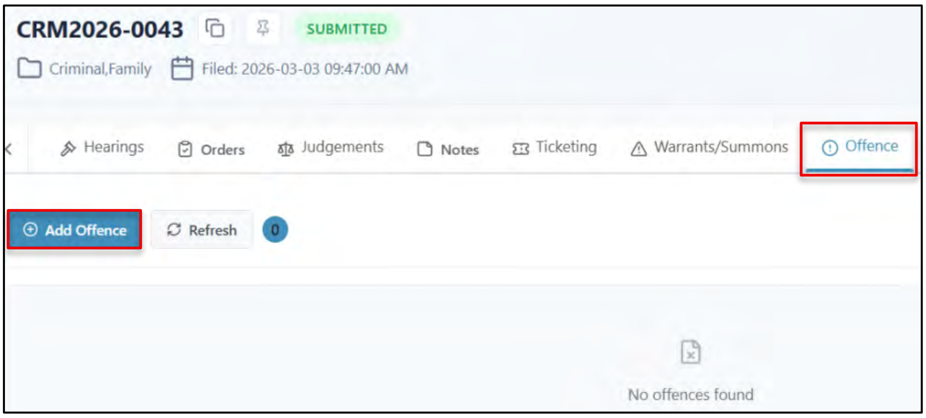
Section 17. Offences

17.1 Adding an Offence

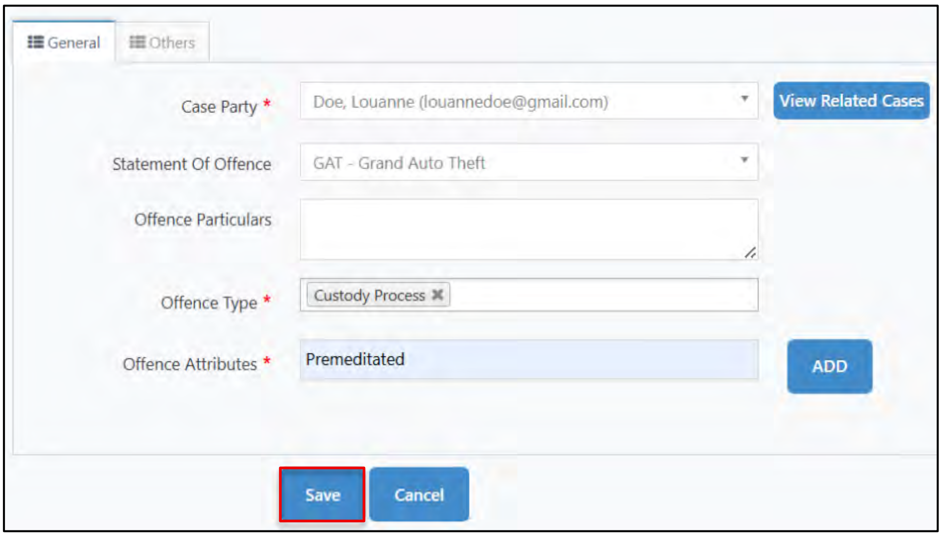
Purpose: Use these steps to add a new offence to a case.

Steps | **Screenshot Examples**

1. Once within your case, navigate to the **Offence** tab and click **Add Offence** to add a new offence.

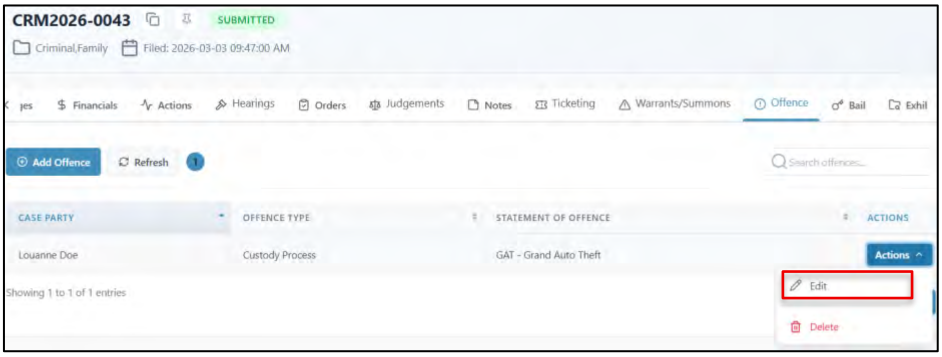
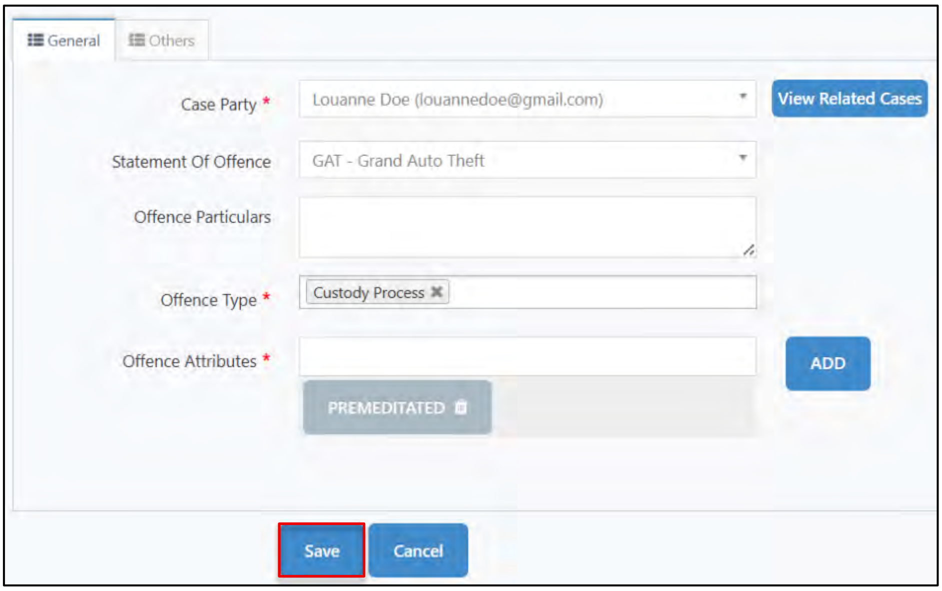


2. Enter the Offence details and click **Save**.



17.2 Editing an Offence

Purpose: Use these steps to edit an offence that has been added to a case.

Steps	Screenshot Examples
1. To edit an offence, locate the offence you wish to edit and select **Edit** from the **Actions** Dropdown menu	
2. Edit the Offence details and click **Save**.	

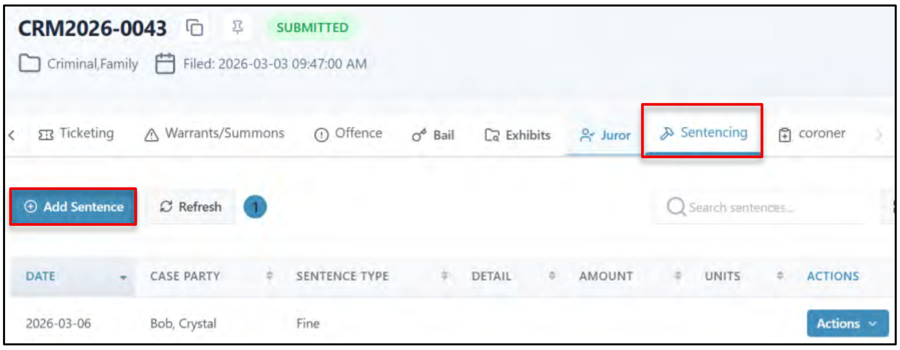
Section 18. Sentencing

18.1 Adding a Sentence

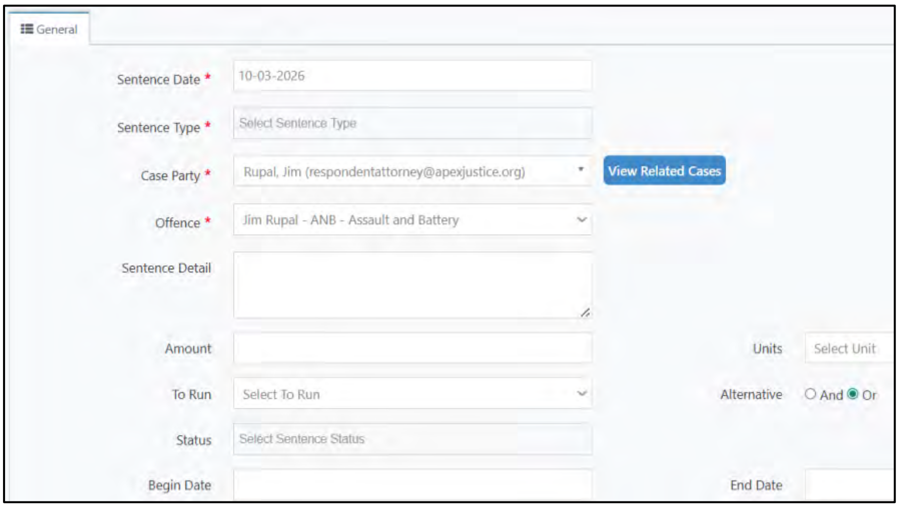
Purpose: Use these steps to view sentences added to a case.

Steps | **Screenshot Examples**

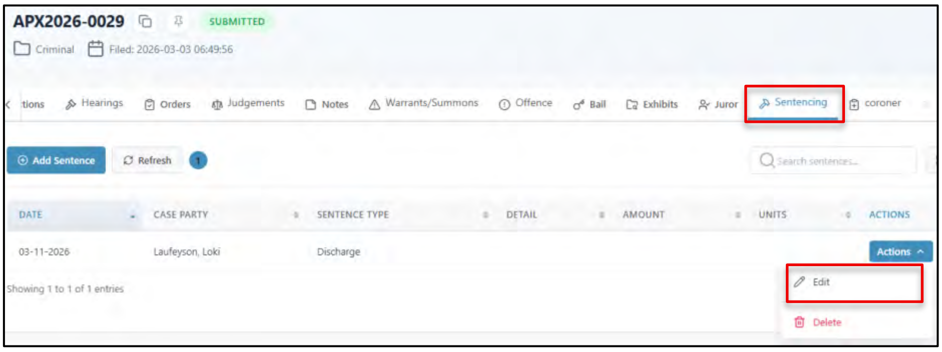
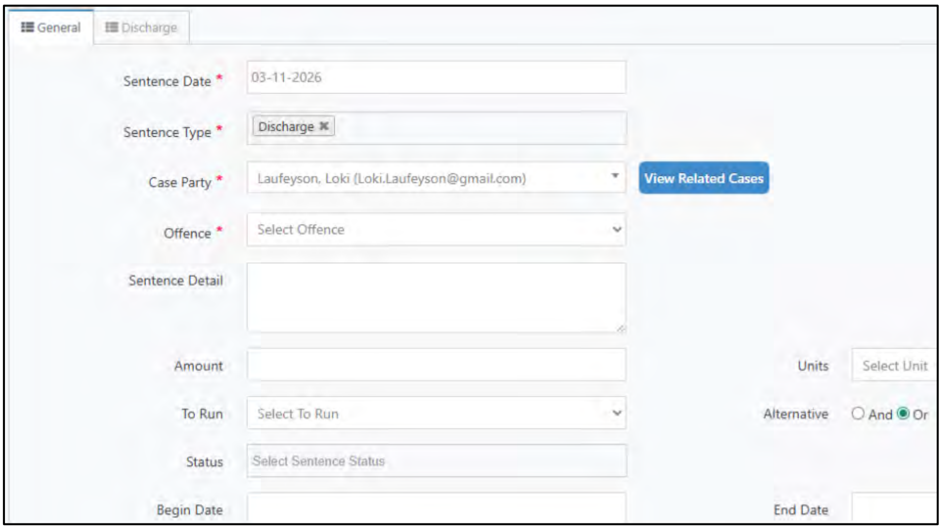
1. Once within your case, navigate to the **Sentencing tab** and click **Add Sentence**.



2. Fill in the Sentence details then click **Save**.



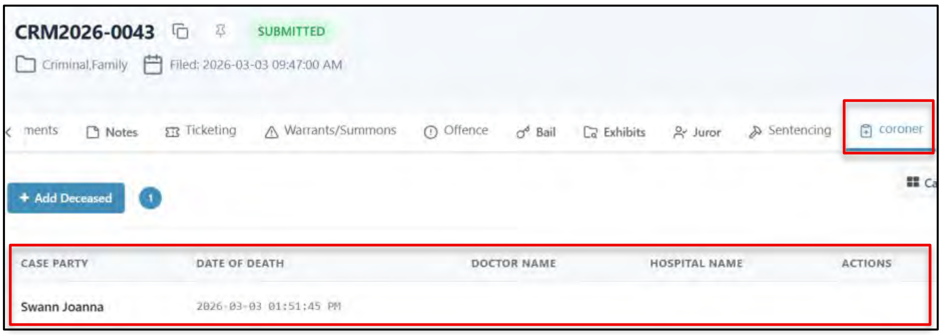
18.1 Editing a Sentence

Steps	Screenshot Examples
1. Once within your case, navigate to the **Sentencing tab**. Identify the sentence you wish to edit and select **Edit** from the **Actions** dropdown menu.	
2. Edit the Sentence details then click **Save**.	

Section 19. Coroners Cases

19.1 Viewing Coroners Case Information

Purpose: Use these steps to view Deceased records added to a case.

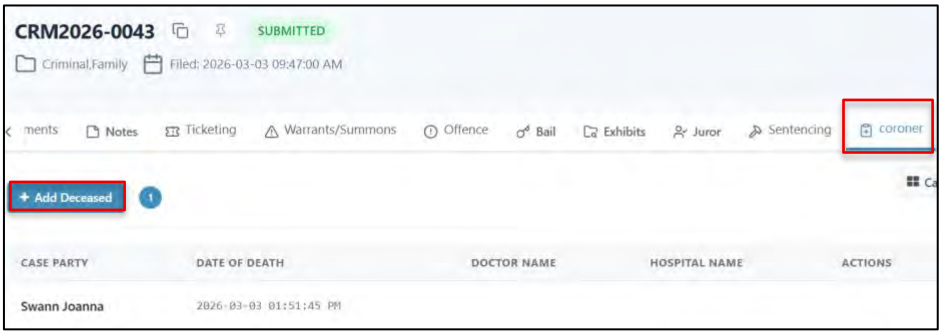
Steps	Screenshot Examples
1. Once within your case, navigate to the **Coroner** tab to view all **Deceased** parties in your case.	

19.2 Adding a Deceased Record

Purpose: Use these steps to add a new deceased record to a case.

Steps | **Screenshot Examples**

1. Within your case, navigate to the **Coroner** tab and click **Add Deceased** to add a Deceased Record.



2. Enter the information for the Deceased Record and click **Save**.

Section 20. Case Notes

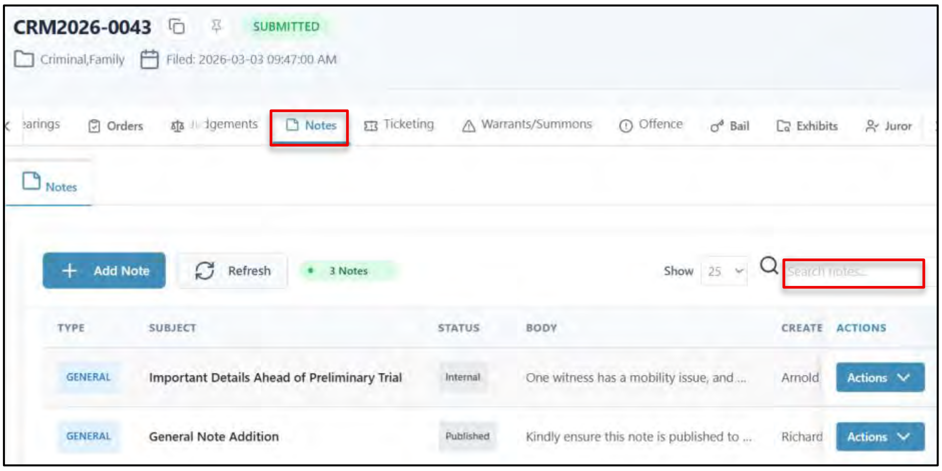
20.1 Viewing Case Notes

Purpose: Use these steps to view notes added to a case.

Steps **Screenshot Examples**

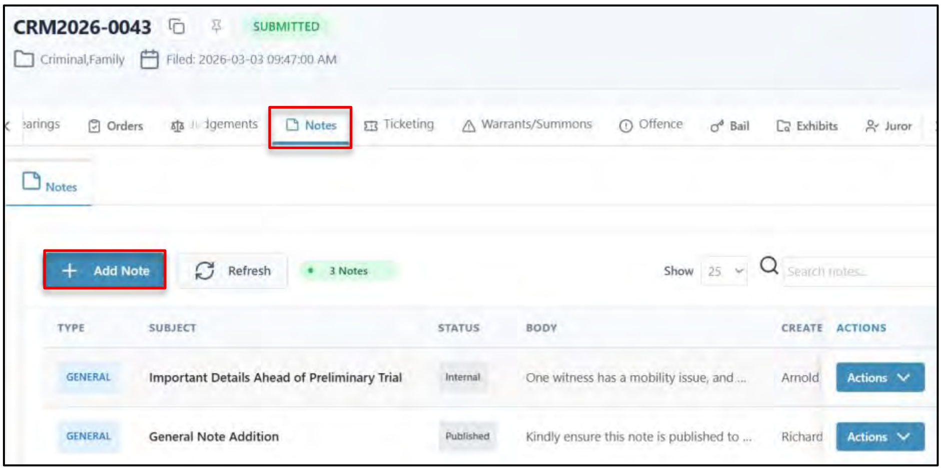
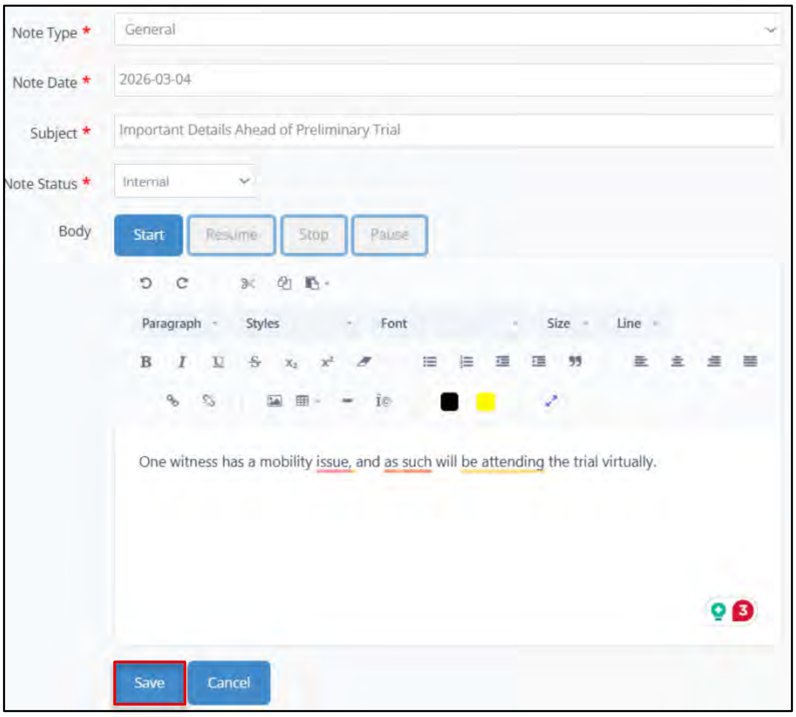
1. Within your case, navigate to the **Notes** tab and click to view all Case Notes.

2. To find the specific note you are searching for, navigate through the list or use the Search function.



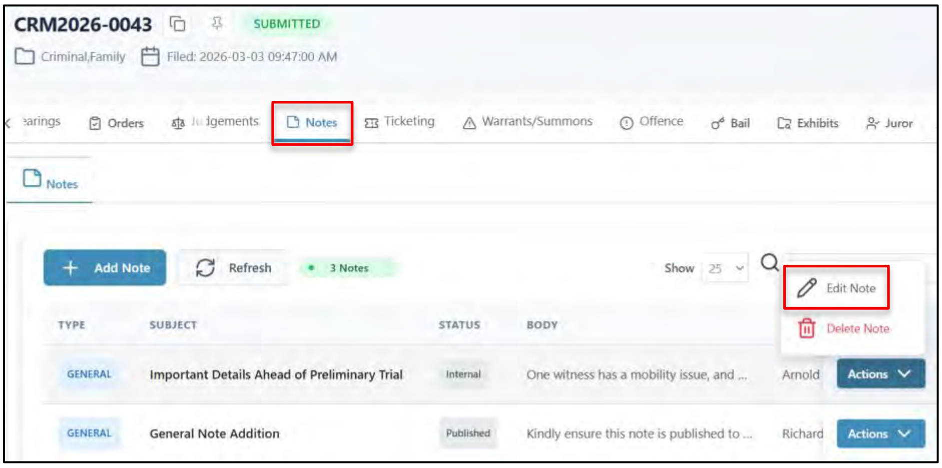
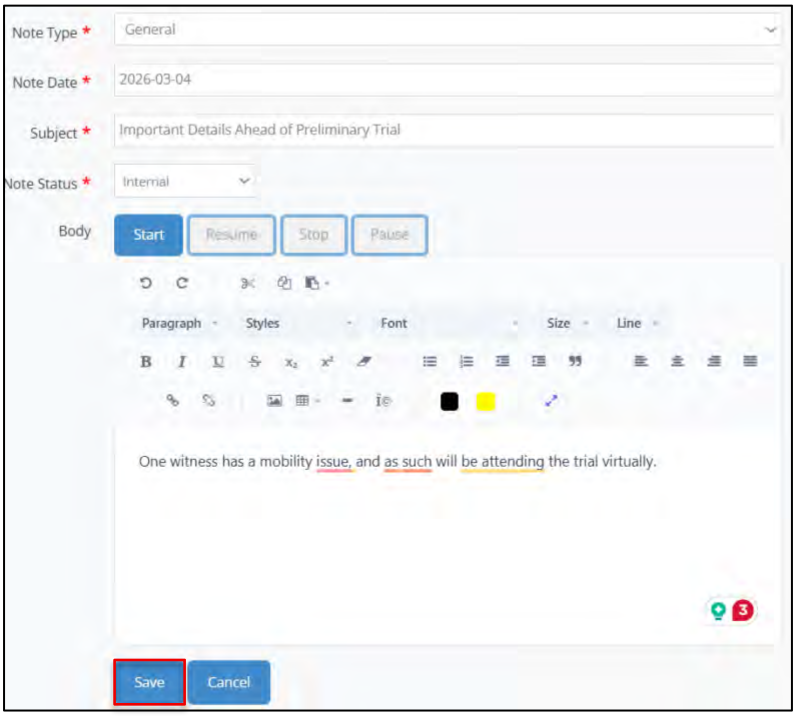
20.2 Adding Notes

Purpose: Use these steps to add a note to your case.

Steps	Screenshot Examples
1. Within your case, navigate to the **Notes** tab and click to view all Case Notes. 2. Select **Add Note** to add a new case note.	
3. Enter the note details, then click **Save.**	

20.3 Editing Notes

Purpose: Use these steps to edit a note added to a case.

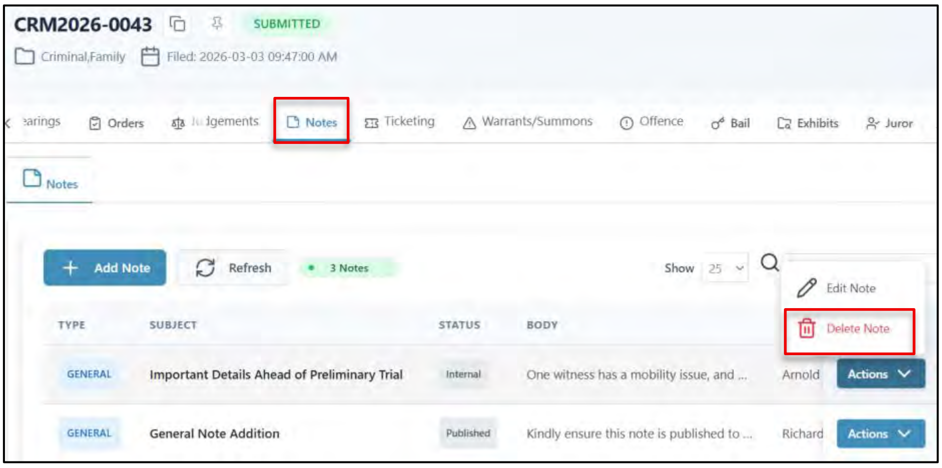
Steps	Screenshot Examples
1. Within the **Notes** tab, identify the note you wish to edit, and select **Actions** > **Edit Note**.	
2. Edit the note details accordingly, then click **Save**.	

20.4 Deleting Notes

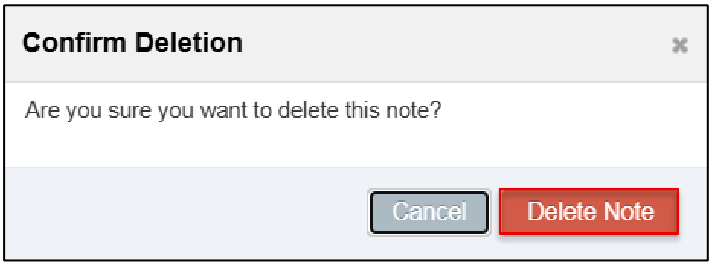
Purpose: Use these steps to delete a note from a case.

Steps **Screenshot Examples**

1. Within the **Notes** tab, identify the note you wish to edit, and select **Actions** dropdown menu.



2. Then click Delete Note to delete.



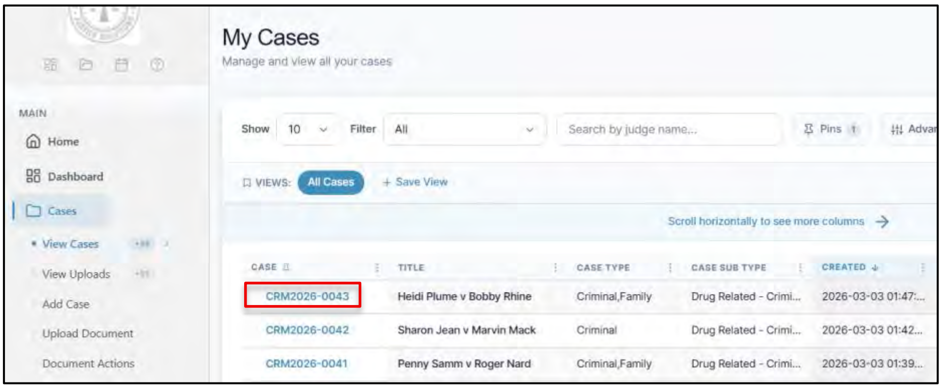
Section 21. Generating Case Titles

21.1 Overview

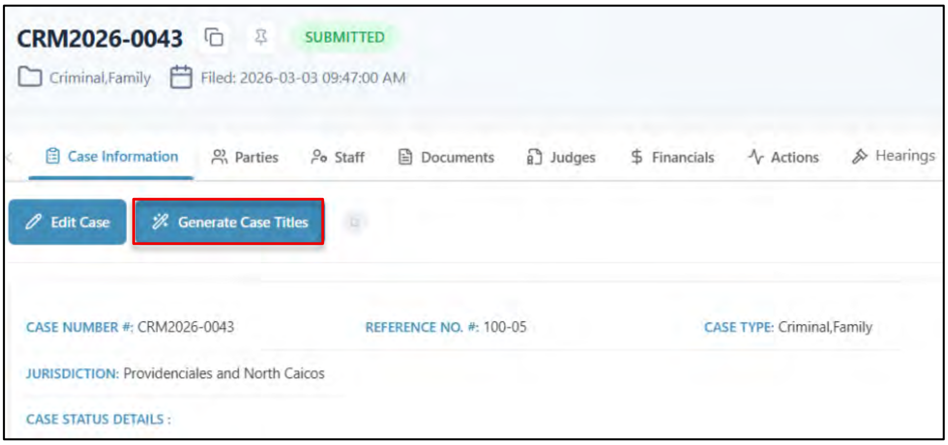
Purpose: Use these steps to generate Case Titles for a specific case.

Steps | **Screenshot Examples**

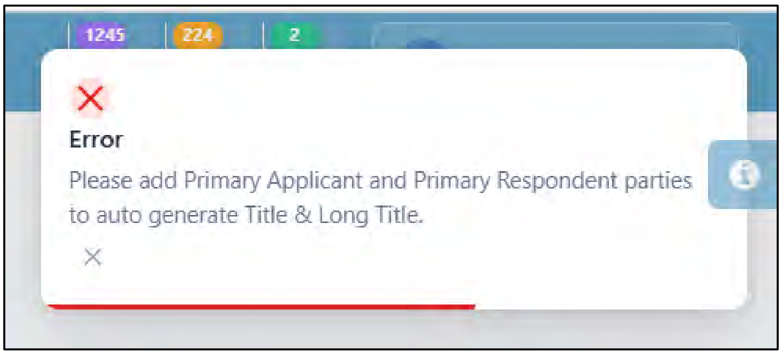
1. Select **Cases > View Cases** and select the case for which you want to generate Case Titles.



2. Once within the case, select **Generate Case Titles.**



Note:
To generate Case Titles, Primary Applicant and Primary Respondent parties must be added to the party. If this is not done. The following error message will appear when you try to generate Titles:



To add a Primary Applicant and Primary Respondent, ensure that the respective boxes for both are selected when adding parties to the case as shown below: