TIPS AND TRICKS

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ADOBE

Bate Stamping Documents

1. Save PDF as a new document with (BSD) in the title to differentiate the bate stamped document from the original.

2. Click “Tools”

3. Click “Organize Pages”

4. Click “More”

5. Click “Bates Numbering,” then click “Add,” highlight the desired document and click “Ok”

6. Select font size 12.

7. Under “Appearance Options,” check the box nest to “Shrink document to avoid…”

8. In the “Right Footer Text” box type the desired name of the bate stamped document.

   Example: “Defendant’s Document Production to Plaintiff”

9. Click “Insert Bates Number…” and select the number of digits and starting numbers for your bate stamps. (The “Number of Digits” defaults to 6. If the document is shorter than 100 pages, then you may want to decrease the number of digits.)

10. Click “Ok.”

Combining Multiple Documents into One PDF

1. Download documents or skip to step 3 if document available.
2. If files are zipped, extract documents by clicking on “Extract” in top ribbon of document window.
3. If you are extracting files, they will unzip and open in new window.
4. Select (highlight) all documents to be combined.
5. Click Adobe icon on task bar to open.
6. Click on “Tools” in upper toolbar.
7. Select “Combine files into PDF”.
8. Drag files to be combined into the open window “Add files”.
9. Click “combine” on top right.
10. New PDF with all files combined will open for printing or saving to Worldox.

Converting Emails to PDF

1. Open email to be converted into a PDF.
2. Click on “Acrobat” in toolbar.
3. Double click on “Convert to Adobe PDF”.
4. “Save Adobe PDF file as” window will open and you can save file to desktop.

Converting .jpg Files to PDFs/Opening Files that will not Drag and Drop into Adobe

For .jpg files that will not let you open groups of them in Adobe. (Applies to all files that will not drag and drop into Adobe.)

1. If the .jpg files are saved to a folder, then open the folder.
2. Copy all of the .jpg files in the original folder and click “Desktop” in the “File Explorer” menu.
3. While in the “Desktop” dialogue box, click “New Folder.” (This option may appear as a folder shaped icon.)
4. Name the new folder as you please.
5. Paste the copied .jpg files into the new folder.
6. Open Adobe.
7. Click and drag the .jpg files from your new folder into Adobe. ***If the files need to be combined, then make sure that you are in the “Combine Files” window on Adobe or else every file will open in a separate window.**

Deleting Pages Method #1:

Note: If you only want to remove pages from a production while retaining the same pages in the original, then you will want to save a “new” version of the document before deleting anything.

1. While in document click “Tools”

2. Click “Organize”

3. Hover your mouse over the scattered pages and a trashcan symbol should appear below two arrows. (There is also a trashcan at the “Organize Pages” toolbar next to the “Extract” button.)

4. Click the trashcan and the page will be deleted.

Deleting Pages Method #2 (Multiple Pages):

1. While in document click “Tools”

2. Click “Organize”

3. At the top of the page, in the “Organize Pages” toolbar, click into the box directly to the right.

4. From here, you can type the specific page numbers or page range that you wish to remove.
    a. Page Numbers: Typing “1, 3, 5” and pressing “Enter” will select those corresponding pages. Then click the trashcan symbol next to the “Extract” button in the toolbar to delete.

    b. Page Range: Typing “1-9” and pressing “Enter” will select all nine pages. Then click the trashcan symbol to delete.

Extracting from PDFs

1. Open document you would like to extract from.
2. Click on “Tools” in upper toolbar.
3. Select “Organize pages”.
4. Click on “Extract”.
5. Enter pages to be extracted in “Enter Page Range”.
6. Click on blue “Extract” box.
7. Extraction will open as a new document for printing or saving to Worldox.

Inserting into PDFs

1. Open document you want to insert pages.
2. Click on “Tools” in upper toolbar.
3. Select “Organize pages”.
4. Click on “Insert”.
5. In drop down menu, select “from file”.
6. Worldox will open.
7. Select file to insert into document.
8. “Insert pages” dialogue box will come up and give you the options on where you would like to insert the document.
9. Document with inserted pages will open as a new document for printing or saving to Worldox.

Making Documents Searchable

1. With the document open, click “Tools”

2. On the right hand toolbar click, “Enhance Scans”

3. Click “Recognize Text”

4. Click “In This File” and then click the “Recognize Text” option on the right. (You will not be able to use Adobe while it is making text searchable.)

Reducing PDF File Size

1. Click “Tools”

2. Click “Optimize PDF” under the “Protect & Standardize” section.

3. In the “Optimize PDF” window, click “Advanced Optimization”

4. In the “PDF Optimizer” dialogue box, click the “Settings” drop down menu.

5. Select “Mobile” and click “Ok.” The PDF will take a moment to optimize in this new format.

6. **There are custom options that you can play around with as well, but be sure to save the edited PDF as a separate document to avoid making the firm copy too difficult to read.**

Removing Security Restrictions from Documents

*To avoid having to print and rescan documents.

1. Open the password protected document using the requisite password.

2. Click the lock icon located on the left toolbar. This will open the “Document Properties” dialogue window.

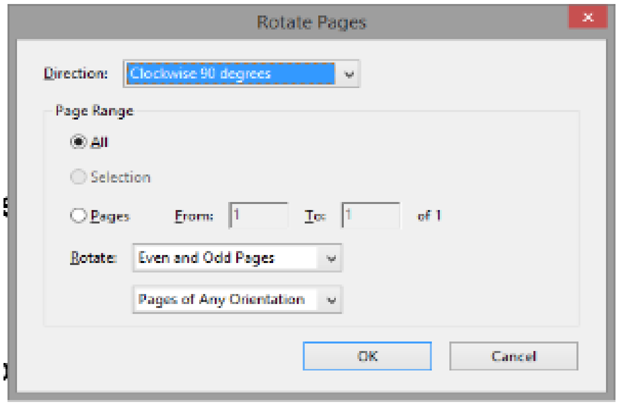
3. In the “Security Method” dropdown box, change “Password Security” to “No Security”. Click “Ok” and save the document.

Rotating All Pages/Certain Pages in a PDF

1. Open document.

2. Press Control, shift and "R".

3. The following dialogue box will open and allow you to rotate pages.



Direction: Clockwise 90 degrees

Page Range

● All

○ Selection

○ Pages From: 1 To: 1 of 1

Rotate: Even and Odd Pages

Pages of Any Orientation

CDs and DVDs

Saving Files to CDs and DVDs

Disc Capacity:

- CD = 700 MB
- DVD = 4.7 GB

1. While in Worldox, select the files you intend to save to a disc by checking the boxes to the left of the file name.

2. With your desired files selected, right click on one of the selected files and in the "Send To" drop down menu, click "Copy to Windows My Documents." (This will transfer the files to the My Documents folder off of the server.)

3. Minimize the brb-ts01 server.

4. Insert your CD/DVD. A dialogue box titled "How do you want to use this disc?" should appear. (If the dialogue box does not appear, then you may find it by opening the "Documents Library" which can be found in the Start Menu under "Documents" or as a folder icon at the bottom of your screen. In the "Computer" tab, click the CD/DVD icon.)

5. In the "How do you want to use this disc?" dialogue box, choose "Like a USB Flash Drive" and click "Next." The CD/DVD will then be converted. (This process may close out of the Documents Library.)

6. Reopen the Documents Library. Under the "Libraries" tab, click "Documents." This is where your transferred files are located.

7. Copy and paste the selected documents into the CD/DVD. The transfer time will vary depending on document size.

8. Once the documents are transferred to the CD/DVD, you may double check their successful transfer by returning to the "Computer" tab and visually identifying the disc space. The CD/DVD will have a bar indicating how much space has been used and how much is left.

9. Eject the CD/DVD.

COUNTY CODES and JUDICIAL CIRCUITS

County Codes

County	Code	County	Code	County	Code
Abbeville	01	Dillon	17	McCormick	33
Aiken	02	Dorchester	18	Marion	34
Allendale	03	Edgefield	19	Marlboro	35
Anderson	04	Fairfield	20	Newberry	36
Bamberg	05	Florence	21	Oconee	37
Barnwell	06	Georgetown	22	Orangeburg	38
Beaufort	07	Greenville	23	Pickens	39
Berkeley	08	Greenwood	24	Richland	40
Calhoun	09	Hampton	25	Saluda	41
Charleston	10	Horry	26	Spartanburg	42
Cherokee	11	Jasper	27	Sumter	43
Chester	12	Kershaw	28	Union	44
Chesterfield	13	Lancaster	29	Williamsburg	45
Clarendon	14	Laurens	30	York	46
Colleton	15	Lee	31		
Darlington	16	Lexington	32		

Judicial Circuits

1st Judicial Circuit • Calhoun • Dorchester • Orangeburg	**2nd Judicial Circuit** • Aiken • Barnwell • Bamberg	**3rd Judicial Circuit** • Clarendon • Lee • Sumter • Williamsburg	**4th Judicial Circuit** • Chesterfield • Darlington • Dillon • Marlboro
5th Judicial Circuit • Kershaw • Richland	**6th Judicial Circuit** • Chester • Fairfield • Lancaster	**7th Judicial Circuit** • Cherokee • Spartanburg	**8th Judicial Circuit** • Abbeville • Greenwood • Laurens • Newberry
9th Judicial Circuit • Berkeley • Charleston	**10th Judicial Circuit** • Anderson • Oconee	**11th Judicial Circuit** • Edgefield • Lexington • McCormick • Saluda	**12th Judicial Circuit** • Florence • Marion
13th Judicial Circuit • Greenville • Pickens	**14th Judicial Circuit** • Allendale • Beaufort • Colleton • Hampton • Jasper	**15th Judicial Circuit** • Georgetown • Horry	**16th Judicial Circuit** • Union • York

DROPBOX

Dropbox Accounts

Use Dropbox instead of CDs/DVDs when you need to quickly forward documents that are too large or numerous to email.

- Go to https://www.dropbox.com/?landing=dbv2 in order to create an account. (You may need to copy and paste this address.)

- Dropbox Basic (the free account) can hold up to 2 GB of data. (You will periodically need to purge old folders and documents to make room for new ones when using the free account.) Paid Accounts can hold upwards of 2 TB of data at a monthly or yearly fee.

Saving Documents to Dropbox

1. While signed into your account, click "New Folder." Name the new folder as you please and click "Create." The page will then open to your newly created folder.

2. Click "Upload." (You can only upload one document/folder at a time.)

    a. Upload files from **Worldox** by using the "Files" option.
        i. To upload documents from Worldox, double click on the document you wish to upload and it will save to the dropbox folder. (You may also click and drag documents into the folder from the second screen.)

    b. Upload files from your **Desktop/Computer** by using the "Folder" option.
        i. To upload documents from your desktop/computer, locate where the documents are saved. Documents must be saved in a folder for this option to work. Upload the entire folder instead of choosing individual documents. The folder may appear empty prior to upload on Dropbox; however, when you upload the folder all of its contents should save to Dropbox and be openable for preview.

Sharing Documents via Dropbox

1. Click the "Share" option on the right hand side of the screen.

2. Click "Create then copy link." This will create a link to the folder that you can paste into an email or letter. (You may also manually list the email addresses of the recipients on Dropbox.) As a precaution, test the link prior to sending.

EXCEL

Keep Excel from Adding/Removing “0”

To keep Excel from adding “0” to the end of a number or to make sure that it does not remove “0” from the end of your number, type a single quotation mark (‘) in the cell and then type the number you wish to enter.

LEXISNEXIS

Brief Analysis

1. Click “Start”

2. Upload “Legal Brief”, “Analyze Single Brief”, or “Compare Multiple Briefs”.
    a. Once uploaded/analyzed, the legal concepts in the brief will be listed on the left.
    b. Recommendations are listed on the right.

Business Reports

- Lists people associated with the business and can also identify the Registered Agent.

- Searches include small businesses and registered businesses.

- Email alerts are not available for businesses.

- Location Report allows searches through addresses to find records.

Copy/Paste

1. Highlight the desired text.

2. Click “Copy” and “Advanced”.

3. Click “Format”.

4. Click “Copy” and close. You may now paste the text into a Word document.
    a. Settings are remembered between sessions. Use the “Copy Quick” option once your default is established.

Email Notifications

You can set email notifications on a People Search Report by clicking the bell icon on the report and entering your email address. Lexis will send you an email notifying you of any new information received.

Email Searches

These searches cost **$4.00** and allow you to search for an individual through their email address.

People Search

- Can search using partial Social Security Numbers.
- Can further define searches through use of Age Range, Nicknames, and Similar Names.
- Addresses listed in reports are presented in descending order with the **most current address** listed at the top.
- Reports provide links to family members whose reports you may also view; however, the family member reports do not specifically list familiar relation (Husband, Wife, Child, etc.).

Social Media Search

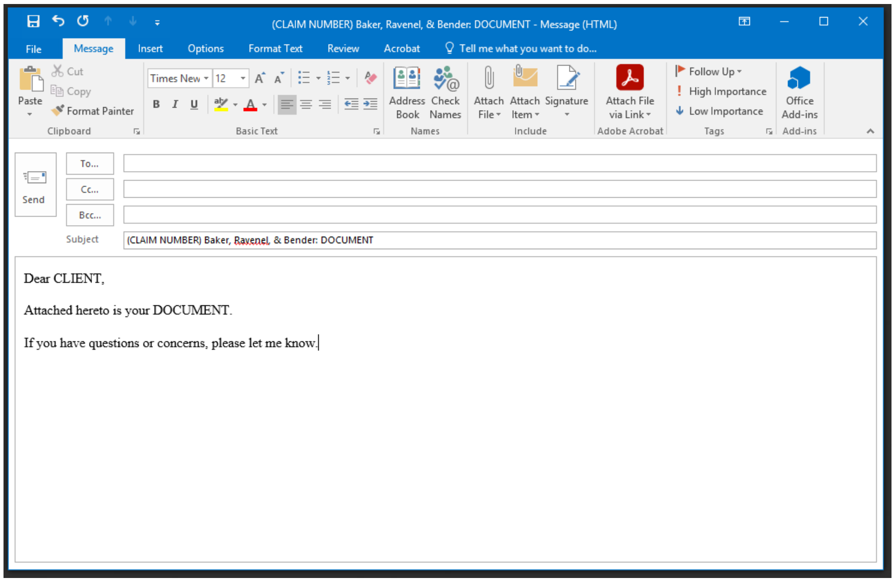
These searches cost **$8.00** and allow you to search for an individual's entire online presence. Once the search is initiated it may look as though the computer has frozen, but it is simply the search results processing.

OUTLOOK

How to Create an Email Template

1. **Draft email:** Type up how you want your email to look and identify “fillable” spaces by typing words in ALL CAPS, putting [them/it] options in brackets, or anything else that will tell you this should not be in the final product.

    a. ***Remove your signature:*** Your current signature will automatically be added to templates, so make sure there is no signature saved on your template.


File
Message
Insert
Options
Format Text
Review
Acrobat
Tell me what you want to do...
Paste
Cut
Copy
Format Painter
Clipboard
Times New
12
Basic Text
Address Book
Check Names
Names
Attach File
Attach Item
Signature
Include
Attach File via Link
Adobe Acrobat
Follow Up
High Importance
Low Importance
Tags
Office Add-ins
Add-ins
Send
To...
Cc...
Bcc...

(CLAIM NUMBER) Baker, Ravenel, & Bender: DOCUMENT - Message (HTML)

Subject: (CLAIM NUMBER) Baker, Ravenel, & Bender: DOCUMENT

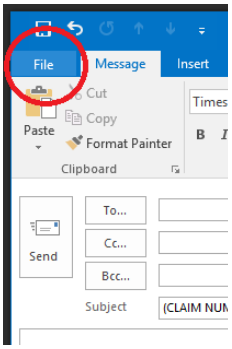
Dear CLIENT,

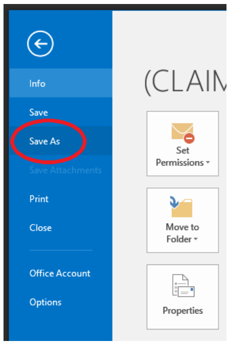
Attached hereto is your DOCUMENT.

If you have questions or concerns, please let me know.

2. **Save as template on desktop:** The order of this is important, because of how Outlook email templates like to save as a default :

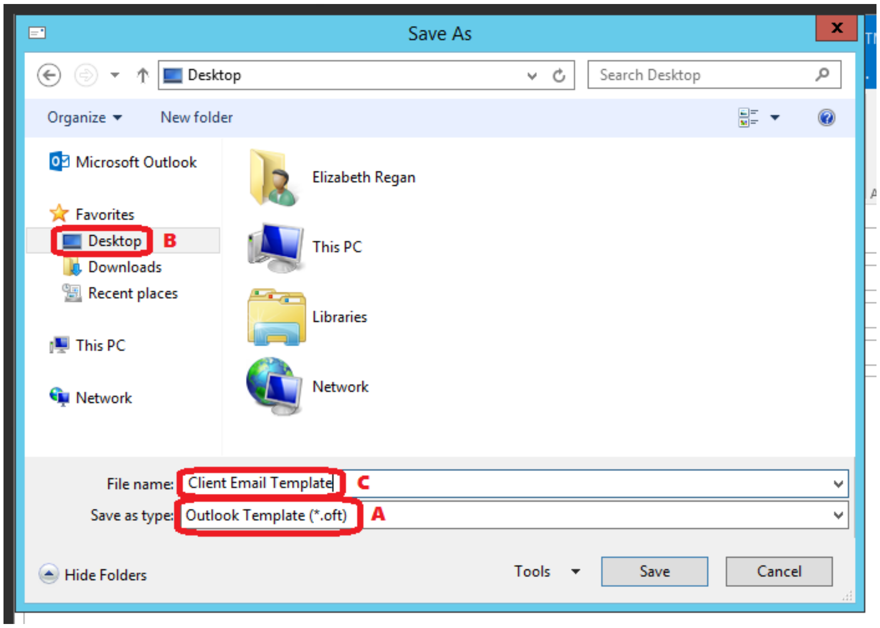
    a. ***File***
    b. ***Save As***


File
Message
Insert
Cut
Copy
Paste
Format Painter
Clipboard
Times
Send
To...
Cc...
Bcc...
Subject
(CLAIM NUM


Info
Save
Save As
Save Attachments
Print
Close
Office Account
Options
(CLAIM
Set Permissions
Move to Folder
Properties

    c. *Save as type:* Outlook template (*.oft)
    d. *Desktop*
    e. ***File name:*** It will automatically want to save it under the name you put in the **Subject line** of the email. Change that to something that indicates what your

template is generally for. The **Subject line** is more for your recipient to quickly get an idea of what the email is about. The ***File name*** is for you to remember the purpose of the template.


Save As
Desktop
Search Desktop
Organize
New folder
Microsoft Outlook
Favorites
Desktop
B
Downloads
Recent places
This PC
Network
Elizabeth Regan
This PC
Libraries
Network
C
A
Hide Folders
Tools
Save
Cancel

File name: Client Email Template

Save as type: Outlook Template (*.oft)

f. ***DO NOT*** *save a draft of this message:* After saving the template, close the email. You will be prompted with a question asking if you want to keep a saved draft. Say no.

3. **Save template to Worldox:** Find the saved template on your desktop (the icon is a ✉) and Save To Worldox. I save it in personal file as GEN.

This should appear in the saved file as if it were an email but when you open nit, it should pop open as a new email with your current signature at the bottom. Edit as needed.

Quick Parts

*For typing repetitive entries, general use, etc.
*Quick Parts in Outlook do not carry over to Word

1. Open Outlook

2. Click "New Email"

3. Type your message:

   Greetings,

   Attached please find correspondence to you from Attorney Name.

   Thank you,

4. Highlight your message:

   Greetings,

   Attached please find correspondence to you from Attorney Name.

   Thank you,

   ***You do not need to highlight your signature if you already have one assigned to your email.**

5. Click "Insert" at the top left tab of the email

6. In the "Text" section on the right, click "Quick Parts"

7. Click "Save Selection to Quick Part Gallery…"

   a. From here, you can name your Quick Part for easy reference. For example, if you have preferred language when forwarding letters/documents to adjusters, then you can name the Quick Part "Adjuster" and have a separate one for "Counsel."

8. Once you have named your Quick Part, click "Ok." Now you can insert a generic email message by clicking "Insert," "Quick Parts," and selecting your desired message OR You can type the first letter of the name you gave your quick part and press F3. For example, if you named your Quick Part "Counsel," then type "c" and press F3 to insert the associated message.

Removing Your Name When Printing Emails

So far, there is no way to completely remove the printer's name from the memo style email when printed; however, you can decrease its size.

1. While in Outlook click "File" and "Print"
2. Click "Print Options"
3. Click "Page Setup"
4. Under "Fonts" choose "Title" and click "Font…"
5. In the "Size" section, change font size to "1" and click "OK"
6. Now when you print emails your name should be small enough to almost go unnoticed.

RADIOGRAPHIC IMAGES

Saving Radiographic Images

1. While off the server, create a new folder on the desktop. This will be where you save the images. As an example, name the new folder "IMAGES."

2. While off the server, open/run the image viewer application on the CD containing the radiographic images.

3. In the image viewer there should be an option to export selected images. (The "Export" option may appear in the top toolbar of the viewer, or you may need to right click on the images/series individually and scroll down to the "Export" option.)

   ***If the image viewer contains multiple series from different years, then it will be best to create new folders in which to contain each series separately. Save these smaller folders within the same "IMAGES" folder you created on your desktop. Name the smaller folders after the series they contain and the year the images were taken in order to keep everything organized.**

4. Export and save the images to the folder you created on the desktop. If the viewer prompts you, choose ".jpg or JPEG" as the doctype. (Depending on the viewer, you may be able to export an entire series or you may have to export the images one by one. In order to keep the series/images in the correct order, save the series/images in numerical order starting at "1." You may restart this numbering process with each new series you save.)

5. Once you have exported and saved all of the images from the viewer, open the "File Explorer" and copy the entire "IMAGES" folder. Paste a copy of the "IMAGES" folder into the "%username& (H:)" drive found under "Computer."

6. Return to the server.

7. Open the "File Explorer" on the server and scroll down to the "%username& (H:)" drive found under "This PC." Open the "IMAGES" folder.

8. Open Adobe Acrobat and click "Tools." Under the "Create & Edit" section, click "Combine Files."

9. Return to the "IMAGES" folder and select the images/series you wish to save. Click and drag the images/series over to Adobe. Once all of the images in a series are transferred, and confirmed to be in the correct order, click "Combine." (Repeat this step as needed to save multiple series.)

10. Save the newly combined images to Worldox.

REDACTION

***VERY IMPORTANT**: Redactions are never permanent in Adobe until they are applied. Always select “Apply Redactions” at the end of marking a document. If not done correctly, anyone in receipt of the documents will be able to undo all of your redactions at the click of a button.

Recipients of documents are able to finalize redactions either through Adobe or by printing and rescanning the document, but it is better to double check that all redactions finalize before sending.

How to Redact in Adobe

*Create a new document to avoid permanently redacting the original.

1. Open the document you wish to redact.

2. Click “Tools,” scroll down to the “Protect & Standardize” section, and click “Redact.”

3. Click “Mark for Redaction” in the toolbar at the top of the page and select “Text & Images” (Select “Pages” if you need to redact entire pages of information).

4. From here, you can double-click on words or highlight entire lines to mark them for redaction. Your edits will be visible to you as red boxes that outline the information you aim to remove.

5. Once you have made your redactions, go to the top toolbar and click “Apply.” A dialogue box warning of the permanency of your redactions will appear. Click “OK**”** to confirm.

    *After you finish, a dialogue box may appear saying, "Hidden information was detected in the PDF." This refers to metadata about the creation of the document. If you click “Yes,” then any private information (such as revision history or authorship information) will be removed from the document's data. This can also be done through the “Sanitize Document” option on the toolbar.

Redacting Every Instance of a Specific Word

1. Click “Redact” in the “Tools” menu.

2. Click “Mark for Redaction” and select “Find Text.”

3. There are three options: “Single Word or Phrase,” “Multiple Words or Phrase,” and “Patterns.”

    a. Single Word or Phrase: Type the word/phrase into the search field.

    b. Multiple Words or Phrase: Click “Select Words.” From here, type out each word in the “New Word or Phrase” field then click “Add.” (You can also import the list with the “Import” option, but it does not always translate.)

    c. Patterns: Choose the type of pattern you want to search for (phone numbers, credit card numbers, social security numbers, etc.) Once selected, click “Search & Remove Text.” Click “Search & Remove Text.” Review each instance of the keyword, phrase or pattern and decide which ones to redact in the “Results” box. Click “Check All” to redact all instances, check each instance on a case-by-case basis, or close the search box to redact none of the instances.

4. To redact the selected text, click “Mark Checked Results for Redaction.”

5. Click “Apply” and save the document.

Repeat a Redaction Across Your Document

If you want to repeat a redaction mark across an entire document, like a repeating watermark, or header/footer, you can do so by right clicking the redacted mark and selecting the “Repeat Mark Across Pages” option.

This works specifically for marks that appear in the same location on multiple pages of a pdf.

Undoing Redactions

*Wait until you have finished making all of your redactions before clicking “Apply.” Once redactions have been formally applied to a pdf, they cannot be undone.

In order to undo redactions before finalizing you can either click on the redaction that you want to remove and then press the "Delete" button or you can close your pdf without saving and reopen it so that your changes will be undone.

Making Redactions Without Blacking Out Text

If you want to redact text in Acrobat, but change the look of the redactions, you can do so by going to “Properties” while in the “Redaction” menu. While in Properties, choose the options you want to change in the “Appearance” tab. You can set a new color that fills in the redacted area or set overlay text to cover redacted information.

Confirming that Your Redactions Worked

Method #1: After you finish your redactions, confirm the document was properly redacted by opening the document and copying a block of text including your redactions. Your redactions should remain in place and appear as missing words.

Example:

Original: “The dog runs.”

Redacted pdf: “[redacted] dog runs.”

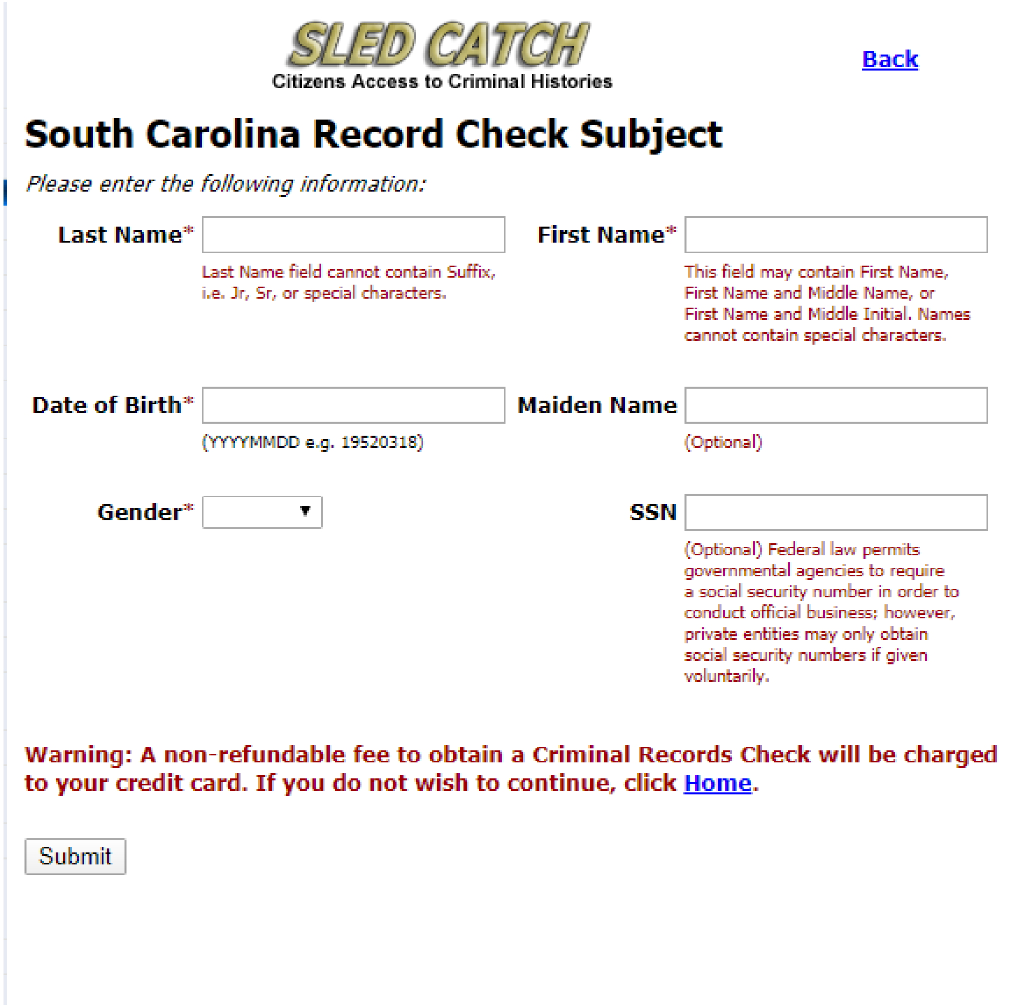
How it Should Appear when Copied: “dog runs.”
*Redacted words should copy over as though they never existed.

Method #2: Close and reopen the redacted pdf and attempt to remove the redactions. If the redactions were completed successfully, then this will be impossible as there is no way to reverse or locate redacted text because it no longer exists.

SLED REPORTS

Running a SLED Report

1. Go to the website: https://catch.sled.sc.gov/
2. Scroll to the bottom of this page and click I accept these terms and conditions.
3. Then Click Not Eligible when asked if qualify for reduced fees.
4. You will then end up on the page where you will put in the information for the person you need background check.



SLED CATCH
Citizens Access to Criminal Histories

Back

South Carolina Record Check Subject

Please enter the following information:

Last Name*
Last Name field cannot contain Suffix, i.e. Jr, Sr, or special characters.

First Name*
This field may contain First Name, First Name and Middle Name, or First Name and Middle Initial. Names cannot contain special characters.

Date of Birth*
(YYYYMMDD e.g. 19520318)

Maiden Name
(Optional)

Gender*

SSN
(Optional) Federal law permits governmental agencies to require a social security number in order to conduct official business; however, private entities may only obtain social security numbers if given voluntarily.

Warning: A non-refundable fee to obtain a Criminal Records Check will be charged to your credit card. If you do not wish to continue, click Home.

Submit

5. Once you enter all the information. You will then submit it.
6. It will prompt you on another page for “Information Verification and Payment”

7. You will acknowledge that you have read and understood the statements above the checkbox.

8. The last step will be for you to make a payment.

9. Once you make the payment, it will say in red “ no arrest record” or “arrest record”

10. You will need to print and save the document then. Once you leave the page, you will lose the record and will have to run and PAY for it again.

SUBPOENA DOMESTICATION

California

1. Determine the county in which the entity you wish to subpoena is located and draft a letter to that county's superior court requesting domestication of a foreign subpoena.

2. Documents to Submit to Superior Court:

    a. Cover Letter to Superior Court detailing the request for issuance of a foreign (SC) subpoena;

    b. Original Foreign Subpoena and Foreign Subpoena Cover Letter to Californian entity;

    c. Application for Discovery Subpoena in Action Pending Outside California (SUBP-030);

    d. California Subpoena for Production of Business Records in Action Pending Outside California (SUBP-035) or California Subpoena for Personal Appearance in Action Pending Outside California (SUBP-040);

    e. Attachment "A" Listing Counsel of Record;

    f. Check to Superior Court in the amount of $45.00 for seal and issuance of foreign subpoena;

    g. Self-addressed stamped envelope for Superior Court to return original documents to you.

        i. **Be sure to include two copies of the Foreign Subpoena, Application for Discovery Subpoena, and the California Subpoena for Production of Records/Personal Appearance. The Superior Court will issue the subpoena, return the original copies to you, and retain their own copies.**

        ii. **All documents can be found in BRB.FORMS.**

Delaware

Filing Fee: $75.00
Check payable to: Prothonotary Office

Filing Jurisdiction: Request for Subpoena must be filed in the Prothonotary Office in the county in which discovery is sought to be conducted in this state.

Documents To Be Filed In Superior Court:

- **Cover Letter:** Indicating where signed and sealed subpoena should be sent, or a contact name and number.

Original and Copy of the Following:

- **Foreign subpoena** as defined in Title 10 §4311(b)(2)
  (Original will be retained by Prothonotary, the copy will be returned to you)

- A completed **Delaware "subpoena"** as defined in Title 10 §4311(b)(5)
  - Which incorporates the terms used in the Foreign Subpoena
  - Includes the names, address, and telephone numbers of all counsel of record in the proceeding to which the subpoena relates and of any party not represented by counsel.
    Note: If lengthy, this list may be attached.

    (Original will be returned to you, the copy will be retained by Prothonotary)

For expedited return: Please include self-addressed envelope.

Florida

1. Determine the Florida county in which the entity you wish to subpoena is located.

2. Draft the subpoena as normal, indicating the Florida County.

3. Follow the below links to the documents you will need to forward to the Clerk of Court in the issuance county. (These documents are in BRB.FORMS):

   a. Letter to Clerk of Court;

   b. Consent Order Authorizing Issuance of Foreign Subpoena;

   c. Subpoena Cover Letter;

   d. Subpoena to entity;

   e. Check in the amount of $2.00; and a self-addressed stamped envelope.

Georgia

1. Draft standard subpoena.

2. Send original subpoena to the Clerk of Court's Office with $5.00 fee and self-addressed stamped envelope.

3. The clerk will stamp/seal the subpoena and return to sender.

Georgia (Macon-Bibb County)

1. Draft standard subpoena.

2. Once drafted, mail the original subpoena to the below address:

   Civil Process
   1130 Second Street
   Macon, Georgia 31211
   ***Make sure that "Second" is spelled out.**

3. Service Prices:
   a. Document Requests: $50.00 per person, per service

   b. Witnesses: $10.00 per person, per service

   c. Make all checks payable to "Bibb County Sheriff's Office".

TELEPHONE

Forwarding a Voicemail Message to Another Extension

1. Access your voicemail:
    - **From your own extension**: Dial **555** and enter your voicemail password.
    - **From another extension in your system**: Dial **500**, enter your extension number, then enter your voicemail password.

2. Access the voicemail message you wish to forward:
    - Press **1** to listen to new messages.
    - Press **2** to review old messages.
    - Press **3** to review group messages. ***Note:*** *only if you are a member of a ring group.*
3. If necessary, press **2** to skip forward through messages.

4. Press **0** for message options.

5. Press **2** to begin the process of forwarding the message.

6. Enter the **extension number** you wish to forward the message to, then press #.

7. At the tone, optionally leave an introductory message from yourself to be included with the forwarded message.

8. To finish, press # or simply hang up.

WINSCRIBE

Allocating Jobs to Other Typists

1. Click on the job you wish to allocate.

2. Click “Allocate” in the top tool bar. (You may need to start the job before allocating it.)

3. Select a typist from the available list.

4. Click “Ok.” (An error message will appear stating that you cannot affect jobs that are not assigned to you. This means that the allocation was successful.)

Dictation Notifications

1. While in Winscribe, click “Settings” in the top toolbar.

2. Click “Options” then “Notification.”

3. Under “Notification Settings,” choose “Desktop Alert” as the “Notification Type.”

4. Be sure to place check marks in the “All my Jobs” and “All Shared Jobs” boxes.

5. Use “Remind me of job notification (mins.)” to set the amount of time between each job notification you receive. (I find that five minutes works the best.)

    a. You can also set notification sounds.

6. Click “Apply” then click “Ok.”

Retyping/Re-Listening to Jobs

1. Under the “My Jobs” toolbar on the left hand side of the screen, click “Completed Items.”

2. Find the job you wish to retype.

3. Once you have found the job, click on the job and then click “Retype” in the top toolbar.

4. You may now return to “My Jobs” and listen to the dictation as normal.

WORD

Adding Footnotes and Endnotes

1. Click where you want to reference to the footnote or endnote.

2. On the **References** tab, select **Insert Footnote** or **Insert Endnote.**

3. Enter what you want in the footnote or endnote.

Return to your place in the document by double clicking the number or symbol at the beginning of the note.

Auto Text Entries (Quick Parts for Word)

*For typing repetitive entries, general use, etc.
*Quick Parts in Word do not carry over to Outlook

1. Type your selected word/phrase and highlight it (there does not appear to be a word/character limit):

   ANSWER:

2. Press Alt + F3. This will bring up the "Create New Building Block" window.

3. Name your entry and click, "Ok." ***You will be able to automatically insert the entry by typing the first few characters of the entry's name so try to avoid naming your Quick Parts similarly.**

4. Now whenever you need to type a repetitive entry, like "**ANSWER**:" for discovery responses you can instead type "a" (or whatever the first letter of the Quick Part's name is) and press "F3."

Fractions

*For making fractions look like ½ instead of 16/25

1. Highlight the first section of your fraction.

   Example: 16/25

2. Right click on the highlighted number and click “Font…”
3. In the “Font” dialogue box, go to the “Effects” section, check “Superscript,” and click “Ok.”

   Example: ^{16}/25

4. Repeat the same steps for the second half of the fraction except click “Subscript.”

   Example: $^{16}/_{25}$

Helpful ALT Commands

Alt + 130	=	é
Alt + 160	=	á
Alt + 161	=	í
Alt + 164	=	ñ
Alt + 0167	=	§
Alt + 0176	=	°

Helpful CTRL Commands

Ctrl + A	=	Select All
Ctrl + C	=	Copy
Ctrl + V	=	Paste
Ctrl + X	=	Cut
Ctrl + Z	=	Undo

Margin Alignment for Letters a/k/a Eliminating Extra Space Created by Letterhead

1. In any letter that exceeds two pages while single-spaced, find the first word/line of the second page and click the space in front of it so that your curser is at the beginning of the sentence.

   ***Always place the cursor in front of the first available space on the second page whether it is in front of a word or an empty line break preceding a paragraph.**

2. Click "Layout," then click the small box at the bottom right corner of "Page Setup."

3. In the "Margins" tab, change "Top" to a measurement of 1 inch.

4. In the same "Page Setup" dialogue box, go to the "Preview" section at the bottom and click the dropdown box next to "Apply to:"

5. Change the setting from "Whole document" to "This point forward" and click "Ok."

6. Before Printing, click "Insert" and "Page Number." Insert a page number in your preferred location. **Always do this after changing the margins, even if the letter already has page numbers. Otherwise, the letter may print onto multiple letterheads regardless of your printer's tray settings.**

   Charts: The same rules apply for charts assuming that you cannot avoid splitting them across two pages.

Removing Extra Page at End of Document (Method #1)

1. Click the first line of the unwanted page.

2. Change the font size to "1."

3. Hit Enter.

Removing Extra Page at End of Document (Method #2)

1. Go to the "View" tab, select "Navigation Pane" in the "Show" section. (Alternatively, press "Ctrl + F")

2. Select the blank page in the "Pages" section under "Navigation" and press the delete key until the page is removed.

WORLDOX

Helpful Keystroke Shortcuts

Ctrl + D	=	Bookmark the Visible List
Ctrl + E	=	Edit a Profile
Ctrl + M	=	Email Selected Documents
Ctrl + O	=	Direct Access from Worldox Display List
Ctrl + T	=	Toggle Navigation Pane on/off

Renaming Files without Reopening Them

1. Right click on the desired file.

2. Click “More”

3. Click “Move.” This will bring up the “Save As” dialogue box which will allow you to edit the name of the document as well as author, typist, and document location.

4. Click “Move” when finished with your edits. **(The file will only move if you change the Client/matter numbers.)**

Saving Documents to Project Folders

1. Highlight your Project Folder in Worldox.

2. On the bottom tab, click “Project.” This will open a small window at the bottom half of the Worldox screen.

3. On the right hand side of the Project Folder window, click “Edit.” This will allow you to have the Project Folder open while you traverse Worldox. **(With the Project Folder open, it is better to travel Worldox via “Direct Access” rather than using the “Search” feature as using “Search” will sometimes close the folder.)**

4. With the Project Folder open, you can now click and drag files into the folder. **(The file will immediately appear in the Project Folder window at the bottom of the screen, but the folder has to be saved in order to finalize this action.)**

5. Once you have dragged a file into the Project Folder, click “Save As.” This will bring up the “Save Project” dialogue box. Where it says, “Choose Action,” make sure that the “Replace Project” option is selected and click “Ok.”

Removing Documents from Project Folders

1. Highlight your Project Folder in Worldox.

2. On the bottom tab, click “Project.” This will open a small window at the bottom half of the Worldox screen.

3. On the right hand side of the Project Folder window, click “Edit.”

4. Highlight your selected document in the Project Folder or select multiple files by checking the boxes to the left of the file name.

5. On the right hand side of the Project Folder window, click “Remove File.” This will immediately renew the file from the Project Folder, but you must click “Save As” and “Save Project” in order to finalize this action.