

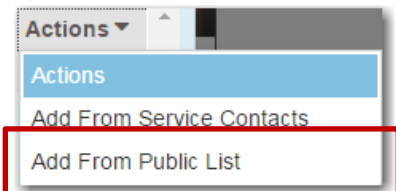
# Selecting Public Service Contacts for Prosecutors and Public Defenders

The process below applies *ONLY* when you need to select a service contact for the *OTHER SIDE*. If you are selecting a service contact for your own office, use the standard process for selection from your own Firm Service Contacts list.

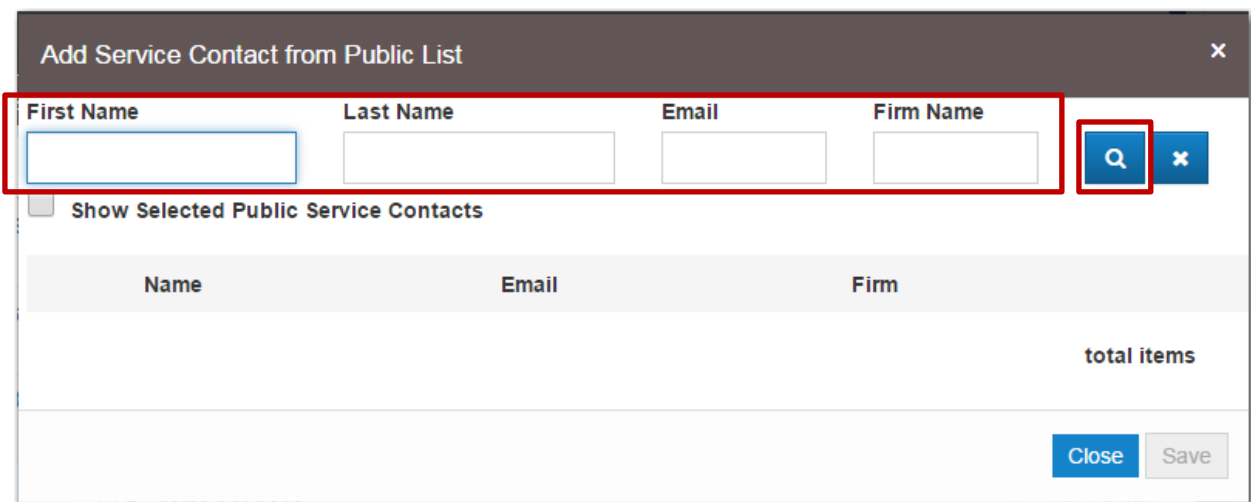
## Locate the Party

First, locate the party you want to add as a public service contact.

1. From the Actions drop-down list for the specified party, select “Add From Public List”.



2. The Add Service Contact from Public List dialog box will open.



3. You can search by typing any of the following, either using partial or complete words:
  - the First or Last Name of the service contact
  - an Email address or part of an email address
  - For example, if you search in the email box “tfco” all of the Twin Falls prosecutor and defender emails pop up.*
  - a Firm name

4. Then, click the magnifying glass to see the contacts available.

*Note: You can disregard the “Show Selected Public Service Contacts” feature. This feature is only helpful when there are thousands of contacts and you want to show only those you selected after a name search.*

## Add the Service Contact

- Next, the Add Service Contact from Public List box will pop up.  
*In the example below, "Ada County" was entered as the First Name.*

First Name	Last Name	Email	Firm Name
Ada County			

Show Selected Public Service Contacts

Name	Email	Firm
<input type="checkbox"/> Ada County Prosecutor	acpocourtdocs@adaweb.net	Ada County Prosecutor's Office
<input type="checkbox"/> Ada County Prosecutor - Juvenile	acpocourtdocs-juv@adaweb.net	Ada County Prosecutor's Office – Juvenile Division
<input type="checkbox"/> Ada County Public Defender	public.defender@adacounty.id.gov	Ada County Public Defender
<input type="checkbox"/> Ada County Public Defender Juvenile	publicdefenderjuvenile@adacounty.id.gov	Ada County Public Defender

4 total items

Close Save

- Click the names of the public service contacts that you wish to add to the case for the party you selected in steps 2 - 4.
- After you've selected the public service contact(s), click "Save".  
*The public service contacts will now be displayed on the Service Contacts page under the party to which the public service contact has been added.*
- You have completed the steps necessary to add a Public Service Contact. Click "Close" to return to the Filing History page.