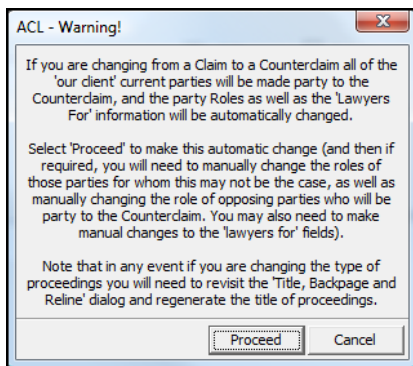
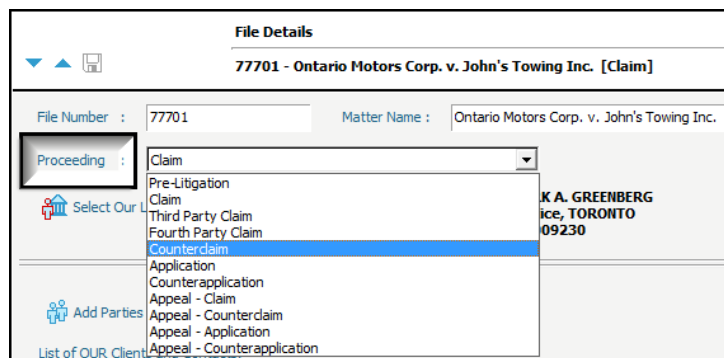


A change in proceeding type is required when a file evolves from an action to a counterclaim, third party claim, etc.

To change the proceeding type, ensure the file to be edited appears in the file toolbar and click the **Edit Current File** icon.

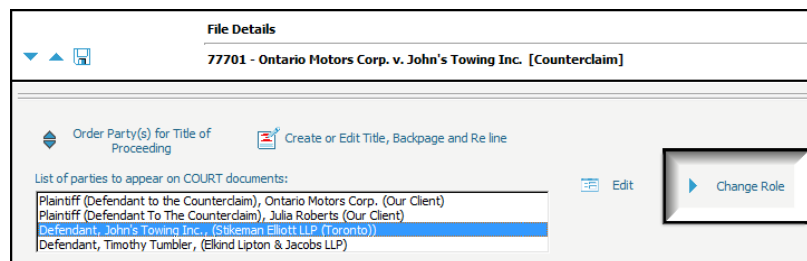


In the **File Details** dialog, click the drop-down arrow for **Proceeding**. Select the new proceeding type.

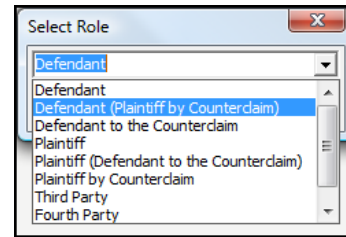


A message will appear advising ACL automatically changes the role of the client(s) to become a party(ies) to the counterclaim. The role of the other parties will need to be changed manually. Click **Proceed**.

In the **List of parties to appear on COURT documents**, highlight the party participating in the counterclaim. Click **Change Role**.

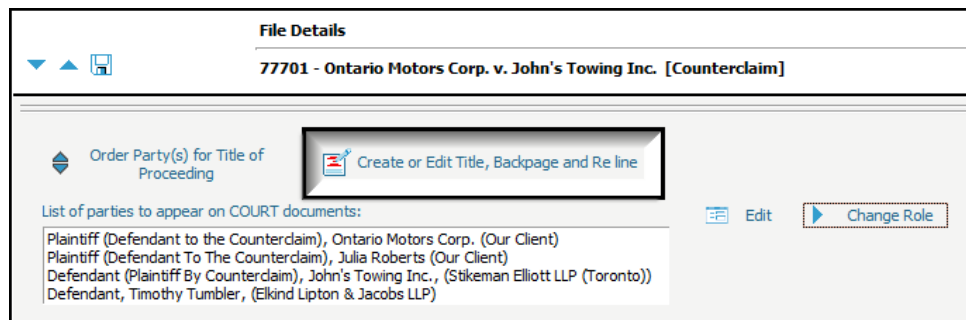


Select a party role from the drop-down list.

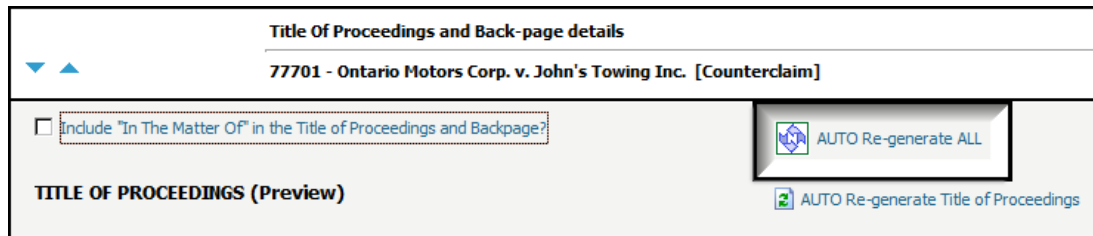


Repeat these two steps for any other parties participating in the counterclaim.

The Title of Proceedings, Backpage, and Re Lines will need to be updated. Click on the **Create or Edit Title, Backpage and Re line** icon.



Click **Auto Re-Generate All** to update the Title of Proceedings, the Lawyers For, the Backpage Short Title and the Re Line.



If any questions arise in completing this procedure, please contact ACL Support at ACLSupport@KorbitecInc.com or 416-363-1650 ext. 100.