

Once you verify your identity in ECOMP, you will have access to case information and documents in the case file. First, select the case under the "Cases" tab on your ECOMP Dashboard to view the CASE REVIEW page.

The lower section features three tabs: CASE DATA, PARTIES, and CASE IMAGING. If you are in receipt of payments made by the Special Fund, a fourth tab called PAYMENTS will also appear.

The CASE IMAGING tab in the lower section displays a list of documents in the case. The document list may be filtered by authored date or received date. Click either "Authored Date" or "Received Date" and then enter the start date and the end date. You may enter the date manually or use the calendar icon next to the date field. Click the "Clear Date Filter" link to reset the date filter. The document list may also be filtered by category and subject using the list located below the Date Filter. Click the plus sign (+) next to a category on the list to reveal all subjects within that category. Click the minus sign (-) next to an expanded category to hide the subjects again. Click on a category or subject to filter out that category or subject. Click on a deselected category or subject to remove the filter. If you filter out any subjects within a category, the check box for that category will be partially filled in.

The document list may be sorted by clicking the column headers for Subject, Category, Authored date, or Received date. To view only those documents that have been selected as favorites, check the "Favorites Only" box below the date filters. To deselect all documents, click the "Deselect All" link located below the category list. The link will change to "Select All." Click the "Select All" link to select all documents. Click on the "Clear Favorites" link located above the document list to clear all favorites. To download all documents for the case regardless of any filters you may have applied, click on the "Download all Documents" link next to the "Clear Favorites" link.

Click on any document in the case documents list to view it. The arrows at the bottom left of the screen may be used to move between pages of the document. To select the entire document as a favorite, click the "Favorite Document" button at the top. To select a page of the document as a favorite, click the "Favorite Page" button next to the page number. Click on the "Download" button next to the "Favorite Document" button at the top to print or save the document.

The buttons at the bottom right of the screen may be used to rotate, resize, or magnify the page. The arrows to the left and/or right of the document may be used to move to the next or previous document in the case. Click on the "X" icon in the upper right corner to close the document.

Any documents that you selected as favorites while viewing them will now be indicated as such in the Favorites column. You may also select a document as a favorite by checking the star icon next to the document on the list.