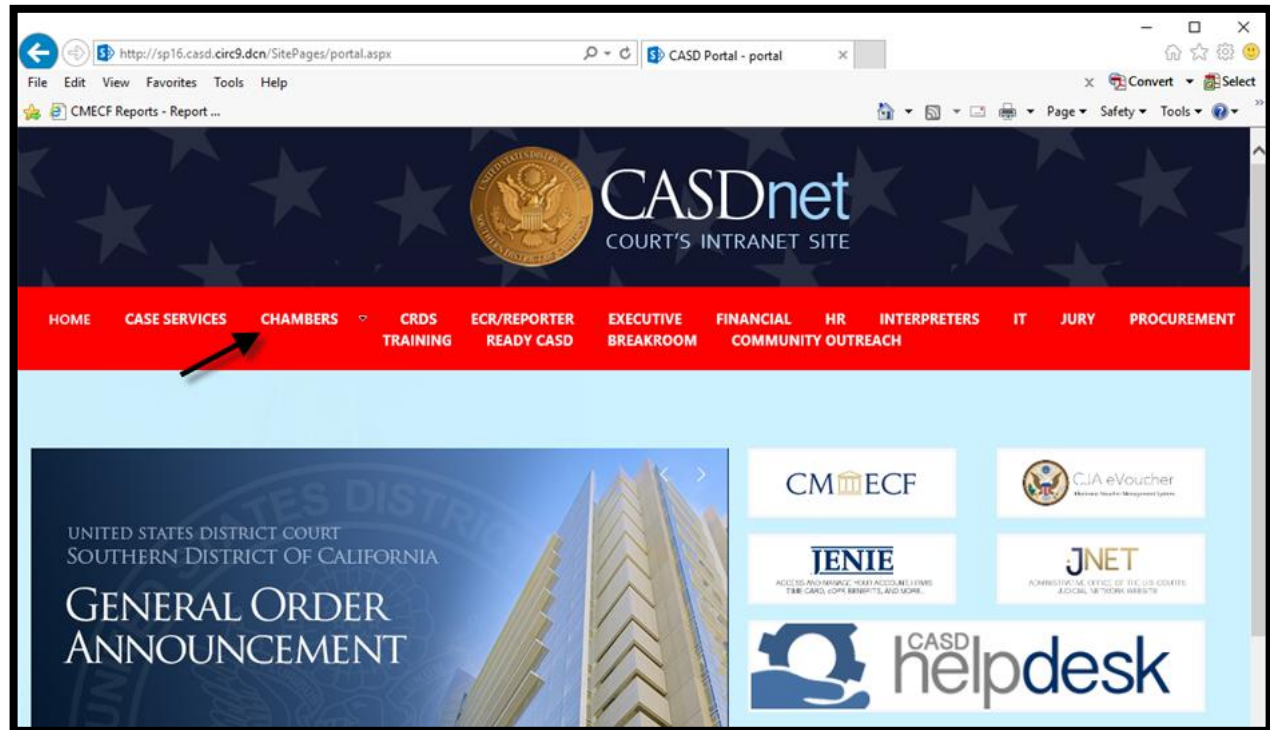
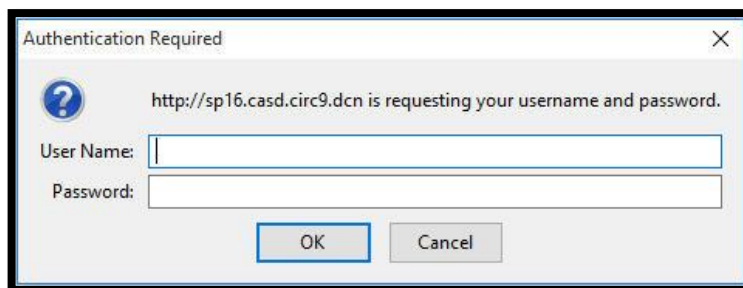


Accessing SharePoint - Chambers Site

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

SharePoint Sites | Dembin Chambers | CM/ECF | CASD Home | CASD Help Desk | EDIT LINKS

Search this site

Libraries

- Judge Briefcase
- MDD Case Notes
- MDD Word Templates**
- MDD Word Templates - ENE Orders
- MDD Word Templates - Sched Orders
- Calendar Documents
- MDD Public Documents
- MDD Archive
- Sample Orders
- Alison
- Shared Libraries
- Shared Word Templates - Sched Orders
- Shared MJ Word Templates
- Discrepancy Templates
- Word and SP Reference Documents
- Lists
- Docketing Initials
- Quality Control

Chambers of the Honorable Mitchell D. Dembin

MDD Word Templates

Type	Name	Modified	Modified By
Word Template	CASD_Caption_14 Century 1.5 Spaced_Template	9/12/2016 2:04 PM	Jenelynn Jocson
Word Template	MDD_Appoint CSL_Non-Prisoner_Template	1/29/2016 2:49 PM	Jenelynn Jocson
Word Template	MDD_Appoint CSL_Template	1/29/2016 2:55 PM	Jenelynn Jocson
Word Template	MDD_FAX_Template	9/12/2016 2:08 PM	Jenelynn Jocson
Word Template	MDD_KLINGELE_Template	1/29/2016 2:58 PM	Jenelynn Jocson
Word Template	MDD_Letterhead wSeal_Template	9/12/2016 2:06 PM	Jenelynn Jocson
Word Template	MDD_Memo wSeal_Template	9/12/2016 2:11 PM	Jenelynn Jocson
Word Template	MDD_Notice of Dial-in 1_Template	1/29/2016 3:00 PM	Jenelynn Jocson
Word Template	MDD_Notice of Dial-in 2_Template	1/29/2016 3:02 PM	Jenelynn Jocson
Word Template	MDD_Order for Competency Eval_Insider_Template	2/17/2016 1:17 PM	Jenelynn Jocson
Word Template	MDD_Order for Competency Eval_Outsider_Template	2/17/2016 1:08 PM	Jenelynn Jocson
Word Template	MDD_OSC_Template	1/29/2016 3:04 PM	Jenelynn Jocson
Word Template	MDD_Settlement Dispo Conf_Template	1/29/2016 3:06 PM	Jenelynn Jocson
Word Template	MDD_Under Submission Order_Template	1/29/2016 3:09 PM	Jenelynn Jocson

MDD Word Templates - ENE Orders

Type	Name	Modified	Modified By
Word Template	MDD_ADA ENE Order one Plaintiff_Template	7/11/2016 11:11 AM	Alison Kaisler
Word Template	MDD_ADA ENE Order_Template	1/29/2016 3:11 PM	Jenelynn Jocson
Word Template	MDD_ENE Order_Template	1/29/2016 3:12 PM	Jenelynn Jocson

Quick Links

URL

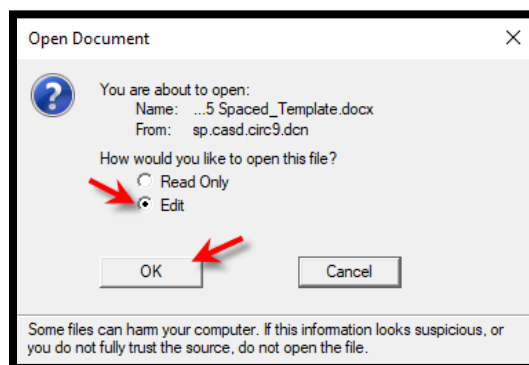
Phone Lists	Westlaw
LexisNexis	CASD Local Rules
General Orders	All Chambers' Rules
CASD Training_Tutorials	CASD Training Registration
National Training Resources	JNet
AO Forms	Atty Forms
PACER	Microsoft Services_Word 2013 Videos and Tutorials
SDSO - Training and Resources	

Recent Docket Activity

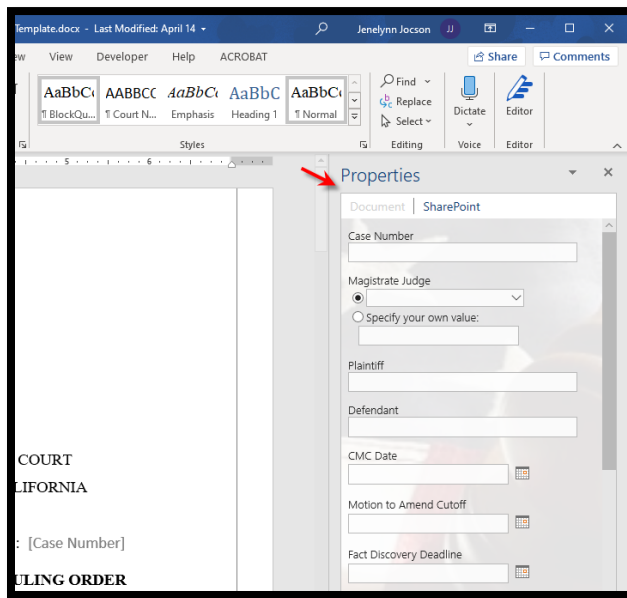
Southern District of California - Recent Entries

Populating Word Templates

When selecting a template from your SharePoint site, you will receive an “Open Document” dialog box. Select “**Edit**” and “**OK**”.



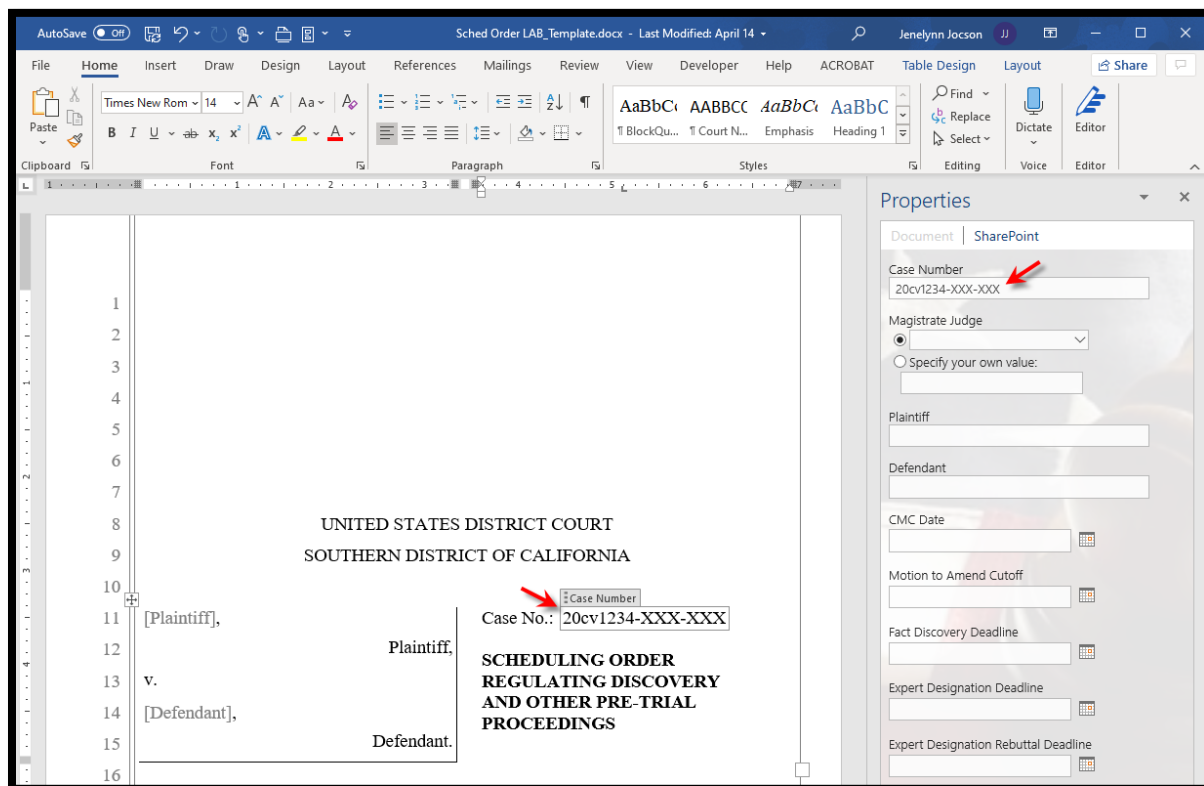
The template will open in Microsoft Word (t/w a useful **Template Information Panel** (Properties) - right of the document).



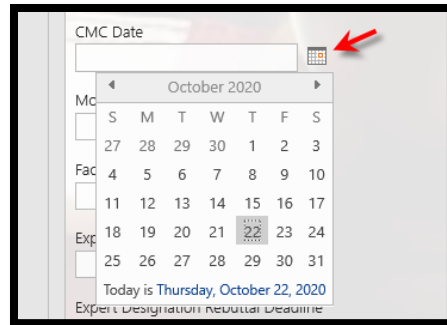
Entering Case Information - Template Information Panel

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

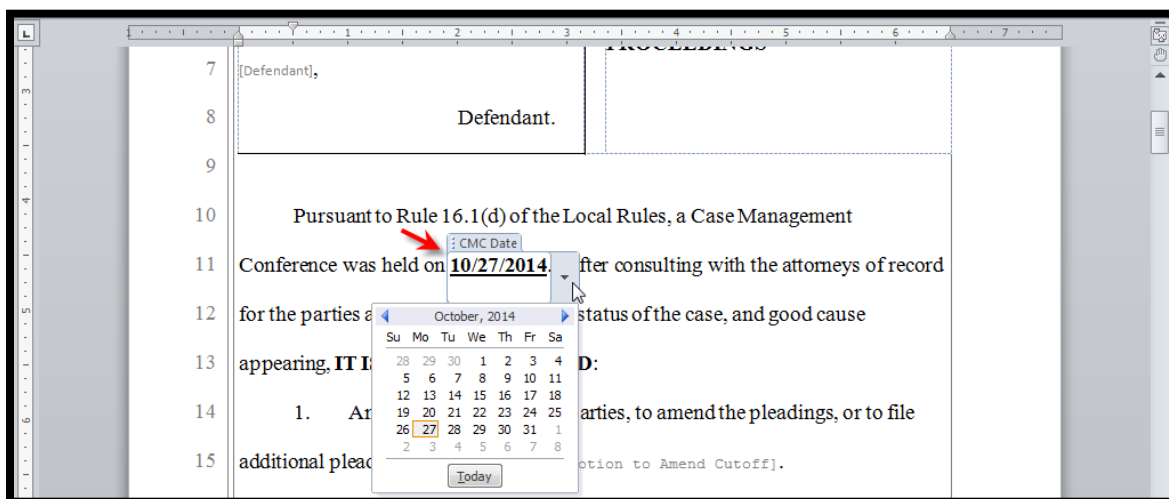
Note: You can tab through the fields listed on the Template Information Panel. To view all fields, you may need to utilize the scroll bar to the right of the panel.



Date fields can be populated by selecting a date from the calendar icon.



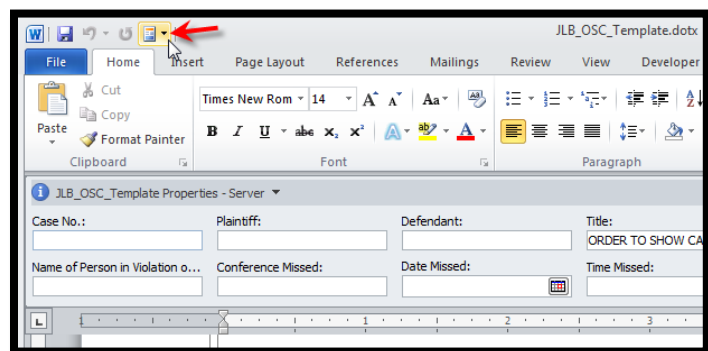
Information automatically populated into your Word Document from the panel can be updated through the panel or the document itself. Information can be modified or completely deleted from the Word Document, if needed.



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.

