

Opposing Attorneys

Overview

This document details how to configure, set, and use opposing attorneys in CMPOnline.

Creating a New Opposing Attorney

There are two ways to create a new attorney, from the contacts screen or from the debtors screen. If you are creating a new attorney to use right away, adding the attorney from the debtors screen automatically selects that attorney as the attorney for that debtor. If you are not using the attorney right away, creating from the contacts screen is your best option.

From the Contacts Screen

- Navigate to the Contacts > Opposing Attorneys screen.
- Click “Add New”.
- Populate all applicable fields, such as First and Last Name, Company Name, and Address.
- Either enter your own code in the Code field at the top of the pop-up or click “Suggest” for the application to automatically generate a code for you.
- Click “Save”.

From the Debtors Screen

- Navigate to the Case File > Opponents > (Opponent) > Other Details screen.
- Locate the Attorney field and click the “Plus” icon next to the field label.
- Populate all applicable fields, such as First and Last Name, Company Name, and Address.
- Either enter your own code in the Code field at the top of the pop-up or click “Suggest” for the application to automatically generate a code for you.
- Click “Save”.

Setting an Opposing Attorney

- Navigate to the Case File > Opponents > (Opponent) > Other Details screen.
- Locate the Attorney field, found in the General box on this screen.
- Select the opponent's attorney from the Attorney dropdown menu. If you do not see the attorney within the list, please view the *Creating a New Opposing Attorney From the Debtors Screen* section of this help document.
- Save the case file.

Questions?

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