

Quick Setup Guide for Law Enforcement

Important: Use these instructions to create a new TrueFiling account if transferring from one local law enforcement agency to another. Or from local law enforcement to a trooper post.

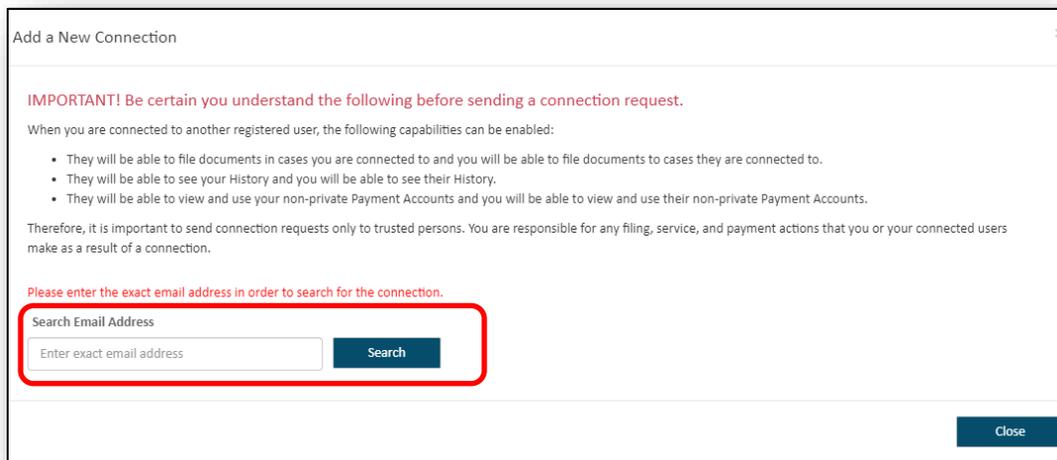
1. Click link to [Register](#) for **TrueFiling**
2. Complete required fields below *
3. **Professional Credentials:** select "I'm filing on behalf of an attorney"
4. **Additional Settings:** select "I will file to a case where I am representing myself (pro se)"
5. Click **Sign Up** and respond to authentication email.

The screenshot shows the 'Sign Up for TrueFiling' form. On the left, there are input fields for: Email Address *, First Name *, Last Name *, Firm/Organization, Address * (with sub-fields for Line 1 and Line 2), City *, State/Province *, Zip Code *, Password *, and Confirm password *. On the right, there is a text block explaining the benefits of signing up, followed by the 'Professional Credentials' section with three radio button options: 'I'm an attorney in one or more states / provinces', 'I am filing on behalf of an attorney' (highlighted with a red box and arrow), and 'I am a court reporter / recorder'. Below that is the 'Additional Settings' section with two radio button options: 'I will file to a case where I am representing myself (pro se)' (highlighted with a red box and arrow) and 'I am filing into a case but none of the above apply to me'. A dark blue 'Sign Up' button is at the bottom right.

Complete Account Setup

Create a Connection with the **regional district attorney office**. By making this connection, the DA will be notified when the case is accepted by the court. The email will provide the court case number and a link to the charging document(s). If your agency has a general delivery **TrueFiling** account, often this is dispatch, create a Connection with that user account. Your agency will receive email notification of your filings and any rejections.

1. Navigate to **Settings** and select **Connections**. Click **Add New Connection**, enter email address, and **Search**.



Add a New Connection

IMPORTANT! Be certain you understand the following before sending a connection request.

When you are connected to another registered user, the following capabilities can be enabled:

- They will be able to file documents in cases you are connected to and you will be able to file documents to cases they are connected to.
- They will be able to see your History and you will be able to see their History.
- They will be able to view and use your non-private Payment Accounts and you will be able to view and use their non-private Payment Accounts.

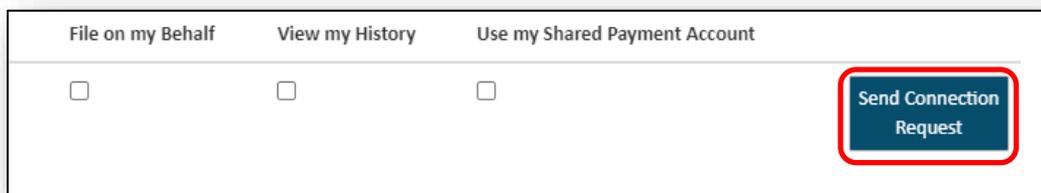
Therefore, it is important to send connection requests only to trusted persons. You are responsible for any filing, service, and payment actions that you or your connected users make as a result of a connection.

Please enter the exact email address in order to search for the connection.

Search Email Address

Enter exact email address

2. When user account is located, determine which capabilities you want to provide this user. Recommendation: "File on my Behalf" and "View my History"



File on my Behalf	View my History	Use my Shared Payment Account
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Click on **Send Connection Request**. The Connection is pending upon approval of the recipient.

4. **Notification Settings:** There are two sections to the Notification Settings. The upper section settings pertain to **your** account. Recommended configuration:

Notification Settings

Specify when and how you want to be notified about your filings and your TrueFiling account.
Settings are up to date. Specify when and how you want to be notified about your filings and your TrueFiling account.

Notify me when:	Text:	Email:
My documents are submitted to the court	<input type="checkbox"/>	<input type="checkbox"/>
A payment transaction occurs	<input type="checkbox"/>	<input type="checkbox"/>
A filing is marked as 'Filed'	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A filing is marked as 'Rejected'	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A filing is 'Returned' by the court	<input type="checkbox"/>	<input type="checkbox"/>
A message is received from the court	<input type="checkbox"/>	<input type="checkbox"/>
Payment information is added or updated	<input type="checkbox"/>	<input type="checkbox"/>
My password is changed	<input type="checkbox"/>	<input checked="" type="checkbox"/>

5. Once your Connection request has been accepted, go to the lower section of the **Notification Settings** screen, select **Copy Notification Emails**. Your connections will now receive an email with a link to your filings or rejections.

Copy e-Service	Copy Notification Emails	Your Connection's Selected Notification Preferences			
		Submitted	Payment	Filed	Rejected
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>