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Using the either Cas search. S	Case Search, Fir se Number or Pa elect Go to initia	nd Case. Use arty Name for the ate the search.	NEW CASE	FIND CASE Search by Case Number Party Name	Case Number Go Filter Export		
Searching for: 62cv As: Case Number Case Number 62-CV-12-32	1232 Description James Galen Armstrong	vs Commissioner of Public Safety	ions Service Contacts	Select th Contacts	ne Service s button.		
Select a Party to add Service Contacts Petitioner: James Galen Armstrong Respondent: Commissioner of Public Safety Other Service Contacts Then, select Add From Master List Add New							
Add Service Contact from Ma Firm Service Contact Name Dana Dowd Leah Arteaga Test User	ster ts Email dana.dowd@courts.state.mn.us leah.arteaga@courts.state.mn.us trainact987@gmail.com Select the Firm So when highlightec moves to the Cas	Case Service Contac Name Beth Lewandowski Remove ervice Contact/s (left I d, select Add. The nan se Service Contacts (rig	ts Email beth.lewandowski@courts.s DOX) ne ght bOX).	Save	Add as many recipients as desired, select Save.		

Manage Case Service Contacts Select Contacts to Receiv	e Service for each Party							
Select a Party to add Service			_					
✓ Petitioner: James Galen Arn	nstrong							
Beth Lewandowski (beth.lew	vandowski@courts.state.mn.us)							
Dana Dowd (dana.dowd@co	urts.state.mn.us)							
Respondent: Commissioner of Public Safety Other Service Contacts		In the Service Contacts window, review the						
		contacts adde	contacts added for e-service and select					
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				List button.				
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Case #62-CV-12-32 - James Gale	n Armstrong vs Commissioner of Public Safety							
Case #62-CV-12-95 - Johnny Disc	to vs Corporation 65147 LLC							
Verify Case Service Lists by Case								
NEW CASE FINE	CASE Case Number Go S	earch for the cas	e.					
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