

ADDING MULTIPLE ENTRIES OF THE SAME OPPOSING LAW FIRM SEPTEMBER 2018

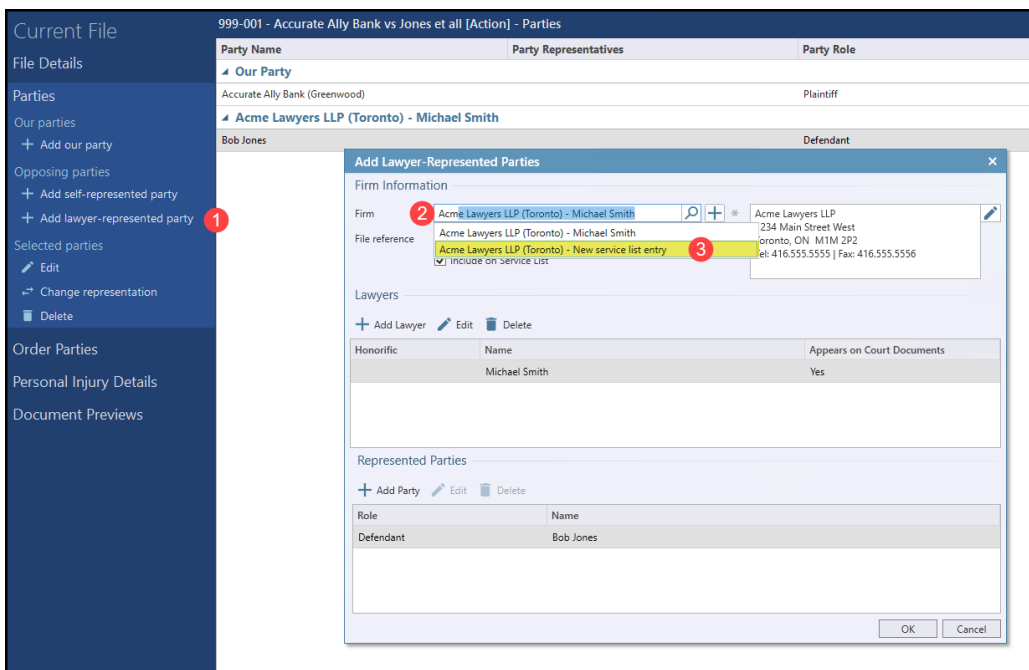
When two or more lawyers within the same opposing law firm act for different parties, the opposing firm can be added multiple times on the file.

Our sample file currently has the lawyer, Michael Smith, from the opposing law firm of Acme Lawyers LLP.

999-001 - Accurate Ally Bank vs Jones et al [Action] - Parties	
Party Name	Party Role
Our Party	
Accurate Ally Bank (Greenwood)	Plaintiff
Acme Lawyers LLP (Toronto) - Michael Smith	
Bob Jones	Defendant

If a different party is also represented by Acme Lawyers LLP, but by a different lawyer at the firm, proceed as follows. From the Parties page,

1. Select **Add lawyer-represented party**.
2. Type the name of the law firm (Acme Lawyers LLP).
3. Select **New service list entry**.



The screenshot shows the 'Add Lawyer-Represented Parties' dialog box. The 'Firm Information' section has the following details:

- Firm:** Acme Lawyers LLP (Toronto) - Michael Smith
- File reference:** Acme Lawyers LLP (Toronto) - New service list entry
- Include on Service List:**

The 'Lawyers' section lists:

Honorific	Name	Appears on Court Documents
	Michael Smith	Yes

The 'Represented Parties' section lists:

Role	Name
Defendant	Bob Jones

4. Select **Add Lawyer**.
5. Complete the lawyer details.

Add Lawyer-Represented Parties

Firm Information

Firm: Acme Lawyers LLP (Toronto) - New service list entry *
 File reference:
 Include on Service List

Acme Lawyers LLP
 1234 Main Street West
 Toronto, ON M1M 2P2
 Tel: 416-555-5555 | Fax: 416-555-5556

Lawyers

+ Add Lawyer **4** Delete

Honorific	Name

Represented Parties

+ Add Party Edit Delete

Role	Name

Add Lawyer

Lawyer details **5**

Honorific:
 Name: Susan Thomas *
 Direct telephone number: 416-888-8888
 Direct fax number:
 Mobile number:
 Email:
 LSO registration number:
 Law clerk/Assistant details:
 Include on court documents
 Use for affidavit of service

Add Another OK Cancel

6. Select **Add Party**.
7. Complete the Party Details.

Add Lawyer-Represented Parties

Firm Information

Firm: Acme Lawyers LLP (Toronto) - New service list entry *
 File reference:
 Include on Service List

Acme Lawyers LLP
 1234 Main Street West
 Toronto, ON M1M 2P2
 Tel: 416-555-5555 | Fax: 416-555-5556

Lawyers

+ Add Lawyer Edit Delete

Honorific	Name
	Susan Thomas

Represented Parties **6**

+ Add Party Edit Delete

Role	Name

Add Represented Party: Fiona Matthews

Primary Information Contact Details Additional Notes

Party Information **7**

Representation: Lawyer Represented
 Firm: Acme Lawyers LLP (Toronto) - Susan Thomas
 Party role: Defendant *
 Party type: Female *

Personal Details

Honorific: Ms.
 First name: Fiona
 Middle name:
 Last name: Matthews *
 Date of birth:
 Social insurance no.:
 Health card no.:
 Additional Information

Additional party information:
 Name for Title of Proceedings: FIONA MATTHEWS
 Name elsewhere on court documents: Fiona Matthews

Add Another OK Cancel



The **Parties** page will then appear as shown, with the additional entry of the same opposing law firm.

Party Name	Party Role
▲ Our Party	
Accurate Ally Bank (Greenwood)	Plaintiff
▲ Acme Lawyers LLP (Toronto) - Michael Smith	
Bob Jones	Defendant
▲ Acme Lawyers LLP (Toronto) - Susan Thomas	
Fiona Matthews	Defendant

