

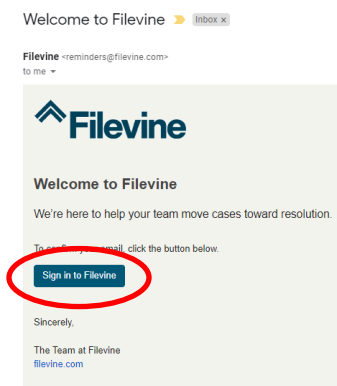


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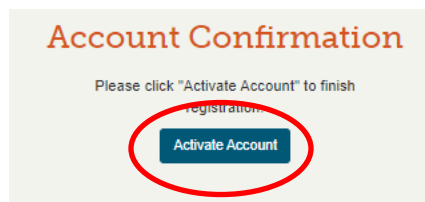
How to Use Filevine for SCS Appeals

To Register for Filevine

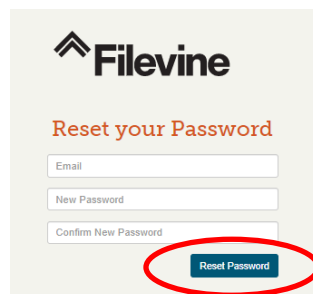
Welcome to Filevine! As a new user, click **Sign in to Filevine**.



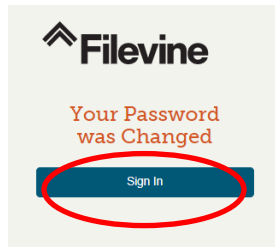
A new window tab should open with the following screen. Click **Activate Account**.



Create a login then click **Reset Password**.



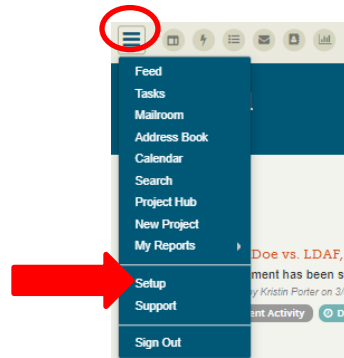
This screen will follow. Click **Sign In**.



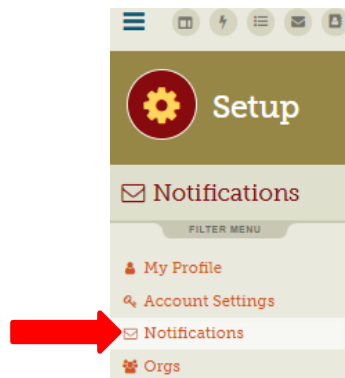
You will be brought back to the Sign In screen. Enter your new credentials, then click **Sign In** again. You will be brought to your **Feed** page, which will show you any notes or tasks that have been assigned to you through all of Filevine for any and all cases you are party to with Appeals.



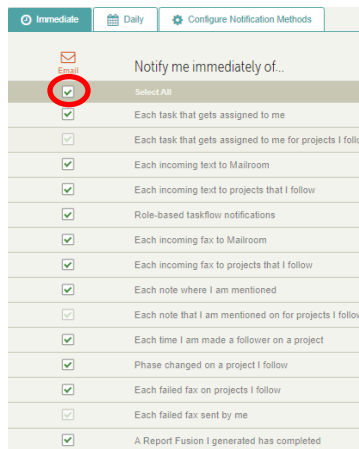
Before you begin, go the Menu and click **Setup**.



Next, click **Notifications**.



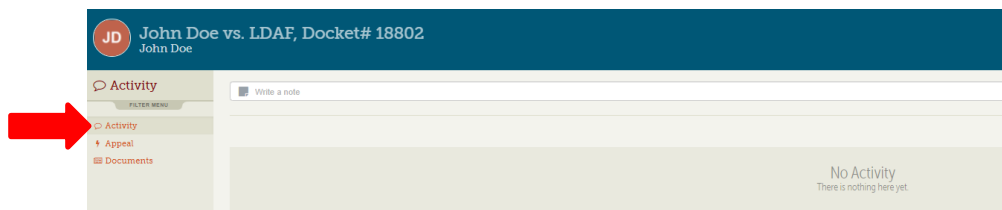
Under the **Immediate** tab, we recommend selecting all. The **Daily** and **Configure Notification Methods** tabs can be completed however you feel appropriate.



Once this is completed, go back to your **Feed** page. If there is nothing in your **Feed**, you can start typing the caption of the appeal in the **Search** box and it will appear as below:

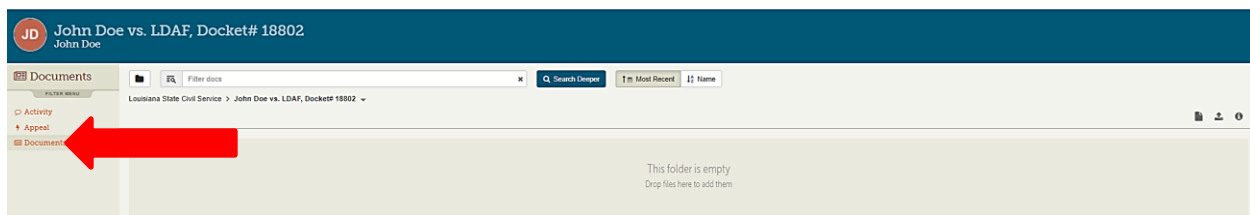


Click on the appeal. This will bring you to the **Activity** page for this particular appeal.



This is where you will see any notes and tasks in which you are tagged. You can also enter notes here, which we encourage you to do when uploading documents (more on this later).

Next, access the **Documents** section.

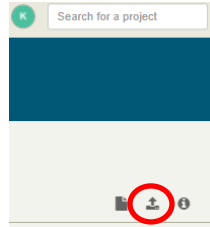


Here, you will be able to upload documents, pleadings, etc. for the Referee's review, as well as view documents that are shared with you.

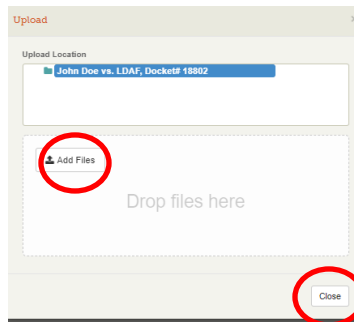
TO UPLOAD A DOCUMENT:

Drag files from your computer drive to the folder, OR

Click the **Upload files** button on the far right-hand side.

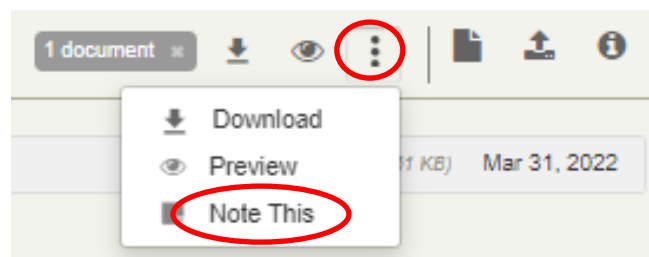


The following pop-up will appear. Click **Add Files** and select the appropriate files you wish to upload. Then, click **Close**.

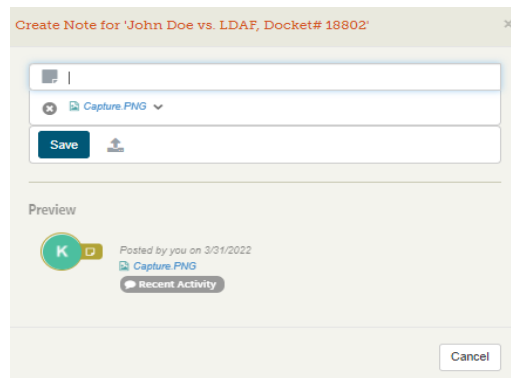


After the document uploads and appears in the **Documents** folder, click on the banner containing the document name.

Click the **Document Options** button and select **Note This**.



The following pop-up will appear:

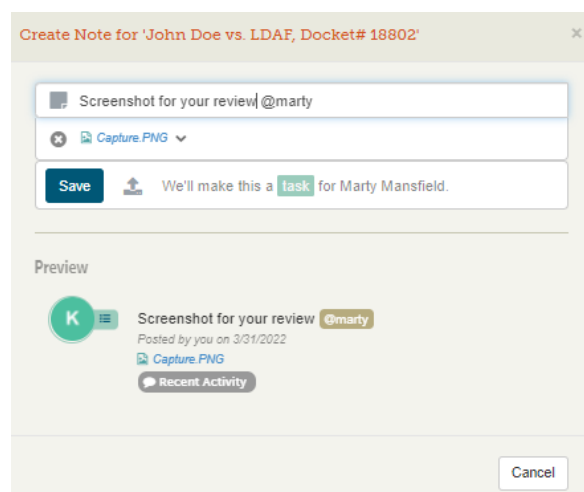


Here, please state the title of the document and tag the Referee in the textbox.

Marty Mansfield = @marty

Brent C. Frederick = @brent2

Your screen should look similar to below:



Once this is completed, click **Save**. You can then go back to the **Activity** page and confirm that your document was successfully uploaded and assigned to the Referee.