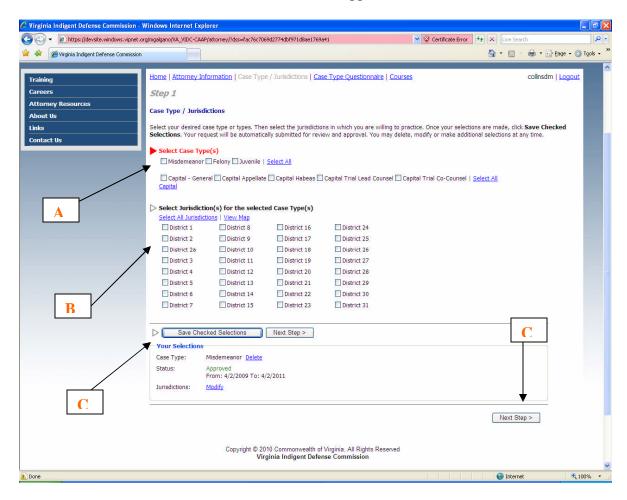
## Instructions for ACeS \*\*\*Adding Case Types\*\*

1. Login to your account.

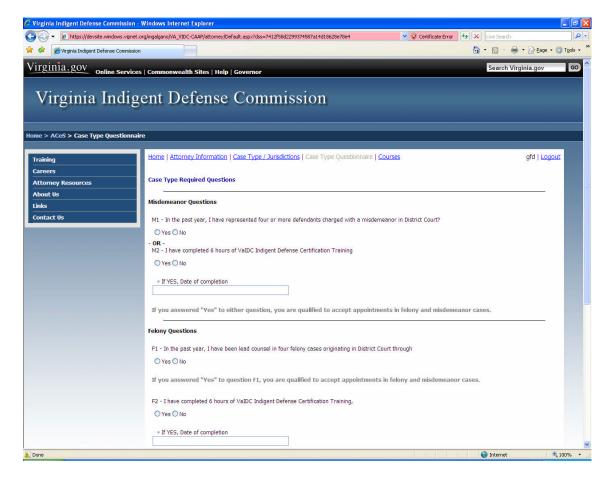


## 2. Your current certification information will appear



- A. Select the case type you would like to add.
- B. Select the judicial circuits in which you would like to accept appointments for this particular case type.
- C. Click "Save Checked Selections" and click "Next Step"

3. Answer the questions under the case type you have added. Please be aware that the questions from your previously approved case types will appear in addition to the questions for the case type(s) you just added. Scroll down to the section of questions that need to be answered for your newly added case type(s). Click "Save" and then click "Next." Be sure to save your answers or your answers will not appear when your application is reviewed for approval.



4. Select the box next to the Certification of Truth Statement. Click "Complete."

