

CCAP'S INSTRUCTIONS FOR ADDING SERVICE RECIPIENTS TO A CASE IN TRUEFILING™

After you have located your case in TrueFiling, you may find one or more of the following:

- (1) CCAP was not added as a contact in the case;
- (2) The Attorney General was not added as a contact in the case; and/or
- (3) Co-appellant's counsel or another attorney who should be served with documents in the case was not added as a contact in the case.



These instructions will explain how to add CCAP, the Attorney General, or another attorney as a *service recipient* when filing a document.

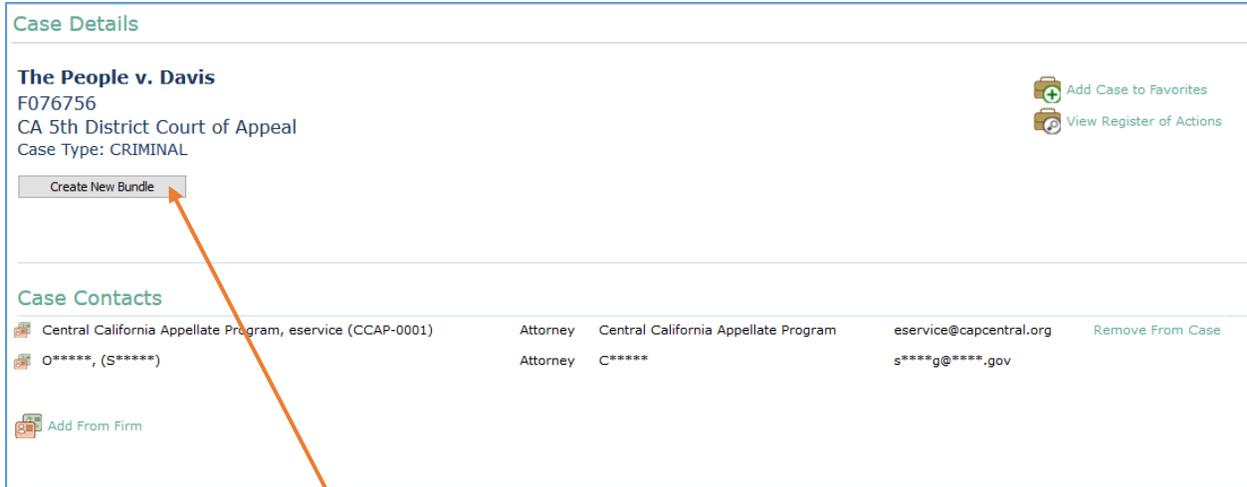
After the December 2017 update in TrueFiling, panel attorneys are no longer able to add CCAP, the Attorney General, or any other attorney outside the panel attorney's "TrueFiling firm" to the Case Contacts list; panel attorneys can only add these contacts as service recipients for a particular document.

IF COUNSEL IS USING TRUEFILING FOR SERVICE AND A SERVICE RECIPIENT IS MISSING FROM THE CASE CONTACTS LIST, COUNSEL WILL NEED TO ADD THE MISSING PERSON OR ENTITY AS A SERVICE RECIPIENT EACH TIME A DOCUMENT IS FILED.

Adding Service Recipients When Filing a Document in TrueFiling

Begin by navigating to the **Case Details** page (for instructions on how to get to the **Case Details** page, see CCAP's Step-by-Step Instructions for Filing a Document in TrueFiling, pages 9-10,

https://www.capcentral.org/procedures/truefiling/docs/ccap_truefiling_filing_instructions_3dca_5dca.pdf):



Case Details

The People v. Davis
F076756
CA 5th District Court of Appeal
Case Type: CRIMINAL

[Add Case to Favorites](#)
[View Register of Actions](#)

[Create New Bundle](#)

Case Contacts

| | | | | |
|--|----------|--------------------------------------|-------------------------|----------------------------------|
| Central California Appellate Program, eservice (CCAP-0001) | Attorney | Central California Appellate Program | eservice@capcentral.org | Remove From Case |
| O***** (S*****) | Attorney | C***** | s*****g@*****.gov | |

[Add From Firm](#)

Click the **Create New Bundle** button.

You should see the following window:

Create New Bundle for The People v. Davis

Important Notification for Service Recipients
Please be advised service recipients who are not parties to the appeal may appear on the service list below. When using TrueFiling as your process server, carefully review the listed service recipients, especially with regard to serving confidential material.

Bundle Name* F076756-20180123-175
Filing Attorney* eservice Central California Appellate Pro
Filing Option* [Empty]
Client Matter Number [Empty]

Service Recipients

Firm: Central California Appellate Program

Attorneys

Include? eservice Central California Appellate Program CA e-Service
eservice@capcentral.org (CCAP-0001)

Firm: Court Added

Attorneys

Include? O***** (S*****) e-Service
s****g@****.gov

Add Service Recipient

OK Cancel

Under Filing Option, select the **File & Serve** option.

Bundle Name* F076756-20180123-175
Filing Attorney* eservice Central California Appellate Pro
Filing Option* File & Serve
Client Matter Number [Empty]

In the bottom left-hand corner of the page, click on the **Add Service Recipient** link.



You should see the **Service Recipient** window:

A screenshot of a "Service Recipient" window. At the top, there is a blue title bar with the text "Service Recipient" and window control icons. Below the title bar is a yellow notice box with the text: "Notice: A service recipient added through this screen is not added as a case contact but is added as a service recipient for this bundle only." Below the notice is a section titled "Contact Information" with a horizontal line. The form contains the following fields: "First Name" and "Last Name" (two text boxes), "Address" (one text box), "City" (text box), "State" (dropdown menu), and "Zip" (text box). Below these are "Email Address" (text box), "Phone" (three input boxes: () -), and "Fax" (three input boxes: () -). At the bottom right of the form are "OK" and "Cancel" buttons.

Note the “**Notice**” at the top of the window:

A service recipient added through this screen is not added as a case contact but is added as a service recipient for this bundle only.

Type in the service recipient's information:

Service Recipient

Notice: A service recipient added through this screen is not added as a case contact but is added as a service recipient for this bundle only.

Contact Information

First Name: Joanne Last Name: Kirchner

Address: [Empty]

City: [Empty] State: [Dropdown] Zip: [Empty]

Email Address: jkirchner@capcentral.org

Phone: ([Empty]) [Empty] - [Empty]

Fax: ([Empty]) [Empty] - [Empty]

OK Cancel

Click **OK**.

Note: *If the service recipient has already been added as a Case Contact for the case, but you were not able to tell because the email address was redacted, you should see the following message:*

The new servicing recipient cannot be added as another servicing recipient with the specified email address already exists.

OK

After clicking OK, you should now see the **Create New Bundle** window for the case and the service recipient you added should now be listed under **Service Recipients, Additional Service Recipients (Are not case contacts)**:

Create New Bundle for The People v. Davis

Important Notification for Service Recipients
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Bundle Name* F076756-20180123-175
Filing Attorney* eservice Central California Appellate Pro
Filing Option* File & Serve
Client Matter Number

Service Recipients

Firm: Central California Appellate Program

Attorneys

Include? eservice Central California Appellate Program CA e-Service
eservice@capcentral.org (CCAP-0001)

Firm: Court Added

Attorneys

Include? O*****(S*****) e-Service
s****g@****.gov

Additional Service Recipients (Are not case contacts)

Contacts

Include? Joanne Kirchner e-Service
jkirchner@capcentral.org

Add Service Recipient

OK Cancel

Check the box next to the service recipient's name.

Additional Service Recipients (Are not case contacts)

Contacts

Include? Joanne Kirchner e-Service
jkirchner@capcentral.org

Add Service Recipient

OK Cancel

Repeat these steps to add additional service recipients.

Click **OK** at the bottom of the **Create New Bundle** window when you are finished.

Create New Bundle for The People v. Davis

Important Notification for Service Recipients
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Bundle Name* F076756-20180123-175
Filing Attorney* eservice Central California Appellate Pro
Filing Option* File & Serve
Client Matter Number

Service Recipients

Firm: Central California Appellate Program

Attorneys

Include? eservice Central California Appellate Program CA e-Service
eservice@capcentral.org (CCAP-0001)

Firm: Court Added

Attorneys

Include? O***** (S*****)
s*****g@*****.gov e-Service

Additional Service Recipients (Are not case contacts)

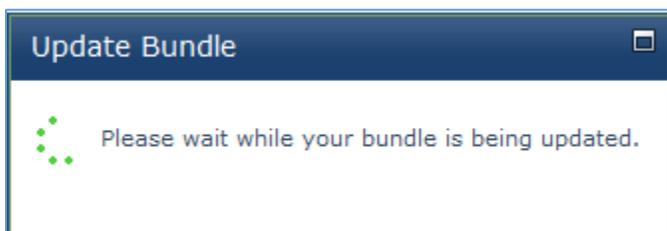
Contacts

Include? Joanne Kirchner
jkirchner@capcentral.org e-Service X

Add Service Recipient

OK Cancel

You should see the following message:



You should now see the **Bundle Details** page:

Information: This bundle has not yet been submitted to the Court. Please confirm that you have uploaded all filings you want to include in this bundle, verified the service recipients and reviewed the payment information prior to clicking Submit.

Bundle Details

F076756-20180123-175

| | | |
|-----------------------------|---|---|
| Case Title | The People v. Davis |  Delete Bundle |
| Case Number | F076756 |  Edit Service Recipients / Bundle Properties |
| Court | CA 5th District Court of Appeal | |
| Filing Attorney | eservice Central California Appellate Program (CCAP-0001) | |
| Client Matter Number | (none) | |
| Created By | jkirchner@capcentral.org | |

| | |
|--------------|---------------|
| Filing Fees | \$0.00 |
| Total | \$0.00 |

No fees for this bundle.

Filings

| | | | |
|---|----------------------|--|---------------------------------------|
|  Document Title* | Filing Type* | File (Max Size: 25 MB)* | |
| <input type="text"/> | <input type="text"/> | <input type="button" value="Browse..."/> No file selected. | <input type="button" value="Upload"/> |

You can down upload your document(s) and finish the filing process.