

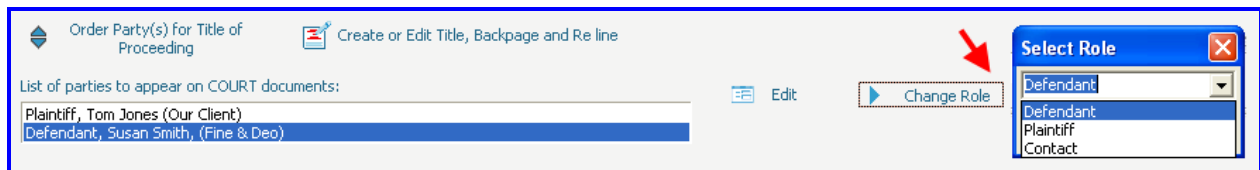
## Locking the Title of Proceedings

Using the  LOCK Auto Re-generation of Title of Proceedings feature in Create or Edit Title, Backpage and Re line prevents inadvertent changes to the Title of Proceedings. Future edits to the Title of Proceedings may still be made by unlocking the "LOCK Auto Re-generation of Title of Proceedings" and answering the resulting prompts.

## Changing the Role of a Party

You can change a role of a party without having to edit the party.

Select/highlight the party in 'List of parties to appear on COURT documents' located at the bottom of the File Details page, click 'Change Role" then 'Select Role' from the dropdown list. ACL2 will update the 'Lawyers For' where necessary.



Remember to click on the "Create, Edit Title, Backpage and Re line" and re-generate where necessary.

## Send Email (through Outlook)

Users now have the ability to send emails through ACL2. This feature can be found under *05.0 Letters - Create → Send Email (Outlook)*.

NOTE: Only the names of the persons for whom you have added e-mail addresses on the File Details page will appear.

If you need to add an additional email address for a party, select 'Current File' (located in the upper right hand corner of the page). This will take you to the File Details page. Select the appropriate party(s), edit as necessary and save the changes. Close the File Details page and you are returned to the email dialog page.

