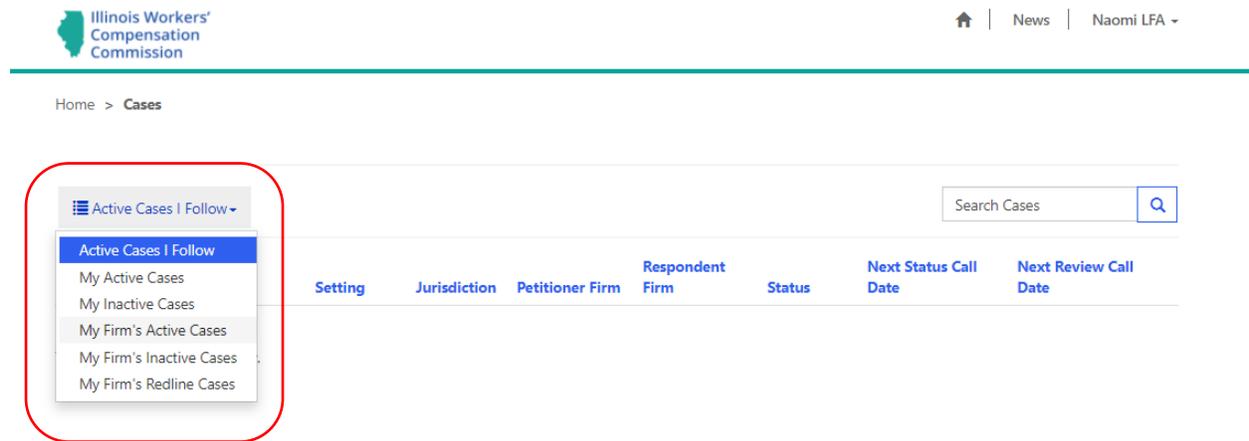


How Law Firm Administrators View and Track the Law Firm's Cases in CompFile

When you log into CompFile as a Law Firm Administrator (“LFA”), click the “Cases” button to see a list of your law firm’s cases in CompFile. On the top-left side of the screen, you will see the “Active Cases I Follow” label with a drop-down arrow next to it. Click the down arrow to reveal a menu that includes the following view options: 1.) Active Cases I Follow, 2.) My Active Cases, 3.) My Inactive Cases, 4.) My Firm’s Active Cases, 5.) My Firm’s Inactive Cases, and 6.) My Firm’s Redline Cases.



Here is a brief description of what these view options mean for you and your law firm:

Active Cases I Follow: The case is active in CompFile, and the logged in user previously selected the “Follow” option for this case. This allows you as the LFA to keep track of all actions that occur on a particular case listed in this view.

My Active Cases: The case is active, and the logged in user is an active case party (i.e., an attorney who appears as an attorney of record on the case). This view will be empty for users without an ARDC number because they do not have filings permissions and cannot appear as attorneys of record on a case.

My Inactive Cases: The case is inactive, there has been no activity on the case in 45 days from the Last Status Change Date, and the logged in user was an active case party. This view will be empty for users without an ARDC number because they do not have filings permissions and cannot appear as attorneys of record on a case.

My Firm’s Active Cases: The case is active, and the logged in user belongs to the law firm on the case. This view allows any user connected to the law firm to view cases in which an attorney at the firm appears as an attorney of record.

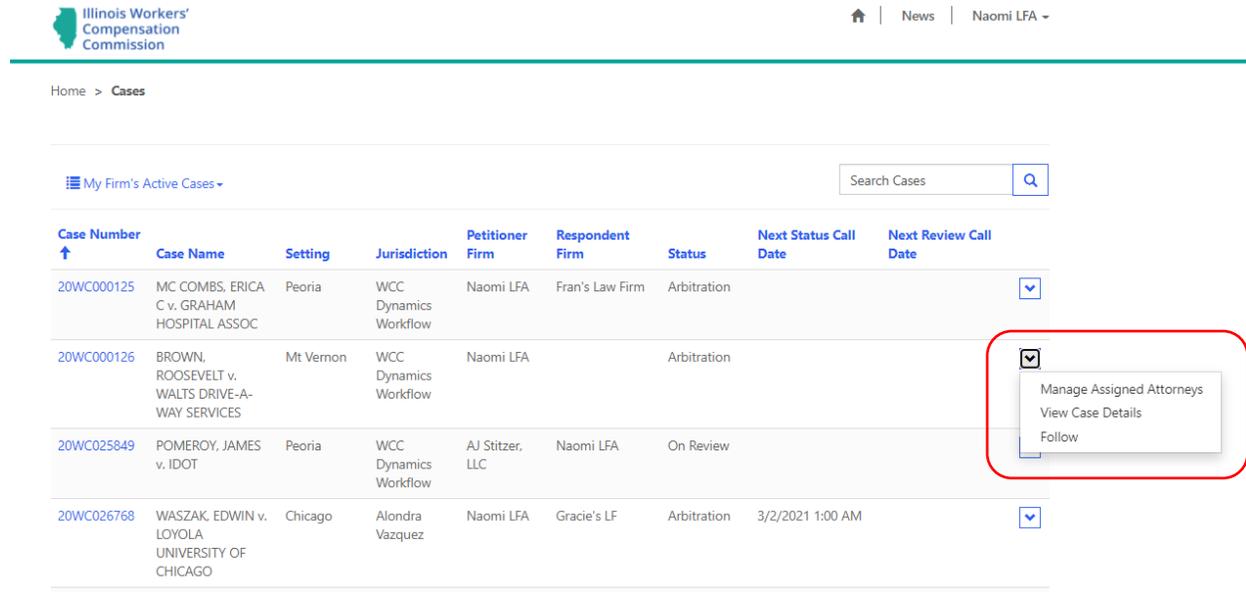
My Firm’s Inactive Cases: The case is inactive, there has been no activity on the case in 45 days from the Last Status Change Date, and the logged in user belongs to the law firm on the case.

My Firm’s Redline Cases: The case is active, the case is above the redline (i.e., the case has been on file three or more years), and the logged in user belongs to the law firm on the case.

Assigning and Reassigning Attorneys within the Law Firm

The LFA can manage which **attorney within the law firm** should be assigned to a case. Assigning an attorney to a case allows the attorney to see the case in his or her “My Active Cases” view. The assigned attorney also receives email notices of activity or filings in the case.

Once you have logged into CompFile, click on the “Cases” button to see a list of your firm’s cases. If you select the “My Firm’s Active Cases” view, you can see all the active cases in which an attorney from your law firm appears as an attorney of record. From here, you can click the drop-down arrow next to the case you want to reassign and select the “Manage Assigned Attorneys” option.



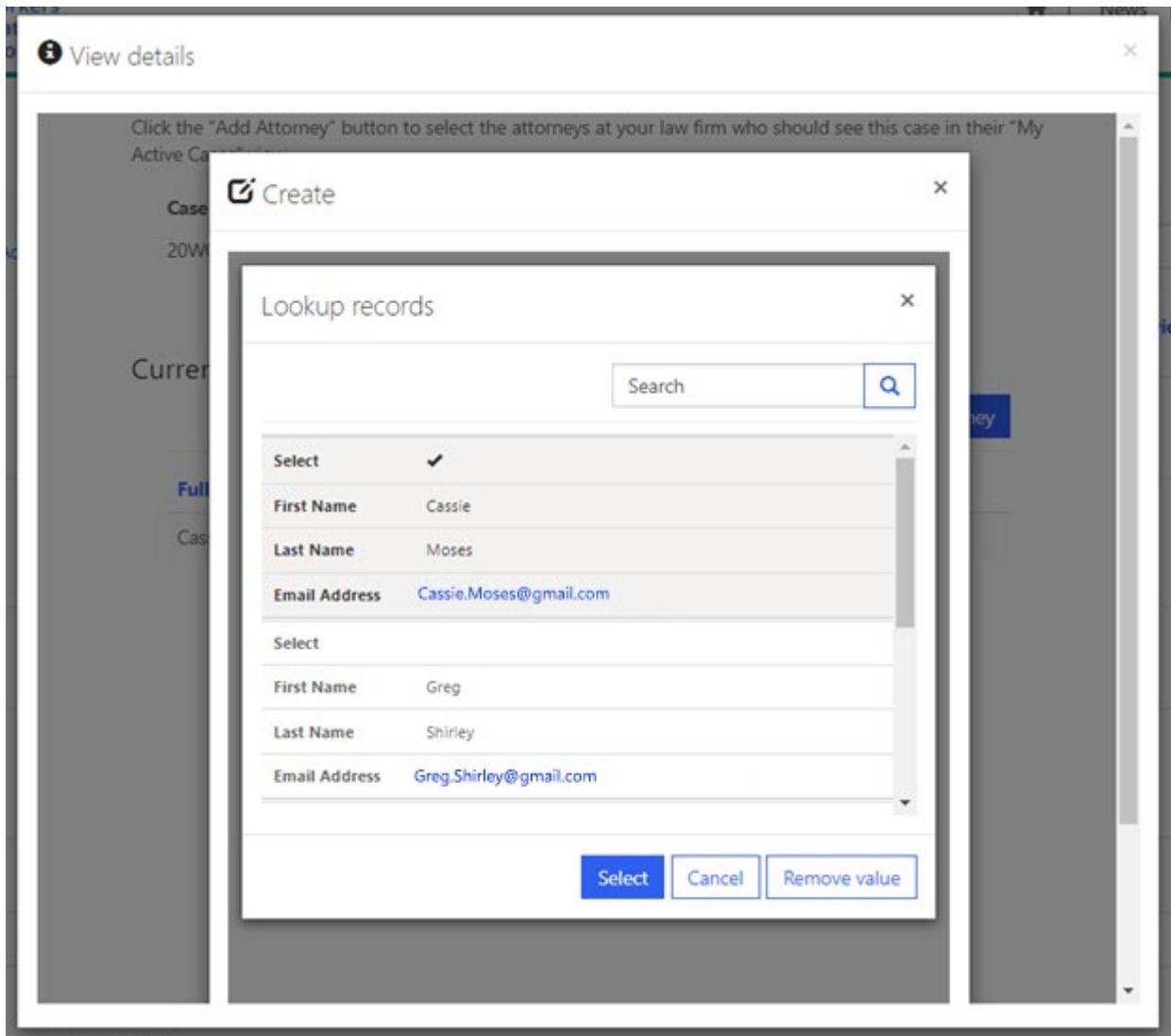
Home > Cases

My Firm's Active Cases - Search Cases

Case Number	Case Name	Setting	Jurisdiction	Petitioner Firm	Respondent Firm	Status	Next Status Call Date	Next Review Call Date
20WC000125	MC COMBS, ERICA C v. GRAHAM HOSPITAL ASSOC	Peoria	WCC Dynamics Workflow	Naomi LFA	Fran's Law Firm	Arbitration		
20WC000126	BROWN, ROOSEVELT v. WALT'S DRIVE-A-WAY SERVICES	Mt Vernon	WCC Dynamics Workflow	Naomi LFA		Arbitration		
20WC025849	POMEROY, JAMES v. IDOT	Peoria	WCC Dynamics Workflow	AJ Stitzer, LLC	Naomi LFA	On Review		
20WC026768	WASZAK, EDWIN v. LOYOLA UNIVERSITY OF CHICAGO	Chicago	Alondra Vazquez	Naomi LFA	Gracie's LF	Arbitration	3/2/2021 1:00 AM	

- Manage Assigned Attorneys
- View Case Details
- Follow

After you select the “Manage Assigned Attorneys” option, a new “Add Attorney” window appears where you can click the “Add Attorney” button to add a new attorney from your law firm to the case. Select the role of the new attorney who will be working the case, type his or her name in the search bar, and click the magnifying glass icon. You can then choose the appropriate attorney (a check mark appears in the “Select” field) and click the “Select” button to confirm your selection. The name of the attorney now appears in the “Add Attorney” window. Finally, you can click the “Add” button to add the new attorney to the case.



After successfully adding a new attorney to the case, two attorneys now appear in the “Currently Assigned Attorneys” table. If you wish to remove one of them, click the down arrow next to that attorney and select the “Remove” option to unassign the attorney from the case. This case will no longer show up on the removed attorney’s “My Active Cases” view.

Currently Assigned Attorneys

Add Attorney

Full Name ↑	Created On	▼
Cassie Moses	1/4/2021 12:06 PM	▼
Greg Shirley	11/17/2020 1:56 PM	▼

Remove