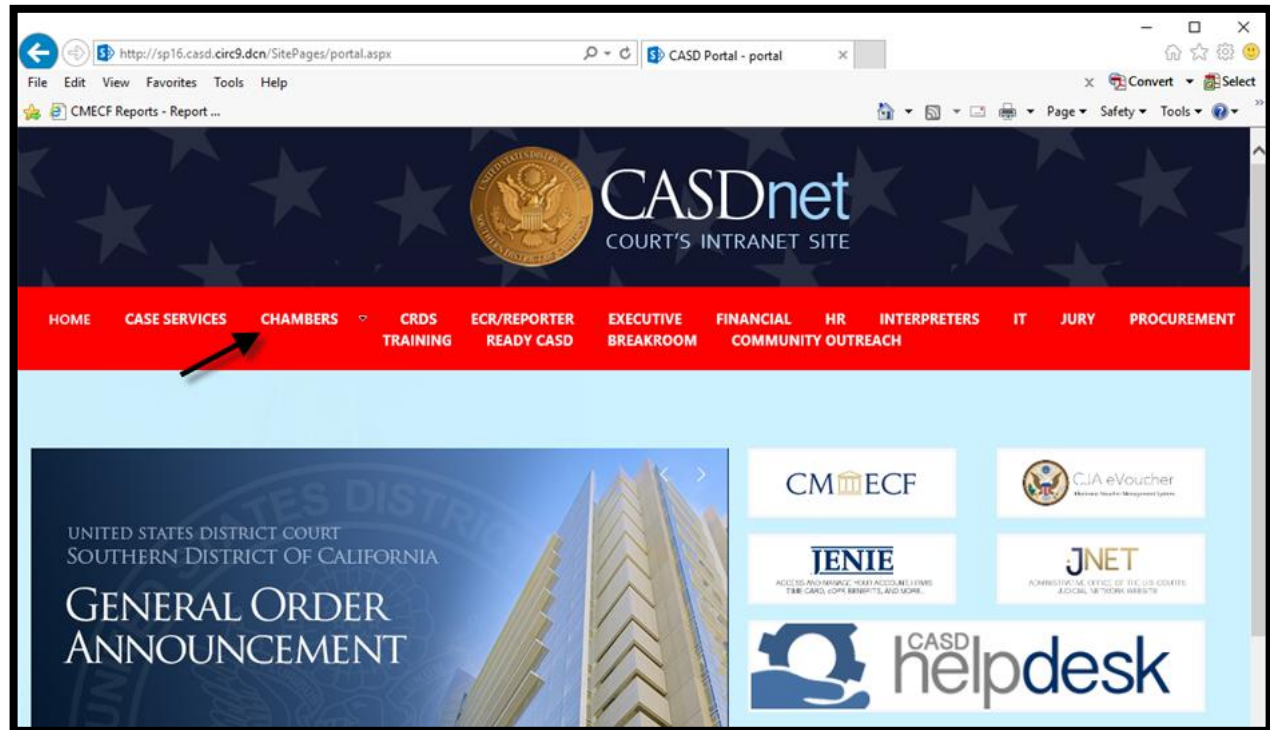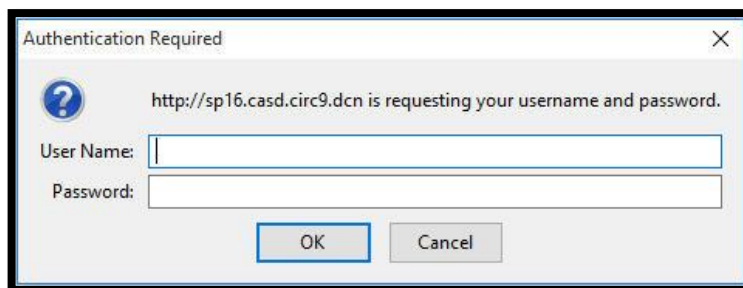## Accessing SharePoint - Chambers Site

From the **CASDnet Site** (Court's Intranet Site), select your **Chambers** Site from the top menu options.

If you are accessing the upgraded sites for the first time, you may be prompted for a **Username and Password**. Please enter your network credentials (credentials used to log into your computer in the office).

Accessing Word Templates - Shared and Chambers Specific Templates

All Word Templates are located within Document Libraries:

- The *(Chambers)* **Word Templates** Library houses chambers specific templates
- The **Shared MJ/DJ Word Templates** Library houses templates shared amongst all MJ/DJ Chambers (e.g. Caption Templates)

- **Shared Word Templates - Sched Orders** Library houses all up-to-date Scheduling Order templates shared amongst all MJ Chambers

From your **Chambers Home** page - retrieve your templates 1 or 2 ways:

1. Select "*(Chambers)* Word Templates" or "Shared MJ Word Templates" From the **Left** Navigation column - under Libraries.
2. Select from the list of chambers specific templates from the **Center** of the page

Populating Word Templates

When selecting a template from your SharePoint site, you will receive an "Open Document" dialog box. Select "**Edit**" and "**OK**".
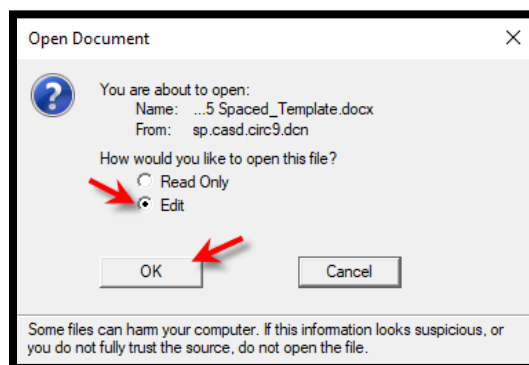
The template will open in Microsoft Word (t/w a useful **Template Information Panel** (Properties) - right of the document).
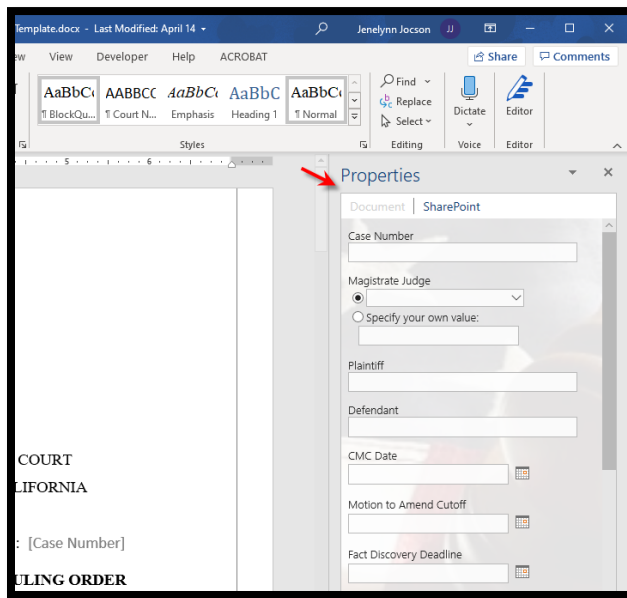
Entering Case Information - Template Information Panel

Case information added to the **Template Information Panel** will automatically populate applicable fields within your Word Document (e.g. Case Number).

Note: You can tab through the fields listed on the Template Information Panel. To view all fields, you may need to utilize the scroll bar to the right of the panel.
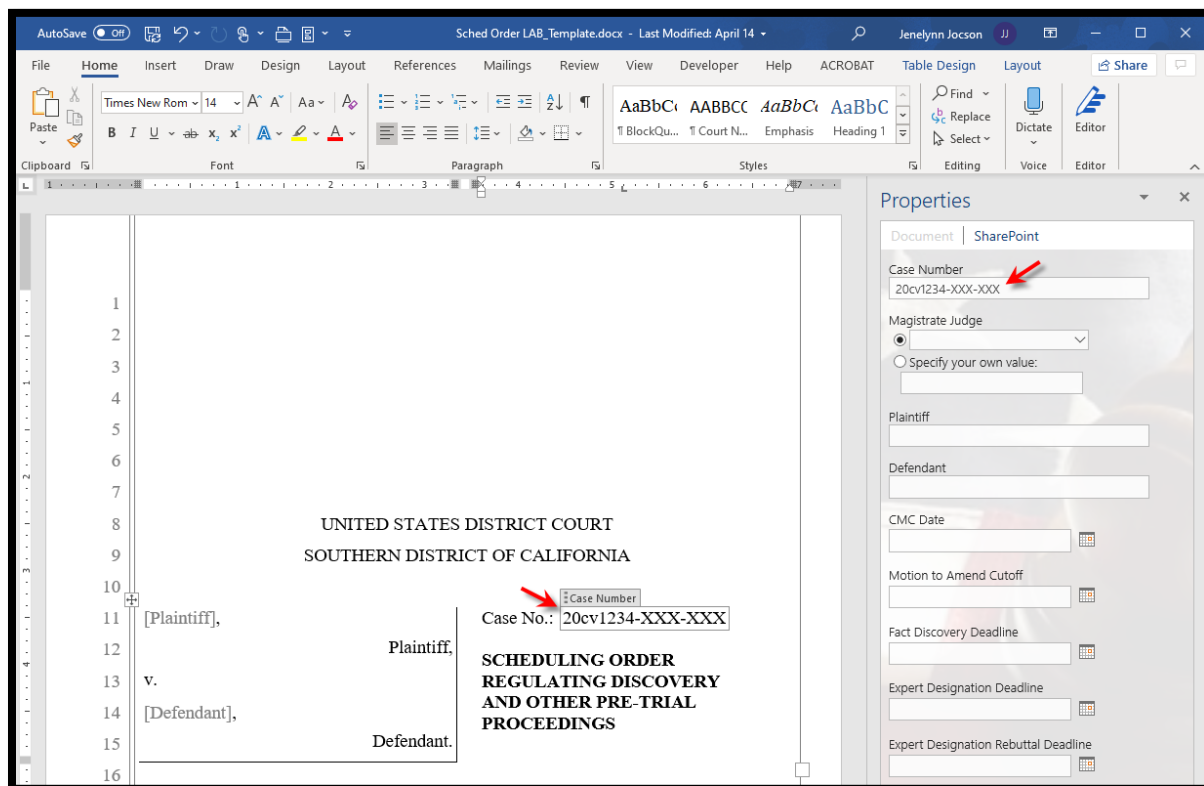
Date fields can be populated by selecting a date from the calendar icon.

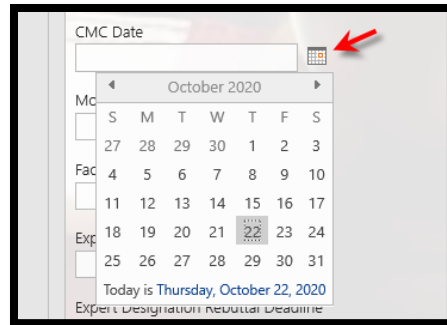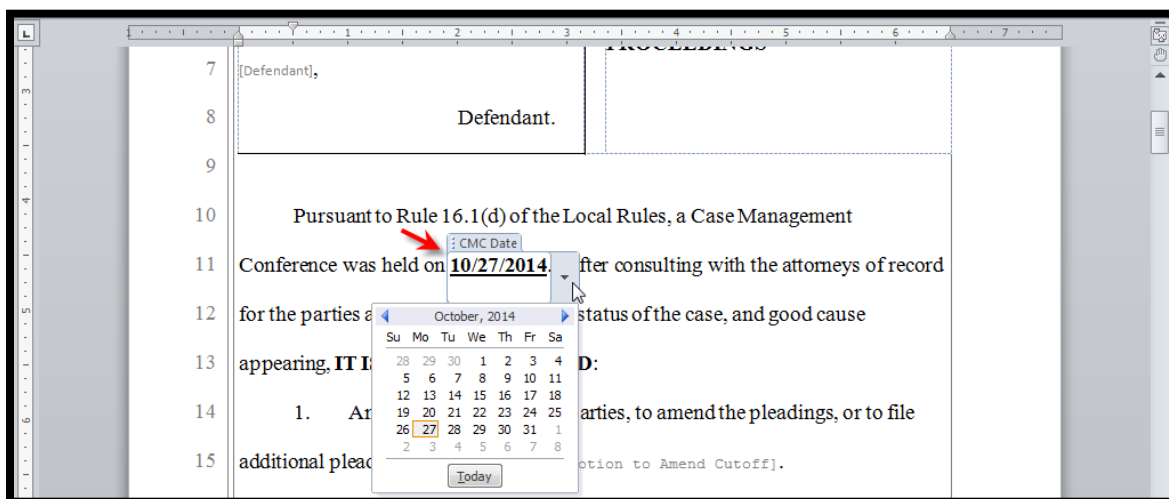Information automatically populated into your Word Document from the panel can be updated through the panel or the document itself. Information can be modified or completely deleted from the Word Document, if needed.

Applying Judge's Digital Signature - Word Document

Affix your cursor on the line of your document you'd like the digital signature placed.

From your *Quick Access Tool Bar* (top left of your open Word application), select the **Quick Parts** icon, and select the preferred digital signature to be applied.
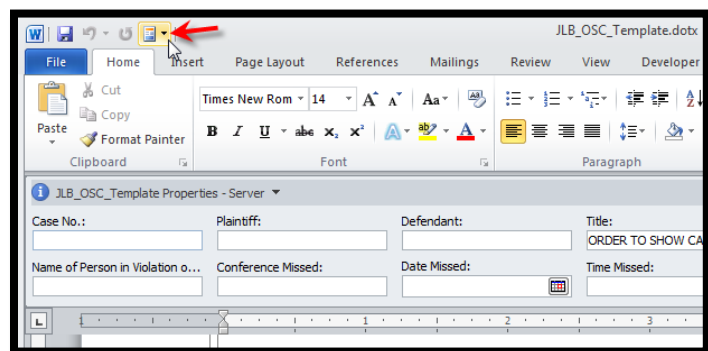
Saving Word Document - Desktop, SharePoint or *I: Common/Chambers*

Select **File - SAVE AS**.

- Save As **Location**: Desktop, SharePoint, or Network folder (I: drive)
- Save As **File Name**: Use preferred naming convention

Saving PDF Document - S: Drive/Scanned CM/ECF Documents

If preferred, you can save/publish your document directly to the S: drive (in PDF format) for docketing.

From your *Quick Access Tool Bar* (top left of your Word application), select the **Publish to PDF or XPS** icon.