



Course 202

Secondary Contacts

You may designate up to five (5) secondary contacts in ACIS.

These secondary e-mail address will receive copies of the e-mails and e-notices that you receive from the Appellate Courts.

To begin, click on the “Your Account” tab.

ACIS.alabama.gov

Your User Id: [johndoe@hotmail.com](mailto: johndoe@hotmail.com) No Alerts At This Time! View Your Basket Logout

Account Status: **Level III Subscription** Available Page Allowance: 450 Pages Available Case Tracking Allowance: 6 Cases

MAIN MENU **YOUR ACCOUNT** E-FILE DOCUMENTS FIND A CASE CASE TRACKING YOUR DOCUMENTS YOUR E-NOTICES REPORTS

Main Menu

Information Bulletins

i Rules Alert - The Supreme Court has adopted a redaction policy effective June 1, 2010. [See Rule 56 ARAP](#)

Decisions Released During The Past 30 Days

- [Supreme Court Release List for July 23, 2010](#)
- [1071678: Gene William Cheshire v. Pearl Putman; Alexan](#)
- [1071679: Allstate Electric Company, Inc. v. Pearl Putm](#)
- [Civil Appeals Release List for July 23, 2010](#)
- [2080806: W.A. Kendall & Company, Inc. v. Ryan Madison.](#)

Your Pending Cases (4)

- [1091055: Marion Robert Morrison v. Josephine Alicia Sa](#)
- [1071453: John Ford and Tom Mix v. Howard Jones.](#)
- [2090920: The Quite Man Suit Company v. Stagecoach Trav](#)
- [2090257: The Yellow Rose Express v. True Grit Enterpri](#)

Supreme Court of Alabama (334)229-0700 Alabama Court of Civil Appeals (334)229-0733 Alabama Court of Criminal Appeals (334)229-0751

Scroll down to the “Your Secondary Contacts” section.

Click the “Add A Secondary Contact” button.

Your User Id: [johndoe@hotmail.com](#)  No Alerts At This Time! [View Your Basket](#)  [Logout](#)

Account Status: [Level III Subscription](#) Available Page Allowance: [450 Pages](#) Available Case Tracking Allowance: [6 Cases](#)

[MAIN MENU](#) | [YOUR ACCOUNT](#) | [E-FILE DOCUMENTS](#) | [FIND A CASE](#) | [CASE TRACKING](#) | [YOUR DOCUMENTS](#) | [YOUR E-NOTICES](#) | [REPORTS](#)

Your User Information

Email Address: johndoe@hotmail.com
Password: test
Security Question: What is your favorite pastime?
Answer: Old Western Movies
Optional Salutation: None
First Name: John
Middle Name: Wayne
Last Name: Doe
Suffix: None
Alabama Bar ID: 5555A55A

[Edit Your Information](#)

Your Firm's Information

Firm's Name: Doe & Done
Party: Attorney
Address: 101 Ready Street
City: Wetumpka
State: AL
Zip Code: 36092
Phone Number: (555) 555-5555
Fax Number: (555) 555-5556

[Edit Your Firm's Information](#)

Your Secondary Contacts

You may designate up to five (5) secondary contacts that will receive copies of any notices and orders e-mailed to you by the Appellate Courts.

[Add A Secondary Contact](#)

Your Account Status

Subscription Status: [Level III Subscription](#) [Edit Your Subscription](#) 

Enter the name of your secondary contact, as well as the e-mail address for the contact into the “Add A Secondary Contact” dialog box.

Click the “Add Contact” button to continue.

The screenshot displays the ACIS University user interface. At the top, the user's ID is 'john.doe@hotmail.com' and there is a notification 'No Alerts At This Time!'. The account status is 'Level III Subscription' with an allowance of 450 pages and 6 cases. A navigation menu includes 'MAIN MENU', 'YOUR ACCOUNT', 'E-FILE DOCUMENTS', 'FIND A CASE', 'CASE TRACKING', 'YOUR DOCUMENTS', 'YOUR E-NOTICES', and 'REPORTS'. The main content area is divided into 'Your User Information' and 'Your Firm's Information'. The 'Add A Secondary Contact' dialog box is open, prompting the user to enter the name and email address of a secondary contact. The dialog contains fields for 'Name' (filled with 'Jason Doe') and 'E-Mail Address' (filled with 'jason.doe@hotmail.com'). The 'Add Contact' button is circled in red. Below the dialog, a note states: 'You may designate up to five (5) secondary contacts that will receive copies of any notices and orders e-mailed to you by the Appellate Courts.' At the bottom, the 'Your Account Status' section shows the subscription status as 'Level III Subscription'.

Your User Information

Email Address: johndoe@hotmail.com
Password: test
Security Question: What is your favorite pastime?
Answer: Old Western Movies
Optional Salutation: No
First Name: Jo
Middle Name: We
Last Name: Do
Suffix: No
Alabama Bar ID: 55

Your Firm's Information

Firm's Name: Doe & Done
Party: Attorney
Address: 101 Ready Street
City: Wetumpka

Add A Secondary Contact

Please enter the name and e-mail address of your secondary contact.

Name: Jason Doe
E-Mail Address: jason.doe@hotmail.com

Add Contact **Cancel Changes**

You may designate up to five (5) secondary contacts that will receive copies of any notices and orders e-mailed to you by the Appellate Courts.

Add A Secondary Contact

Your Account Status

Subscription Status: **Level III Subscription**

Notice the contact's information now appears in your list of secondary contacts.

Your User Id:
johndoe@hotmail.com
No Alerts At This Time! [View Your Basket](#)
[Logout](#)

Account Status: **Level III Subscription**
Available Page Allowance: **450 Pages**
Available Case Tracking Allowance: **6 Cases**

MAIN MENU	YOUR ACCOUNT	E-FILE DOCUMENTS	FIND A CASE	CASE TRACKING	YOUR DOCUMENTS	YOUR E-NOTICES	REPORTS
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Your User Information

Email Address: johndoe@hotmail.com
 Password: test
 Security Question: What is your favorite pastime?
 Answer: Old Western Movies
 Optional Salutation : None
 First Name: John
 Middle Name: Wayne
 Last Name: Doe
 Suffix: None
 Alabama Bar ID: 5555A55A

[Edit Your Information](#)

Your Firm's Information

Firm's Name: Doe & Done
 Party: Attorney
 Address: 101 Ready Street
 City: Wetumpka
 State: AL
 Zip Code: 36092
 Phone Number: (555) 555-5555
 Fax Number: (555) 555-5556

[Edit Your Firm's Information](#)

Your Secondary Contacts

Number	Contact's Name	Contact's Email Address	Action
1	Jason Doe	jasondoe@hotmail.com	Edit Contact Delete Contact

You may designate up to five (5) secondary contacts that will receive copies of any notices and orders e-mailed to you by the Appellate Courts.

[Add A Secondary Contact](#)

Your Account Status

Subscription Status: **Level III Subscription**

[Edit Your Subscription](#)

To edit the contact's information, simply click on "Edit Contact".

Your User Id:
[johndoe@hotmail.com](#)
No Alerts At This Time! [View Your Basket](#)
[Logout](#)

Account Status: **Level III Subscription**
Available Page Allowance: **450 Pages**
Available Case Tracking Allowance: **6 Cases**

<p style="text-align: center;">Your User Information</p> <hr/> <p>Email Address: johndoe@hotmail.com Password: test Security Question: What is your favorite pastime? Answer: Old Western Movies Optional Salutation: None First Name: John Middle Name: Wayne Last Name: Doe Suffix: None Alabama Bar ID: 5555A55A</p> <p style="text-align: center;">Edit Your Information</p>	<p style="text-align: center;">Your Firm's Information</p> <hr/> <p>Firm's Name: Doe & Done Party: Attorney Address: 101 Ready Street City: Wetumpka State: AL Zip Code: 36092 Phone Number: (555) 555-5555 Fax Number: (555) 555-5556</p> <p style="text-align: center;">Edit Your Firm's Information</p>
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Your Secondary Contacts

Number	Contact's Name	Contact's Email Address	Action
1	Jason Doe	jasondoe@hotmail.com	Edit Contact Delete Contact

You may designate up to five (5) secondary contacts that will receive copies of any notices and orders e-mailed to you by the Appellate Courts.

[Add A Secondary Contact](#)

Your Account Status

Subscription Status: **Level III Subscription**

[Edit Your Subscription](#)

In this example we changed the contact's name to "Jason M. Doe".

After completing changes to the contact's information, click the "Submit Changes" button to continue.

The screenshot displays the ACIS University user interface. At the top, the user is identified as 'Your User Id: johndoe@hotmail.com'. The account status is 'Level III Subscription', with an available page allowance of 450 pages and a case tracking allowance of 6 cases. The main navigation menu includes 'MAIN MENU', 'YOUR ACCOUNT', 'E-FILE DOCUMENTS', 'FIND A CASE', 'CASE TRACKING', 'YOUR DOCUMENTS', 'YOUR E-NOTICES', and 'REPORTS'. The user information section shows details for 'Your User Information' and 'Your Firm's Information'. The 'Edit Contact Information' dialog box is open, prompting the user to enter the name and email address of a secondary contact. The name 'Jason M. Doe' and email 'jasondoe@hotmail.com' are entered. The 'Submit Changes' button is highlighted with a red circle. Below the dialog box, a table lists the contact information for the secondary contact.

Number	Contact's Name	Contact's Email Address	Action
1	Jason Doe	jasondoe@hotmail.com	Edit Contact Delete Contact

You may designate up to five (5) secondary contacts that will receive copies of any notices and orders e-mailed to you by the Appellate Courts.

[Add A Secondary Contact](#)

Your Account Status

Subscription Status: [Level III Subscription](#) [Edit Your Subscription](#)

The changes take effect immediately and are displayed in the “Your Secondary Contacts” section.

Your User Id:
[johndoe@hotmail.com](#)
No Alerts At This Time!
View Your Basket
Logout

Account Status: **Level III Subscription** Available Page Allowance: **450 Pages** Available Case Tracking Allowance: **6 Cases**

[MAIN MENU](#) | [YOUR ACCOUNT](#) | [E-FILE DOCUMENTS](#) | [FIND A CASE](#) | [CASE TRACKING](#) | [YOUR DOCUMENTS](#) | [YOUR E-NOTICES](#) | [REPORTS](#)

Your User Information

Email Address: johndoe@hotmail.com
 Password: test
 Security Question: What is your favorite pastime?
 Answer: Old Western Movies
 Optional Salutation: None
 First Name: John
 Middle Name: Wayne
 Last Name: Doe
 Suffix: None
 Alabama Bar ID: 5555A55A

[Edit Your Information](#)

Your Firm's Information

Firm's Name: Doe & Done
 Party: Attorney
 Address: 101 Ready Street
 City: Wetumpka
 State: AL
 Zip Code: 36092
 Phone Number: (555) 555-5555
 Fax Number: (555) 555-5556

[Edit Your Firm's Information](#)

Your Secondary Contacts

Number	Contact's Name	Contact's Email Address	Action
1	Jason M. Doe	jasondoe@hotmail.com	Edit Contact Delete Contact

You may designate up to five (5) secondary contacts that will receive copies of any notices and orders e-mailed to you by the Appellate Courts.

[Add A Secondary Contact](#)

Your Account Status

Subscription Status: **Level III Subscription**

[Edit Your Subscription](#)

If wish to remove someone from your secondary contacts list, click “Delete Contact” located to the right of the contact’s information.

The person will be removed immediately from your secondary contact list. The person will no longer receive copies of your e-mails and e-notifications from the Appellate Courts.

Your User Id:
[johndoe@hotmail.com](#)
No Alerts At This Time!
View Your Basket
[Logout](#)

Account Status: **Level III Subscription** Available Page Allowance: **450 Pages** Available Case Tracking Allowance: **6 Cases**

[MAIN MENU](#) | [YOUR ACCOUNT](#) | [E-FILE DOCUMENTS](#) | [FIND A CASE](#) | [CASE TRACKING](#) | [YOUR DOCUMENTS](#) | [YOUR E-NOTICES](#) | [REPORTS](#)

Your User Information

Email Address: johndoe@hotmail.com
 Password: test
 Security Question: What is your favorite pastime?
 Answer: Old Western Movies
 Optional Salutation: None
 First Name: John
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 Last Name: Doe
 Suffix: None
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 Zip Code: 36092
 Phone Number: (555) 555-5555
 Fax Number: (555) 555-5556

[Edit Your Firm's Information](#)

Your Secondary Contacts

Number	Contact's Name	Contact's Email Address	Action
1	Jason M. Doe	jasondoe@hotmail.com	Edit Contact Delete Contact

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[Add A Secondary Contact](#)

Your Account Status

Subscription Status: **Level III Subscription** [Edit Your Subscription](#)

When the maximum five (5) secondary contacts have been added, the option to add contacts is no longer available.

If you wish to change a contact, simply delete one of the five contacts. After deletion, the “Add A Secondary Contact” button will be visible again.

Your User Information

Email Address: johndoe@hotmail.com
 Password: test
 Security Question: What is your favorite pastime?
 Answer: Old Western Movies
 Optional Salutation: None
 First Name: John
 Middle Name: Wayne
 Last Name: Doe
 Suffix: None
 Alabama Bar ID: 5555A55A

Your Firm's Information

Firm's Name: Doe & Done
 Party: Attorney
 Address: 101 Ready Street
 City: Wetumpka
 State: AL
 Zip Code: 36092
 Phone Number: (555) 555-5555
 Fax Number: (555) 555-5556

Your Secondary Contacts

Number	Contact's Name	Contact's Email Address	Action
1	Jason M. Doe	jasondoe@hotmail.com	Edit Contact Delete Contact
2	Jared Doe	jareddoe@hotmail.com	Edit Contact Delete Contact
3	Janie Doe	janiedoe@hotmail.com	Edit Contact Delete Contact
4	Jennifer Doe	jenniferdoe@hotmail.com	Edit Contact Delete Contact
5	Junior Doe	juniordoe@hotmail.com	Edit Contact Delete Contact

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