

Service Through TrueFiling

1. The Serve Document box is marked. After uploading your documents. Complete the **Select Service Recipients** section.
2. If a party listed under the **Select Service Recipient** section needs to be served, mark the box to indicate that service will be made to that party.

Name	Roles	Email	Service Type	<input type="checkbox"/> All
Ina Mano	Pro Se Attorney Connection	fmano@akcourts.us	e-Serve	<input checked="" type="checkbox"/>

3. If a party is not listed as a recipient, there are several ways to add them:



- **Add Myself / Connected User:** You can add yourself or any user you have added as a Connection. Mark the box for each recipient you want to add, then click **Add Selected**.

Add Myself or a Connected User

Filter by name or email Add New Connection

	Name	Roles	Email
<input checked="" type="checkbox"/>	Brodie	Pro Se Other	@akcourts.gov

Cancel Add Selected

- **Add Other Counsel:** As long as the party has a TrueFiling account, you are able to search by first or last name, email address or Attorney Number. Click Search. Mark the box for each recipient you want to add, then click **Add Selected**.

Add Other Counsel

Search by name (first or last), email address, or Attorney Number (2 character minimum)

Attorneys only? Search

	Name	Roles	Organization	Email
<input checked="" type="checkbox"/>	Test Account, L	Other Pro Se		@akcourts.gov

Cancel Add Selected

- **Add Recipient:** The party does not have a TrueFiling account. If the email address is known, you can add the email address.

For Mail Service or Personal Service, you are still responsible for serving these recipients out of TrueFiling. At least one party needs to be e-serve when selecting these methods. If no other party is being e-served, you may add or select yourself to meet this requirement.

Non-TrueFiling Filer	Ad Hoc	nontruefilinguser@akcourts.gov				e-Serve	<input checked="" type="checkbox"/>	Save	Remove
Non-TrueFiling Filer	Ad Hoc	1234 A Street	Anchorage	Alaska	99501	Mail Service	<input checked="" type="checkbox"/>	Save	Remove

Click **Save** after adding recipient(s).