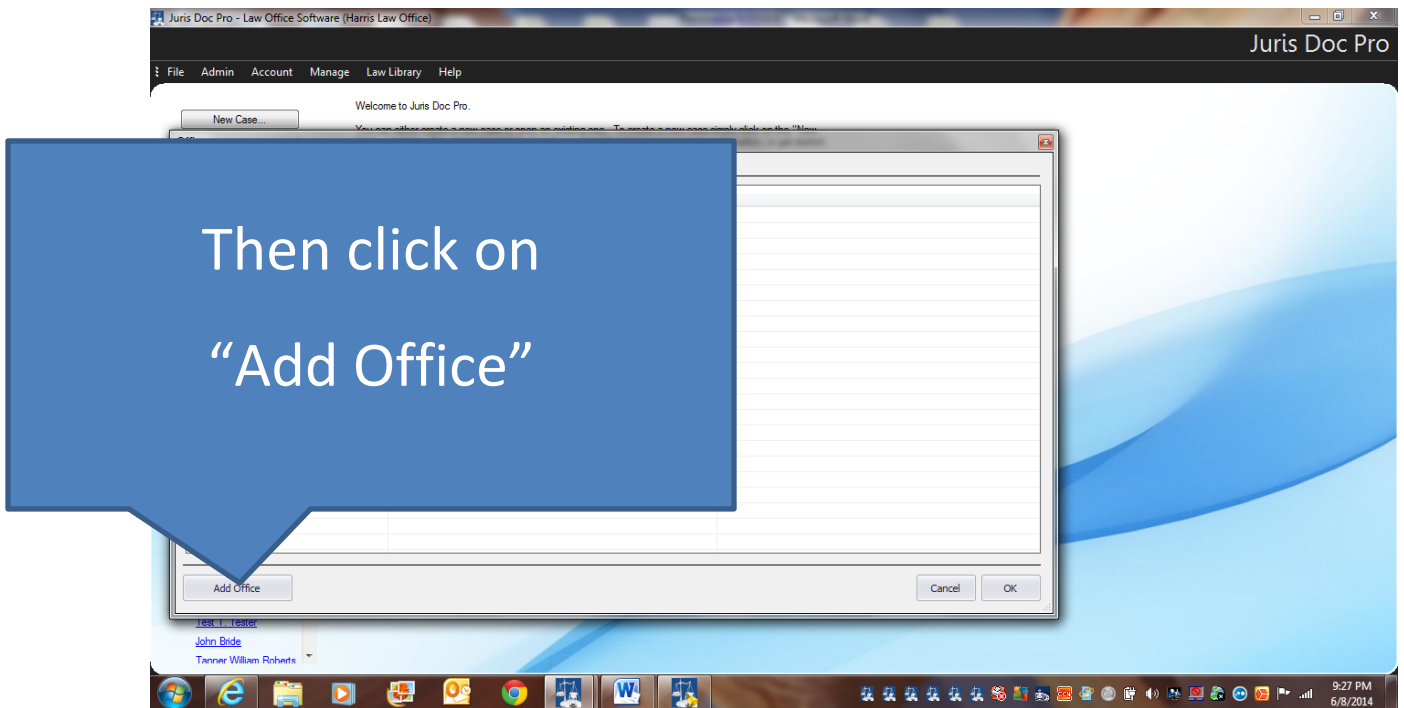
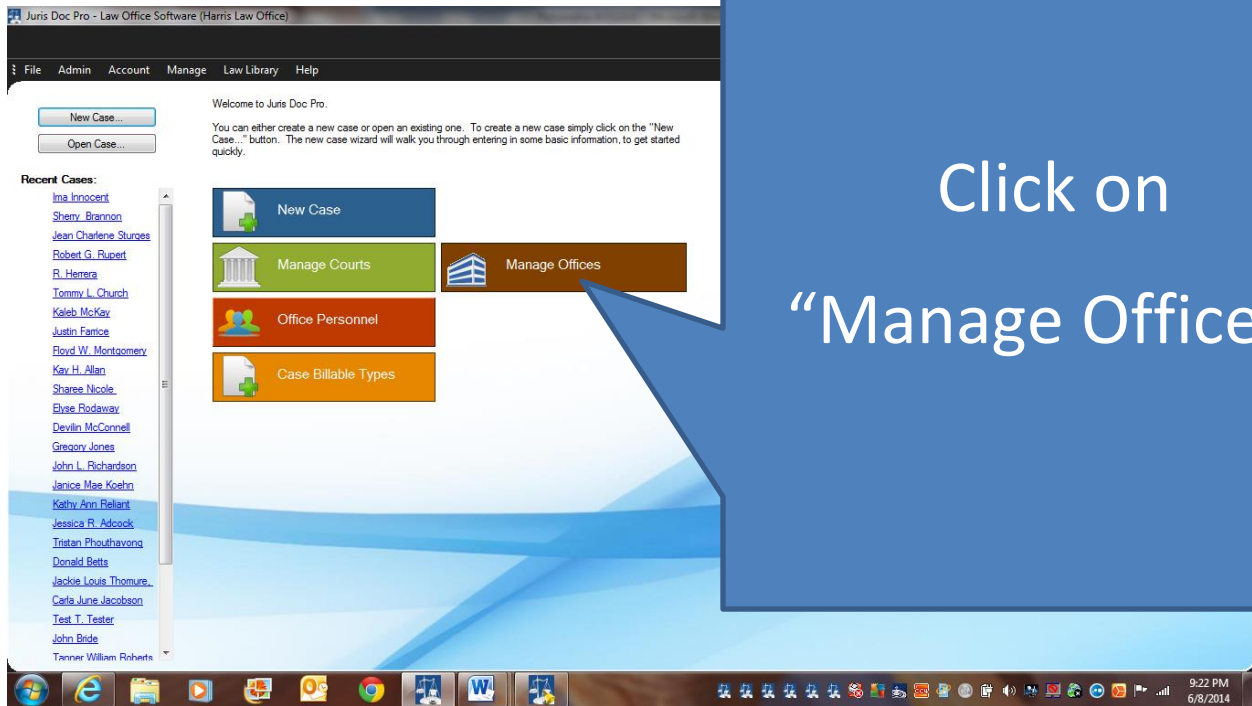
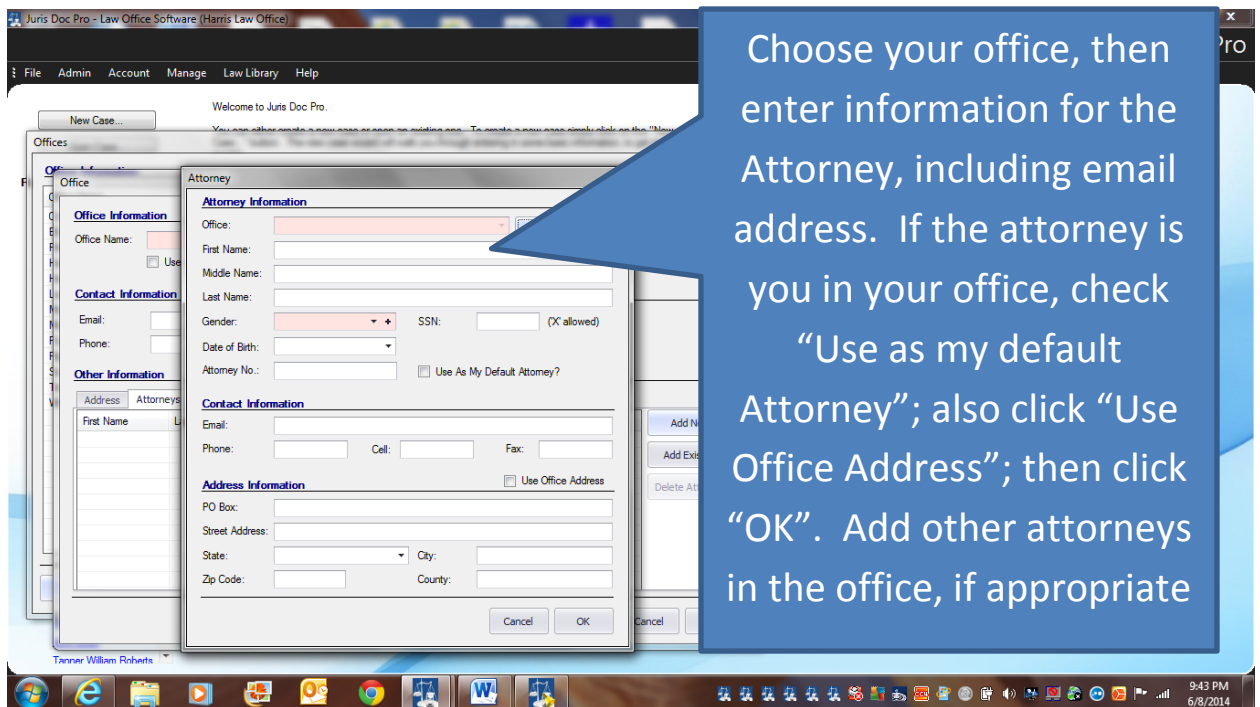
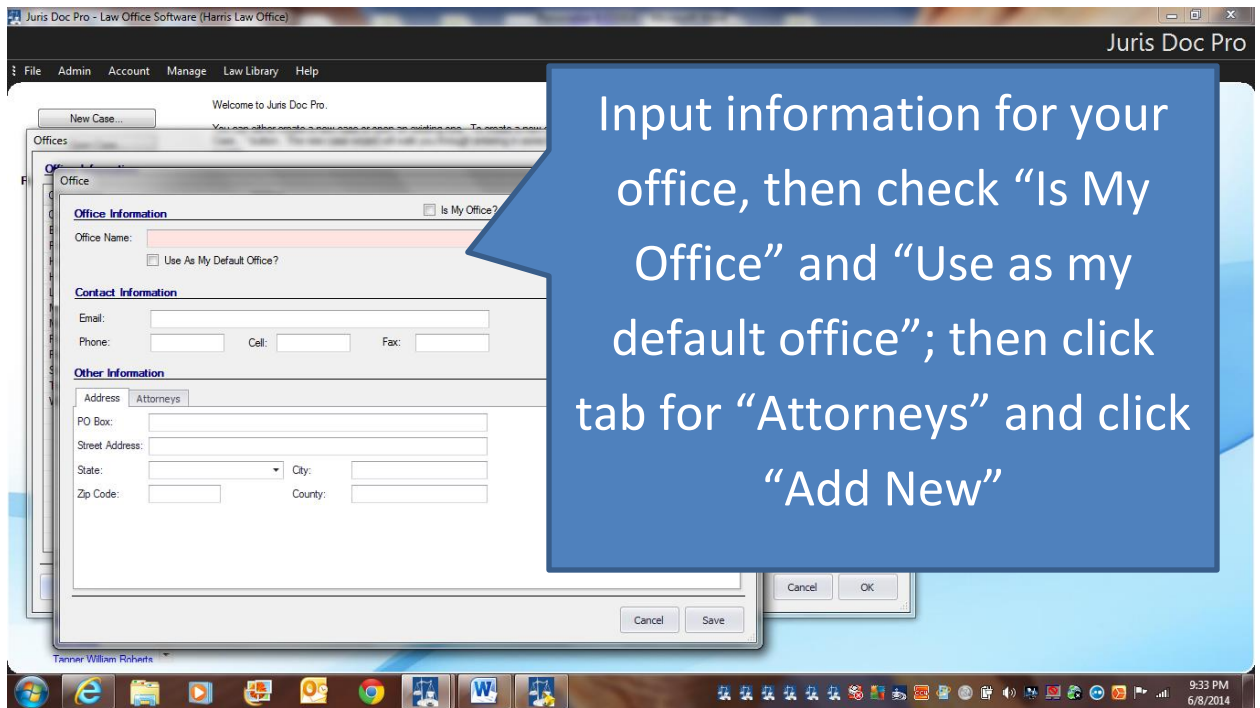


PERSONALIZE IT FOR YOUR OFFICE:

1. Click on “Manage Offices”

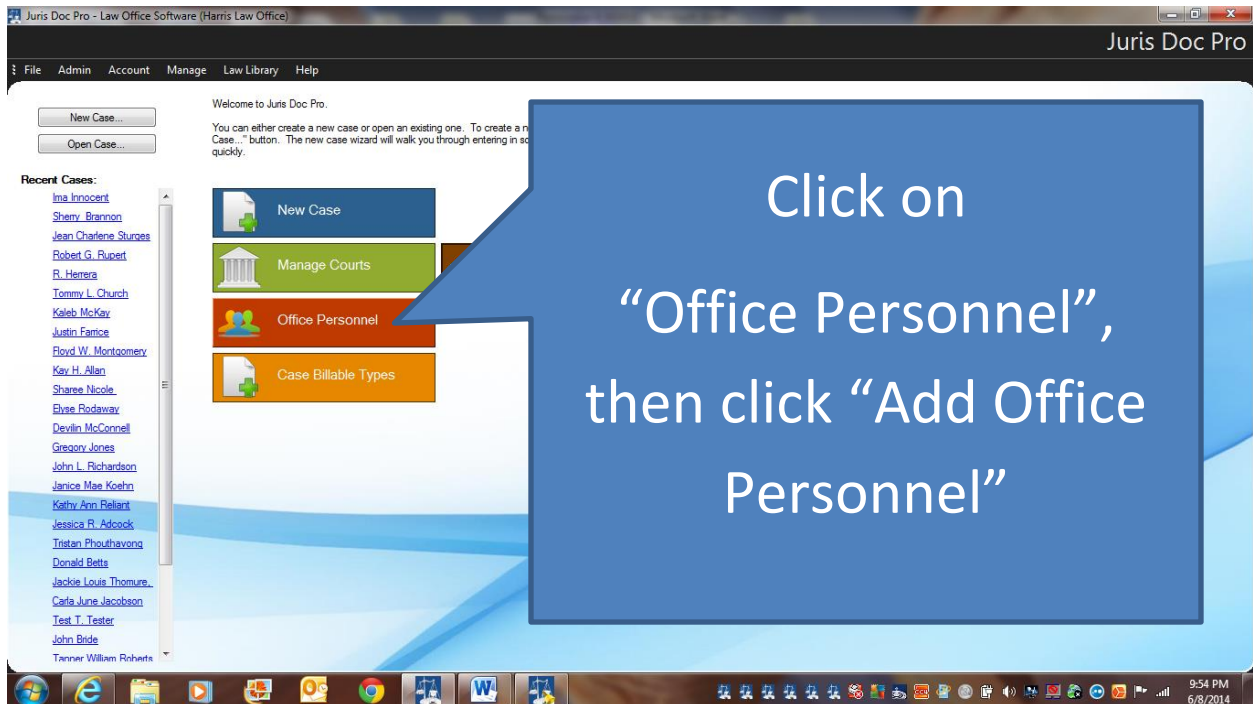




After all information for office and attorneys entered, click “Save”

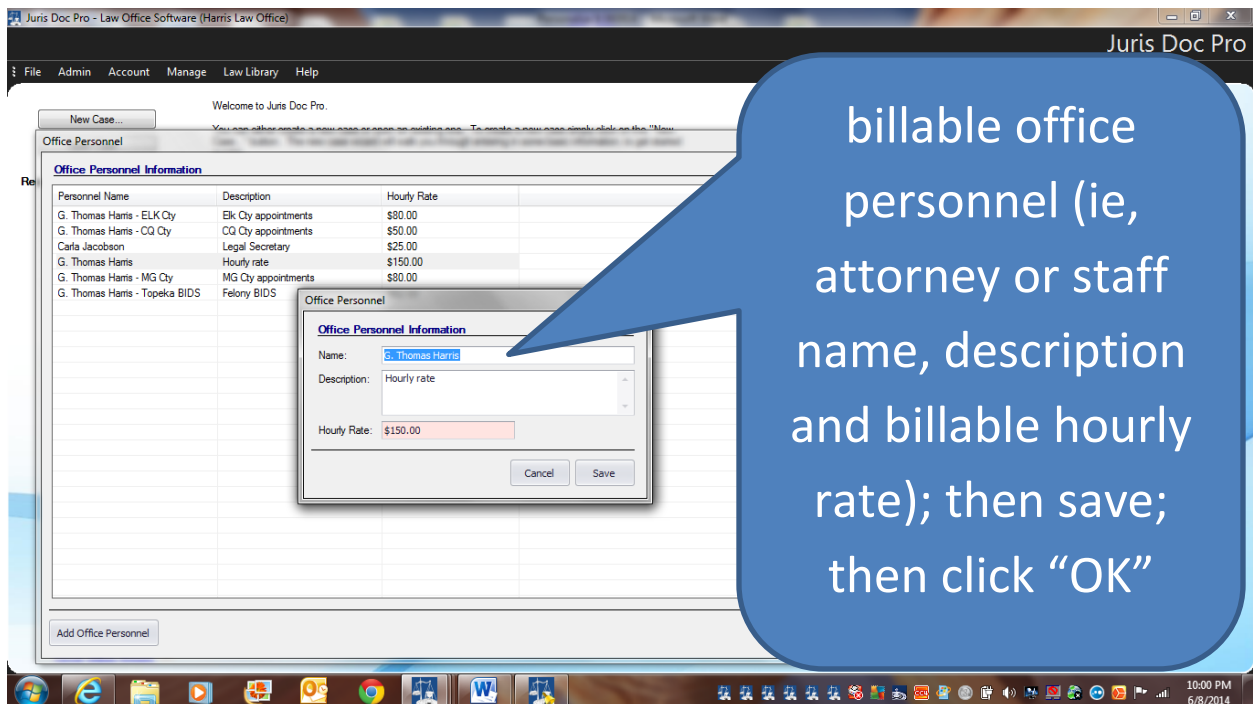
Enter similar information for opposing counsel offices (or you can do that through the interface screens on a particular case)

2. Click on “Office Personnel”

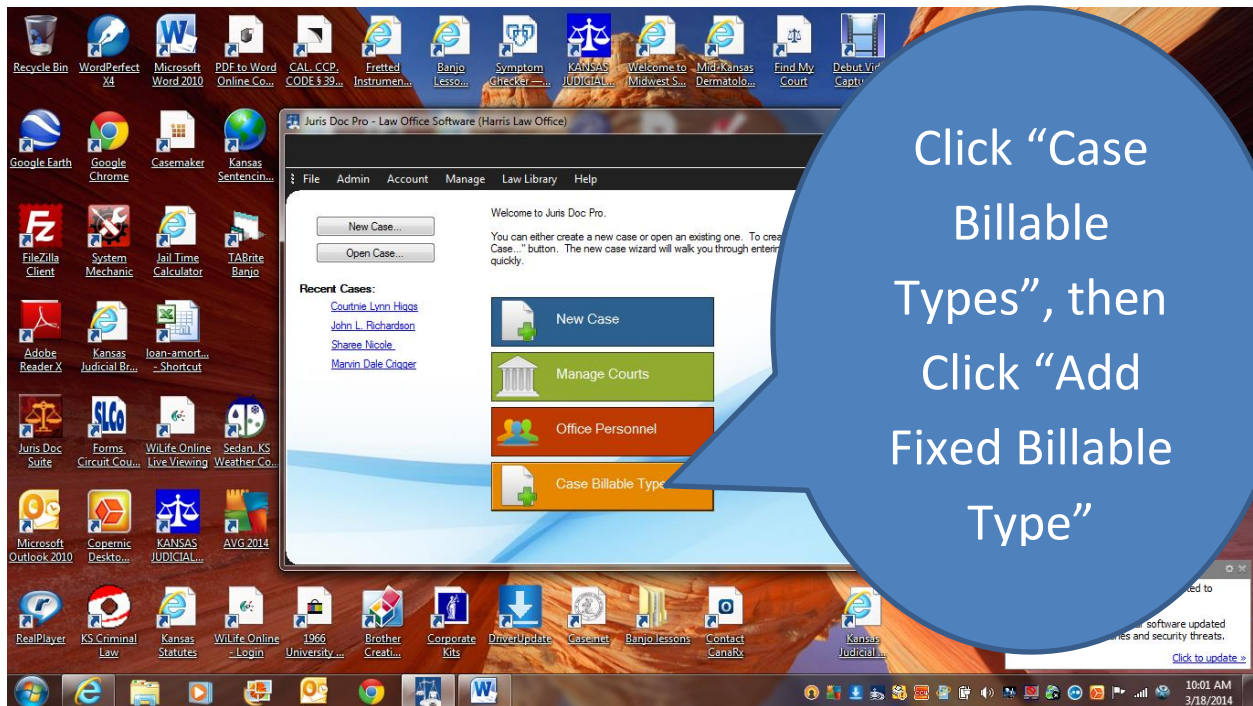


3. Add appropriate information for billable office personnel

for all



1. Click on “Case Billable Types”



Then add appropriate information for fixed fee billing (ie, filing fees; flat fees; value added fees for preparation of various law forms); then save; then click “OK”

2. Click on “Manage Courts”

Welcome to Juris Doc Pro.
You can either create a new case or open an existing one. To create a new case simply click on the "New Case..." button. The new case wizard will walk you through entering in some basic information, to get started quickly.

Recent Cases:

- Ima Innocent
- Sherry Brannon
- Jean Charlene Sturges
- Robert G. Rupert
- R. Herrera
- Tommy L. Church
- Kaleb McKay
- Justin Farnice
- Floyd W. Montgoamey
- Kay H. Allan
- Shanee Nicole
- Elyse Rodaway
- Devlin McConnell
- Gregory Jones
- John L. Richardson
- Janice Mae Koehn
- Kathy Ann Bellant
- Jessica R. Adcock
- Triston Phouthavong
- Donald Betts
- Jackie Louis Thomure
- Carla June Jacobson
- Test T. Tester
- John Bode
- Tanner William Roberts

Click
“Manage
Courts”, and
choose your
state

3. If the courts you usually deal with are not on court list, click on “Add Court”; then enter appropriate info for court, clerks and judges

Welcome to Juris Doc Pro.

Court

Recent

Court Information

Court Type: Circuit/District No.

Court Name:

Email:

Phone: Cell: Fax:

Description:

Other Information

Address | Clerks | Judges

PO Box:

Street Address:

State: City:

Zip Code: County:

Cancel Save

Enter appropriate
info for court, clerks
and judges; then
save and click “OK”

4. If drop down list does not reflect the proper type description of court, clerk or judge, then click on “+”, then click “add item”

