

## Moving a party to a notice recipient

Instead of withdrawing the party and re-adding them as a notice recipient you can now move them via CCAP.

Parties								
Parties								
--Choose action--		Create		Edit views				
Type	Name	Party notice	Date of birth	Status	Attorneys	Attorney notice	eFiling fee paid	Party number
All	Start typing to filter	All	Start typing to filter	Start typing to filter	Start typing to filter	Start typing to filter	All	Start typing to filter
Child		Paper	04-13-2008	Active	Maura Ann McMahon, Michele Hulgaard	eNotice eNotice	No	1
Petitioner	Waukesha County Corporation Counsel	Paper		Active	Charles David Kreger	eNotice	No	2
Mother		Paper	08-18-1977	Active			No	3
Father		Paper	09-26-1969	Active	Michael Paul Jakus	eNotice	No	4
Social Worker	Stephanie Hyde	Paper		Active			No	5

Highlight the party and from the dropdown choose “Make notice recipient”

Parties

Parties

--Choose action--

--Choose action--

Add party address (a)

Add attorney (a)

Add other name (o)

Copy party to (p)

Make notice recipient (r)

Edit party attorney (t)

Edit party numbers (n)

Delete party (Delete)

Print generic documents from template (g)

Export (x)

Print selected rows

Hide rows (h)

Print

Create

Edit views

	Party notice	Date of birth	Status	Attorneys	Attorney notice	eFiling fee paid	Party number
	All	Start typing to filter	Start typing to filter	Start typing to filter	Start typing to filter	All	Start typing to filter
es	Paper	04-13-2008	Active	Maura Ann McMahon, Michele Hulgaard	eNotice eNotice	No	1
	Paper		Active	Charles David Kreger	eNotice	No	2
Mother	Paper	08-18-1977	Active			No	3
Father	Paper	09-26-1969	Active	Michael Paul Jakus	eNotice	No	4
Social Worker	Stephanie Hyde	Paper	Active			No	5

You will get this screen, change to notify to yes and press save.

Make notice recipient

Notified

Yes No

Warning

The following notice recipient will be created. All party data not captured below will be lost.

Recipient type

Business/organization name

Social Worker (SW)

Last

First

Middle

Suffix

Hyde

Stephanie

Address

514 Riverview Avenue

DHHS

Waukesha WI 53188

United States

Email address

Phone number

Save

Cancel

The party will now be a notice recipient, however if your county utilizes email for notice recipients (which I highly recommend if you don't) that will need to be added. Highlight the party and choose "edit notice recipient"

**Notice recipients**

--Choose action--

--Choose action--  
 View notice recipient (v)  
**Edit notice recipient (e)**  
 Delete notice recipient (Delete)  
 Print generic documents from template (g)  
 Export (x)  
 Print selected rows  
 Hide rows (h)

Type	Business/organization	Email
All	Start typing to filter	Start typing to filter
School Board	Milwaukee Public Schools	
Facility	Chileda STEP Program	
Social Worker	DHHS	DHHS CourtDocs@waukeshacounty.gov
Other	FORMER PLACEMENT	
Stephanie Hyde	Social Worker	

From here you can fill in email, phone number, etc.

**Edit notice recipient**

Notified: ☐ Yes ☒ No

Notice recipient:

Recipient type:

Business/organization name:

Last:  First:  Middle:  Suffix:

Primary address:

Secondary address:  ZIP:

City:  State:  Country:

Email address:  Phone number:

Nothing will be added to the court record indicating this change. You cannot move a notice recipient to a party.