

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**.

CaseLines

Home Support Register Log On

Register: Create a New Caselines Digital Case System Account

Please fill in all the fields.

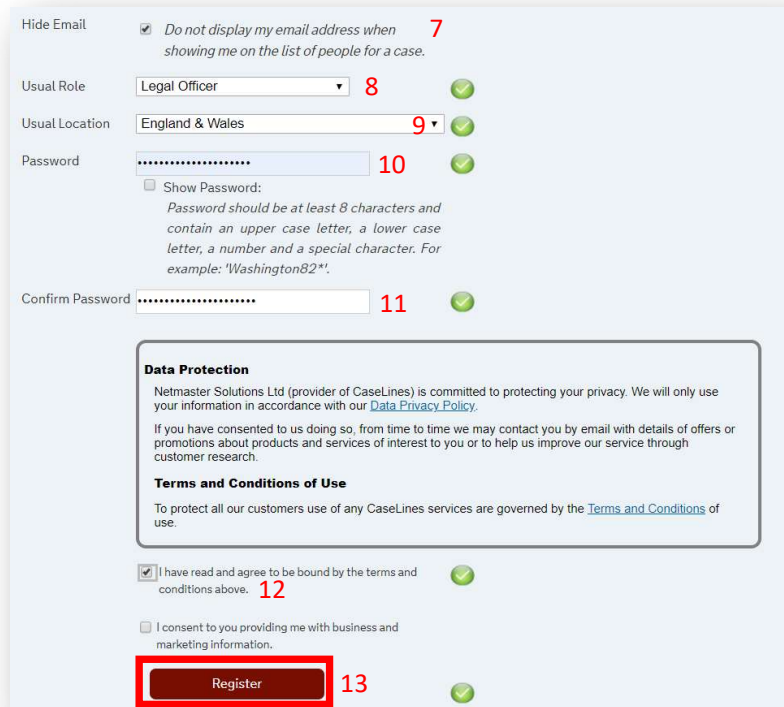
Account Information

Title (Mr, Mrs, ...)	1	✘ Enter your title. For example: Mr, Mrs, Dr.
First Name	2	✘ Enter your first name.
Last Name	3	✘ Enter your last name.
User Name	4	✘ Enter a user name.
Mobile phone	UK (+44) 5	
Primary Email	6	✘ Please enter your primary email address.

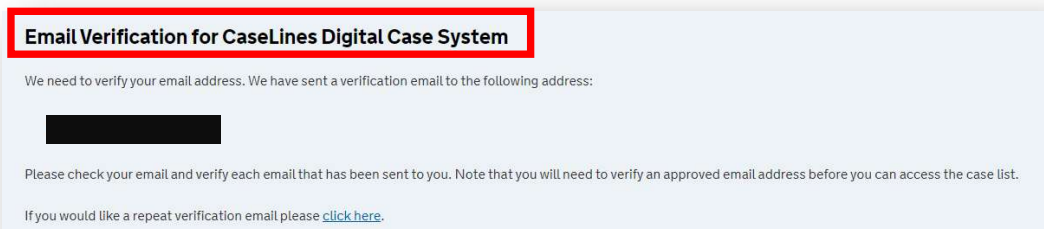
Please ensure you have entered your correct email address. You will only be able to gain access to cases if you have entered your valid email address. You will need access to your email account to verify your account before you can access cases.

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

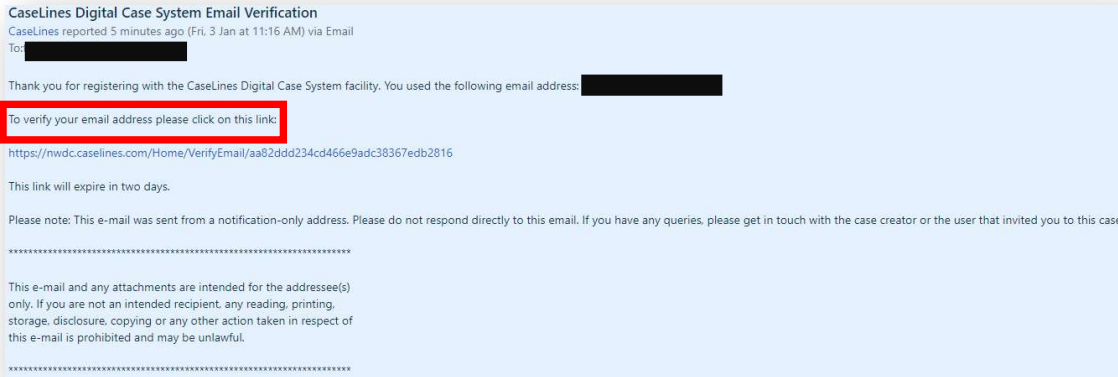


7. Choose whether you are happy to show your email address on the list of people for a case you are invited to.
8. Select your usual role from the drop-down list.
9. Choose your usual location from the drop-down list.
10. Create a password which is at least 8 characters and contains an uppercase letter, 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.



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.

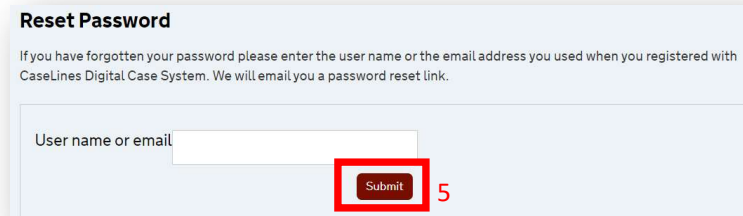


Once your email address is verified, you can then access any cases you have been invited to.

LOGIN

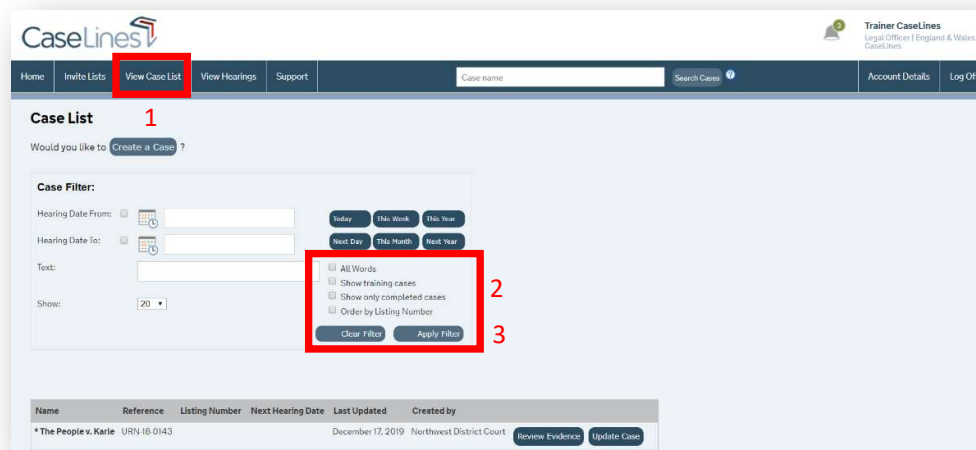
From the CaseLines landing page, click **Log On** located in the top right corner of the webpage.

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**



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.

FIND A CASE



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 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
- Telephone:** +44 (0)20 3922 0835 (UK) / +1(800) 350-0960 (US)