

## REGISTER

To use the system, and gain access to cases, you first need to register an account on CaseLines.

- To register for CaseLines, go to https://uk.caselines.com
- Some organisations might have a specific URL that they use to access CaseLines, please liaise with your Organisation Admin to confirm what this is



CaseLines works on all up to date HTML5 compliant Internet browsers, including Google Chrome, Mozilla Firefox, Edge and Safari.

## From the landing page click **Register**.

CaseLin	es			
Home Support			Register	Log On
Register: Cr	reate a New CaseLines Digit	al Case System Account		
Please fill in all the	fields.			
Account Info	rmation			
Title (Mr, Mrs,)	1	S Enter your title. For example: Mr, Mrs, Dr.		
First Name	2	S Enter your first name.		
Last Name	3	S Enter your last name.		
User Name	4	S Enter a user name.		
Mobile phone	UK (+44) ~ 5			
Primary Email	6 Please ensure you have entered your correct email address. You will only be able to gain access to cases if you have entered your valid email address. You will need access to your email account to verify your account to fefore your an access case	Nease enter your primary email address.		

Then fill in the fields:

- 1. Title
- 2. First Name
- 3. Last Name
- 4. Username (use between 5 and 30 characters)
- 5. Mobile phone (optional field)
- 6. Enter a valid primary email address



Usual Role	Legal Officer	• 8	<b>O</b>
Usual Location	England & Wales	9	• 🥹
Password		10	0
	Show Password:		
	Password should be at leas	st 8 characters a	nd 🗧
	contain an upper case le	etter, a lower ca	ise
	letter, a number and a spe	ecial character. I	For
	example: 'Washington82*'		
Confirm Password		11	
			,
	Data Protection	or of Copol incol in	eenmitted to protecting up a privacy. We will apply upo
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- 7. Choose whether you are happy to show your email address on the list of people for a case you are invited to.
- 8. Select your usual role from the drop-down list.
- 9. Choose your usual location from the drop-down list.
- 10. Create a password which is at least 8 characters and contains an uppercase letter, a lowercase letter, a number and a special character. For example: Washington82\*
- 11. Confirm your password
- 12. Read the **Data Protection** details and the **Terms and Conditions of Use** and then tick the box if you agree to be bound by the Terms and Conditions of Use.

Ve need to ve	rify your email address. We have sent a verification email to the following address:
lease check	your email and verify each email that has been sent to you. Note that you will need to verify an approved email address before you can access the case list.
f vou would li	ke a repeat verification email please click here.

13. Once you have filled in all the details correctly, the **Register** button becomes active. Click on this button to complete the registration on CaseLines.

The system will then send a verification email to confirm your email address. Please wait up to 15 minutes for the email to arrive and ensure that you have checked both your inbox and junk folder.





Once your email address is verified, you can then access any cases you have been invited to.

## LOGIN

From the CaseLines landing page, click Log On located in the top right corner of the webpage.

Jser Name or	r Email	
1		
Password		
2		
7 -	2	
Remembe	er me next time 3 ssword 5	
Remembe	er me next time 3 asword 5 4	

- 1. Type in your user name or email address
- 2. Type in your password
- 3. Tick the box marked Remember me next time, if you want your browser to remember your login details.
- 4. Then click Log On





Reset Password	
you have forgotten your password please e aseLines Digital Case System. We will ema	enter the user name or the email address you used when you registered with il you a password reset link.
User name or email	Submit 5

5. If you have forgotten your password, click the Forgotten password link. Enter your user name or email address and then click Submit. An email will be sent to you containing a link to reset your password.



ne Invite Lists	View Case List View H	earings Support	Case	e name	Search Cases	8	Account Details	Log Off
Case List	1							
/ould you like to Cr	reate a Case ?							- 8
								- 8
Case Filter:								- 8
Hearing Date From:		Today	This Week This Year					- 1
Hearing Date To:		Next	Day This Month Next Year					- 8
Text:		E AL	Words					- 8
Show	20 •	G Sh	ow training cases ow only completed cases	2				
unum.	Leo - I	© Or	ler by Listing Number					- 8
		Cle	ar Filter Apply Filter	3				- 8

- 1. From the homepage, click on the **View Case List** button. You will be presented with the case list, containing all of the cases that you have either created or been invited to access.
- 2. The case list can then be filtered using the case filter. You can filter on:
  - **Hearing Date** •
  - Case Name or Reference (in the text field) you can refine your search by clicking on All Words, so the filter will only bring results that contain all of the words in your search term.
  - Training and Completed cases any cases that have been created and flagged as training or ٠ marked as complete will only show up if you filter using these tick boxes
  - Listing Number this option allows you to sort your results by listing number if there is a value in • this field
- 3. Once you have input your search terms, click Apply Filter to show your filtered cases. If you want to clear any search parameters, click on Clear Filter.

## **HELP & SUPPORT**



Helpdesk: Click the **Support** button from within CaseLines to submit a ticket Email: support@caselines.com +44 (0)20 3922 0835 (UK) / +1(800) 350-0960 (US)

Telephone: