

## Set Stand-In Attorney

1. Welcome to the Mediation Tribunal Association Online Case Evaluation training.
2. This tutorial will cover the process of "Assigning/Removing a Stand In Attorney".
3. To proceed with this tutorial, you must have already registered for an account with the MTA application. If you have not registered yet, please view our initial tutorial on "how to register and log in" to the application.
4. To begin, log in to the site [www.mediationtribunal.org](http://www.mediationtribunal.org).
5. Once the site loads, please find the **MTA LOG IN** icon and login with your account details.
6. Once logged in, a timer starts counting down the duration on inactivity. For your security, the system automatically logs you off upon 20 minutes of inactivity. When clicked on something, the clock refreshes itself.
7. If you are an Attorney and not an Evaluator, you will have only one option on the left navigation bar, with a disc icon.
8. If you are an Attorney and also an Evaluator, you will have two options.
  - a. You can either view your cases as an attorney (disc icon)
  - b. Or else, your cases as an evaluator (headphones icon)
9. When clicked, it opens up to either "My Cases as Attorney" and/or "My cases as Evaluator" with a clickable "My cases" right below, please click to view your cases.
10. You will then be redirected to either to an "ATTORNEY VIEW" (If "My Cases as Attorney" is clicked) or Evaluator View (If "My Cases as Evaluator" is clicked), where you can view all of your cases ordered by current date.
11. You can choose the Date filter or Case Number filter to choose the case of your selection.

12. If you wish to set a stand in attorney to any specific case which is scheduled to be evaluated, click "[Set Stand In Attorney](#)" under the "Actions" tab.
13. This will give you the Case information with an option to choose an attorney by typing in the text box under "Stand In Attorney", and click "Save"  
*Note: You can add the attorney either by entering their name or their bar number. The drop down list provides you with suggestions that match with each letter that you type in.*
14. Once successfully saved, you will automatically be redirected to the Attorney View/Evaluator View with a message that reads "*The Stand In Attorney has been saved*".
15. Once a stand in attorney has been set for a case, he/she would be notified of the addition, case details and the date of evaluation.
16. If you wish to remove a stand in attorney from a specific case, please click "[Set Stand In Attorney](#)" under Actions tab and then click "Clear Stand In" button.
17. Once successfully removed, you will automatically be redirected to the Attorney View/Evaluator View with a message that reads "*The Stand In Attorney has been cleared*".
18. Once a stand in attorney has been cleared from a case, he/she would be notified of the action.
19. If you wish to edit your information or log off at any moment of time, click on the banner where it says "Hello <your first name> <last name>" located on the top right corner, to drop down two options,
  - a. My profile -> where you can edit your current profile information.
  - b. Logout -> to logout of the system.

*Thank you.*



**Mediation Tribunal Association**