

Instructions for adding ADI to the service list in TrueFiling

Determine whether ADI is listed in TrueFiling as a “Case Contact” with the correct email address

Once you have located the case via the case search, check the “Case Contacts” to see whether Appellate Defenders is listed with the e-mail address of eservice-court@adi-sandiego.com.

If it is not (as in the screenshot below), then follow the instructions on the next page to add Appellate Defenders to the case.

The screenshot displays the TrueFiling interface for a case titled "The People v. Rogers" with ID D069461, filed in the CA 4th District Court of Appeal Division 1. The case type is CRIMINAL. A "Create New Bundle" button is visible. Under the "Case Contacts" section, "Office Of The Attorney General, (SAGSDG-02)" is listed with a "Case Contacts" tab selected, and "Attorney" and "Court Added" are also visible. Below this, the "Firm Contacts" section includes buttons for "Add Contact", "Add New Contact", "Add Attorney", and "Add New Attor". The "Other Counsel" section includes an "Add Other Counsel" button.

If ADI is not on the “Case Contacts” list with the correct email address, add it

Under "Other Counsel," click "Add Other Counsel."

In the PopUp Box called “Find Other Counsel” (see below):

1. Search for “Appellate Defenders.”
2. Check the box next to “Eservice, ADI” with the e-mail address: eservice-court@adi-sandiego.com.
3. Click “Add Selected.”
4. **DO NOT CHECK ANY OTHER BOXES** with ADI staff attorneys or support staff. All service must be exclusively to eservice-court@adi-sandiego.com.

Attorney Lookup

You can search for an Attorney from another firm and add them as a case contact.

To include Contacts and Pro Per filers in your search results, select the Include Contacts and Pro Per option.

The selected individuals will be added to the Contacts section on the Case Detail page.

Other Counsel Lookup

Search Attorney Name, Attorney Number, Email Address, or Firm Name

Appellate Defenders

Search for Attorneys only

Search Results

<input checked="" type="checkbox"/>	Eservice, ADI	Appellate Defenders, Inc.	Attorney	eservice-court@adi-sandiego.com	555ADI	CA
<input type="checkbox"/>	Fabian, Linda	Appellate Defenders, Inc.	Attorney	lmf@adi-sandiego.com	115627	CA
<input type="checkbox"/>	Fager, Eric	Appellate Defenders, Inc.	Contact	edf@adi-sandiego.com		XX
<input type="checkbox"/>	Furness, Laura	Appellate Defenders, Inc.	Attorney	llf@adi-sandiego.com	194570	CA
<input type="checkbox"/>	Geyerman, Cheryl	Appellate Defenders, Inc.	Attorney	cag@adi-sandiego.com	125537	CA
<input type="checkbox"/>	Hall, Kathy	Appellate Defenders, Inc.	Contact	klh@adi-sandiego.com		XX

Confirm the “Case Contacts” list now includes Appellate Defenders at eservice-court@adi-sandiego.com

The case below correctly displays Appellate Defenders with the eservice-court@adi-sandiego.com address.

The People v. Rogers
D069461
CA 4th District Court of Appeal Division 1
Case Type: CRIMINAL

[Add to Fav](#)
[View Regis](#)

[Create New Bundle](#)

Case Contacts

Eservice, ADI (555ADI)	Attorney	Appellate Defenders, Inc.	eservice-court@adi-sandiego.com
Office Of The Attorney General, (SAGSDG-02)	Attorney	Court Added	sdag.docketing@doj.ca.gov