

Our firm utilizes MyCase, an online case management system that allows for instant sharing of calendars, documents as well as streamlined communication (much like many social media websites) all within a private and secure portal. This is a service that is made available during the pendency of your case. This handout should help you get started quickly and efficiently.

Initial Account Set Up: When your case is opened here in the office, a 'welcome' email will be sent to the email address you have provided to us. This initial email will contain a link that you will need to click on to choose and input a password of your choosing. After set up, you will log into your account by going to www.mycase.com, clicking on the 'Log In' button in the upper right hand corner. You will then log in with your email address and the password you have selected.

Mycase Features: Mycase features a home page they call the "Dashboard". This main page shows all recent activity (new calendared hearings, upcoming appointments, recently uploaded documents, and recent comments). The quick links to upload a document, send a message and view your bill are located here on the home page.

Across the top left side of the screen there are tabs for more detailed access to your calendar, documents, invoices and in box to check messages. Messages are used just like email would otherwise be used. The benefit of Mycase message system is a more streamlined way of communicating. You may choose to send a message to one staff member, or all of us. Oftentimes clients find it helpful to send global messages. It helps keep everyone on the same page and invites comments and input from everyone in real time.

If you would like to say something about a particular document, hearing or appointment, Mycase gives both staff and clients the ability to comment on these items individually. For example, we often update changes in hearing times, or what occurred at a court hearing by commenting on that specific item on the calendar. This allows for instant updating as things change. To comment on an event or document, simply click on the document or event name then click on the 'Comments' link. Here you will see all comments previously made and add a new comment if you wish.

Personalized Settings: With Mycase, you will be notified of things like upcoming appointments and hearings by email and even text message. In the upper right hand corner, you will see a 'Settings' link. Click on that to access your settings and add/update things like your email, phone number, and password.

Once in Settings, click on My Preferences located in the upper right hand side of the screen. Here, you can select your time zone to ensure accurate calendaring and choose whether or not Mycase automatically logs you out after a period of inactivity. Based on feedback from clients, it is preferable to not choose the automatic log out option. This way, if you are reviewing a particularly long document, or typing a detailed message, you will not be logged out in the middle of those activities. Just be sure to log out before leaving the computer for security reasons. **In the event that you move out of your current time zone – it is very important that you change your time zone settings to ensure accurate calendaring of court hearings and appointments.**

Mycase allows you to be well informed about your case. It allows you to check on upcoming court dates and appointments. It allows you instant access to all incoming and outgoing documents in your case almost as soon as they reach our office. You have the option of downloading and saving these documents to your personal computer as well. It allows for real time communication with all staff members simultaneously. It allows you to pay your invoices online with a debit, credit or e-check.

If you have any questions, or need assistance navigating or utilizing the Mycase system, please contact the office. We would be happy to assist you.