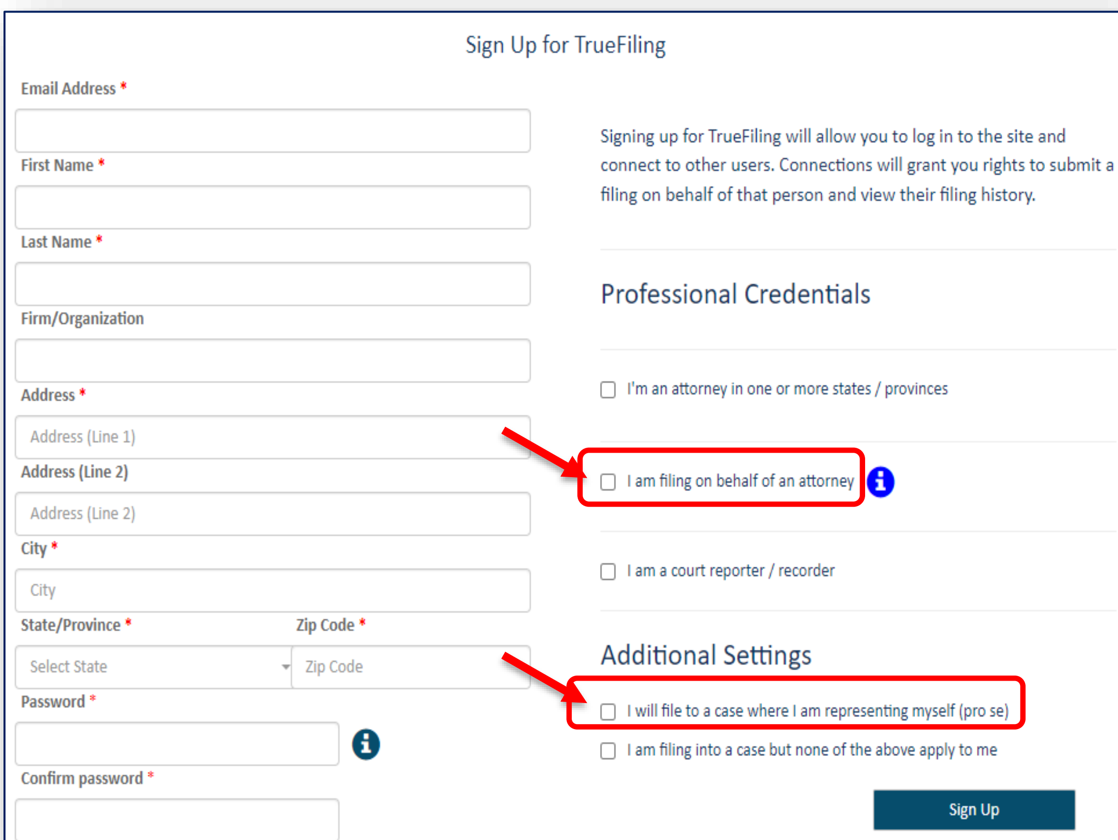
Quick Setup Guide for Law Enforcement

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.

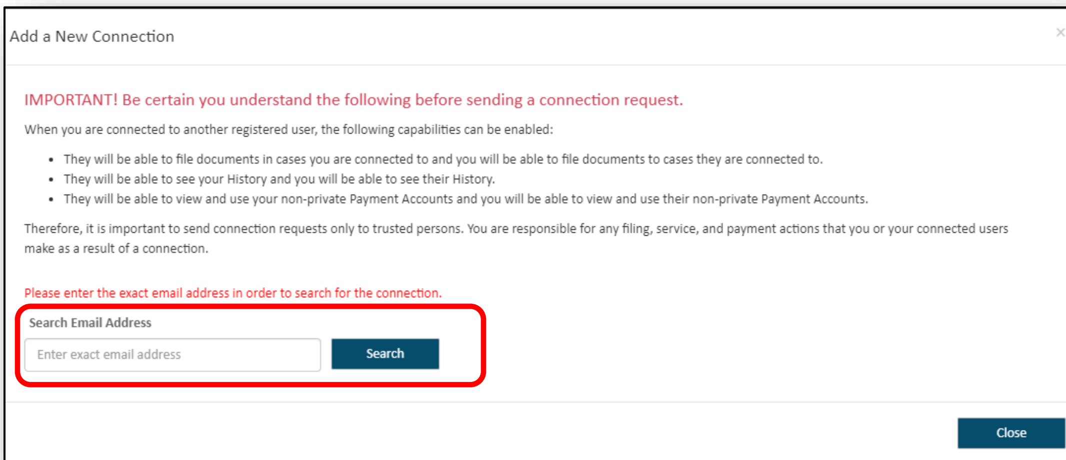
1. Click link to Register for **TrueFiling**
2. Complete required fields below *
3. **Professional Credentials:** select "I'm filing on behalf of an attorney"
4. **Additional Settings:** select "I will file to a case where I am representing myself (pro se)"
5. Click **Sign Up** and respond to authentication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



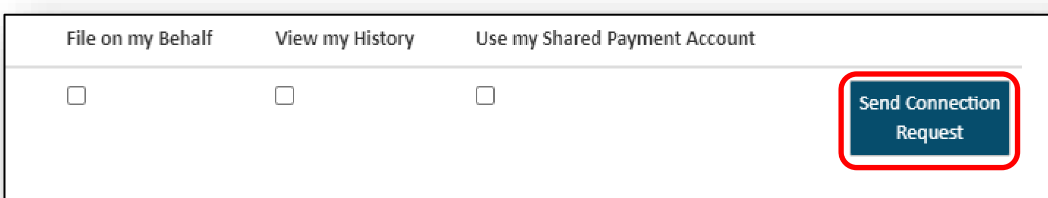
Complete Account Setup

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.**

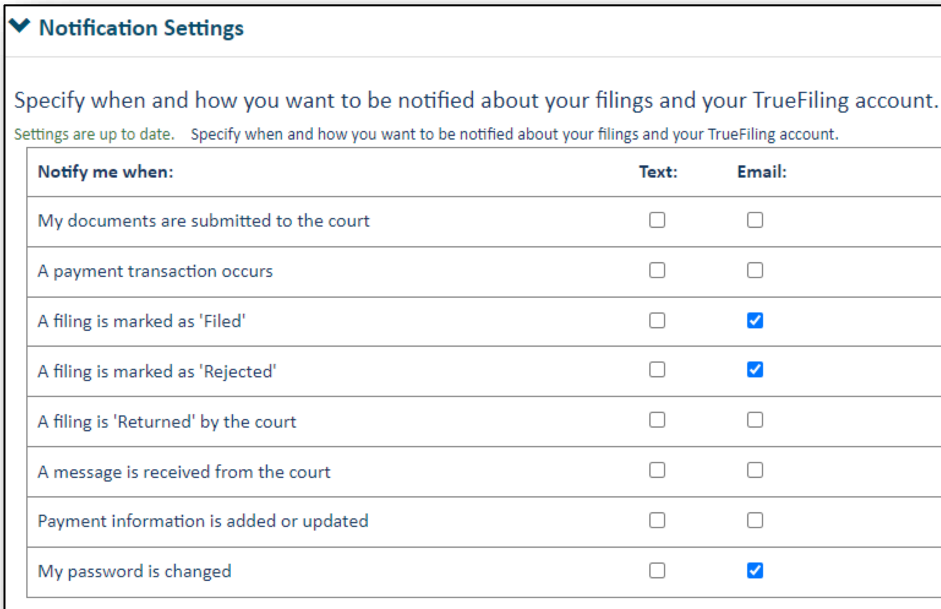


2. When user account is located, determine which capabilities you want to provide this user. Recommendation: "File on my Behalf" and "View my History"



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:



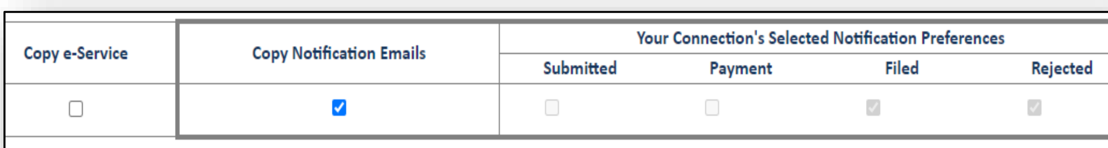
Notification Settings

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	☐	☐
A payment transaction occurs	☐	☐
A filing is marked as 'Filed'	☐	☑
A filing is marked as 'Rejected'	☐	☑
A filing is 'Returned' by the court	☐	☐
A message is received from the court	☐	☐
Payment information is added or updated	☐	☐
My password is changed	☐	☑

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
☐	☑	☐	☐	☑	☑