



How to Add an Attorney to an Existing Case

1. Search for the case

On your Dashboard, click in the **Case File No** field, enter the number for the case, and press *[Enter]* on your keyboard.

Find a Case

* Case File No:

[Advanced Search](#)

2. Access the Search Attorney screen

In the Attorneys tab of the GTS Case screen, click the Attorney Search icon above the Attorneys grid.

Incapacitated Person Case Actions Guardians Other Case Participants Attorneys Reports Bond Ordered	<p>Attorneys</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table> <p style="text-align: right;">+</p>	Name	Address		
Name	Address				

3. Enter the attorney's name

Enter the attorney's **Last Name** and **First Name**.

Tip: If known, using the attorney's **PA Bar Number** is the quickest way to find their record.

Search Attorney

Search By:

* Last Name:

First Name:

SSN:

Birth Date:

Attorneys Only:

Attorney Type:

PA Bar Number:

4. Click SEARCH

5. Choose the attorney

Click the radio button that appears to the left of the attorney and click the **SELECT** button.

	Name	Type	Address	Identifiers	Birth	Active Cases	Alerts
<input type="radio"/>	Rosemary Martin Nolan	Attorney	153 Meadow Dr Beaver Falls, PA 150101651 (Mailing)	PA Bar Number: 078387 (Active)		0	0

How to Add an Attorney to an Existing Case



5. Select the represented party

In the Add/Edit Attorney Details popup, click the **Representing** dropdown and select the appropriate participant.

A screenshot of the 'Add/Edit Attorney Details' popup form. The form has a dark blue header with the title 'Add/Edit Attorney Details'. Below the header is a tabbed interface with one tab labeled 'Attorney Info'. The form contains several input fields: 'Attorney Name' with the value 'Nolan, Rosemary Martin', 'PA Bar Number' with the value '078387', and 'Attorney Type' with the value 'Bar Member'. There is a radio button for 'Representing' which is selected, and a dropdown menu next to it showing 'Fuller, Ashley (Incapacitated Person)'. Below these are three checkboxes: 'Appointed By Court' (checked), 'Appointment Date' (with a date picker set to '11/20/2022'), and 'Paid by County' (checked). At the bottom of the form is a 'Save' button. Lines with dots at the end point from the 'Representing' dropdown, the 'Appointed By Court' checkbox, the 'Appointment Date' field, and the 'Save' button to their respective instructions in the surrounding text.

7. Click SAVE

6. (Optional) Record the appointment details

Complete one or more of the following:

- If the attorney was appointed by the court to represent a party on the case, click the **Appointed By Court** checkbox and record the **Appointment Date**.
- Select the **Paid by County** checkbox if the attorney receives payment from the county for their legal services.