

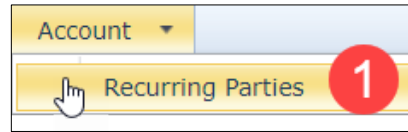


Steps to Set Up Recurring Parties

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Menu Selection:

1. Select **Account** → **Recurring Parties**



Add/Edit Recurring Party:

2. Click **Add** button
3. Select **Party Type**, "Individual" defaults
4. Type **First Name**
5. Type **Middle Name**
6. Type **Last Name**
7. Type **Suffix**
8. Type **Notes**
9. Select **Address Info** Available or Not Available
10. Type **Address** (Line 1)
11. Type **Address 2** (Line 2)
12. Type **City**
13. Select **State** from list
14. Type **Zip** code
15. Type **SSN** (Social Security Number)
16. Type **Phone**
17. Select **Gender** from list
18. Check **Special Accomodations** checkbox, if applicable.
19. Click **OK** button
 - Repeat Steps 2-19 to add additional parties.
20. Select **Recurring Party** from list to add parties in e-filings

The screenshot shows the 'Add/Edit Recurring Party' form with the following fields and steps:

- 1**: Account menu
- 2**: Add button
- 3**: Party Type dropdown (Individual)
- 4**: First Name field
- 5**: Middle Name field
- 6**: Last Name field
- 7**: Suffix field
- 8**: Notes field
- 9**: Address Info radio buttons (Available/Not Available)
- 10**: Address field
- 11**: Address 2 field
- 12**: City field
- 13**: State dropdown
- 14**: ZIP field
- 15**: SSN field
- 16**: Phone field
- 17**: Gender dropdown
- 18**: Special Accommodation checkbox
- 19**: OK button
- 20**: Recurring Party dropdown in the 'Add/Edit Plaintiff' form

The screenshot shows the 'Add/Edit Plaintiff' form with the following fields and steps:

- 20**: Recurring Party dropdown menu showing a list of parties:

| Party Type | Name |
|------------|---------------------------------|
| Business | Shenandoah County 911 |
| Business | Shenandoah County Fire & Rescue |
| Business | Shenandoah County EMS |
| Business | Mountaineer Law |
| Business | Law Offices of Snyder & Snyder |
| Individual | Sally Joe Morgan |
| Individual | Bob Bailey |