

Laser Fax

Version 5
Modification 5.4
September 22, 2004

ATTORNEY NAMES

In the continuing effort to standardize the maintenance of names and addresses in the DJS, AOPC now maintains a listing of all attorneys that are licensed to practice law in Pennsylvania.

You are now required to select the attorney's name from a centralized list when using any of the following attorney types in the Interested Party Type field on the Interested Party screen.

- ? DPVA (Attorney Def Private)
- ? PATT (Attorney for Plaintiff)
- ? CAA (Child Advocate Attorney)
- ? CPAT (Complainant's Attorney)
- ? CATT (Court Appointed Attorney)
- ? DA (District Attorney)
- ? PD (Public Defender)

Add an Attorney to a Case

1. From any menu selection screen within the case, type 65 (Maintenance) and press <ENTER>.
2. From the Maintenance menu, type 3 (Interested Parties) and press <ENTER>.
3. The Interested Party pop-up window will appear. Press <ENTER> to add an attorney.
4. Press <ENTER> to bypass the Interested Party Search screen. Attorneys cannot be selected from this screen.
5. The Interested Party Entry screen will appear. In the IP Type field, type the appropriate interested party type code (one of the 7 listed above) or press <F4> to choose the appropriate code from a pop-up window. Press <F10> (Names File).
6. The Names File pop-up window will appear. Use <TAB> to move the cursor and place an X next to ATTY (Attorney).
7. The Maintain Names screen will appear. You can search for the attorney by pressing <TAB> and typing the last name in the Position to Name field. Press ENTER.
8. Verify the name of the attorney and select the name by placing an X by the name and pressing <ENTER>.
9. A pop-up window will appear asking if you want to add the individual as an interested party to the case. Type Y for yes or N for no and press ENTER. If you type Y for yes, continue with the next step. If you type N for no, return to step 8.
10. You will return to the Interested Party Entry screen. The attorney's information will appear in white on this screen as inquiry only. Press ENTER to add the information to the case and return to the Maintenance Menu.