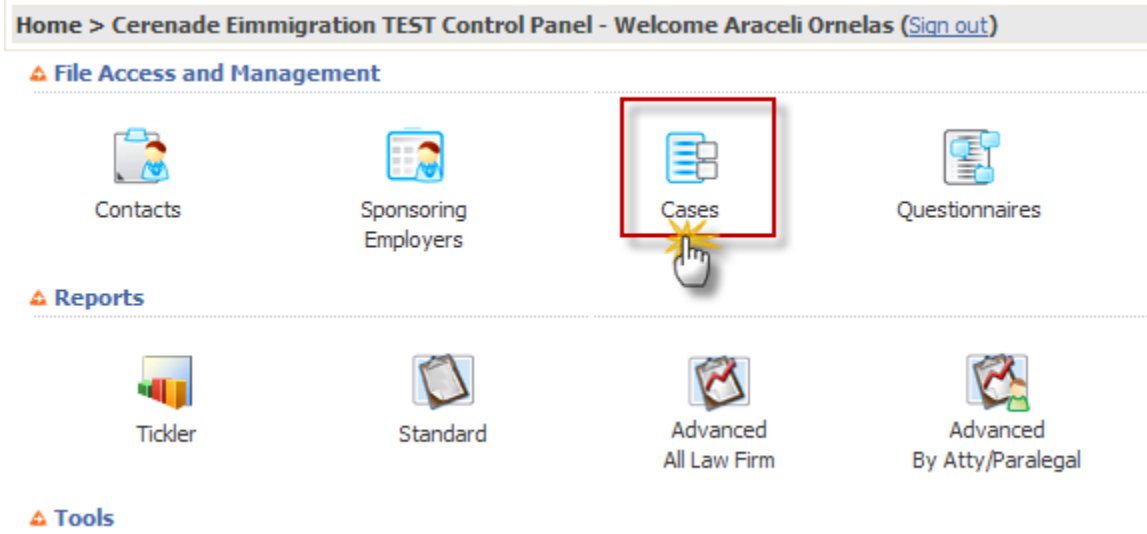


## CASE PARTIES – HOW THEY ARE SET AND HOW THEY POPULATE FORMS

1) Go to **Home** then click on **Cases**.



Home > Cerenade Eimmigration TEST Control Panel - Welcome Araceli Ornelas ([Sign out](#))

▲ File Access and Management

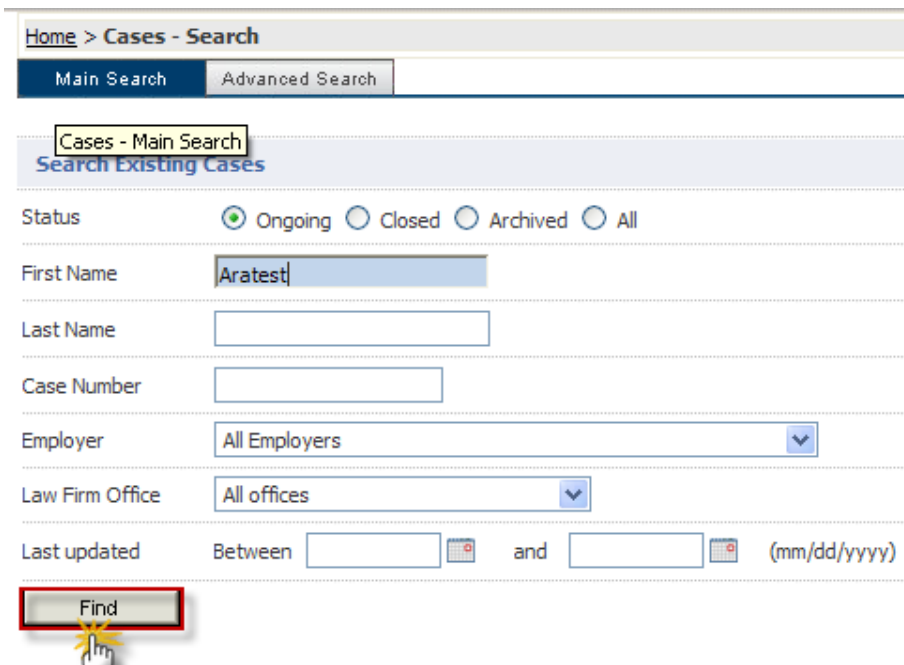
- Contacts
- Sponsoring Employers
- Cases**
- Questionnaires

▲ Reports

- Tickler
- Standard
- Advanced All Law Firm
- Advanced By Atty/Paralegal

▲ Tools

2) Search for the case and click on **Find** button when done.



Home > Cases - Search

Main Search | Advanced Search

Cases - Main Search  
Search Existing Cases

Status  Ongoing  Closed  Archived  All



First Name

Last Name


Case Number

Employer  ▼

Law Firm Office  ▼



Last updated Between   and   (mm/dd/yyyy)

**Find**

3) Open the case by clicking on the  icon.

Home > Cases > Results

Results 1 - 1 of 1 Page 1

Actions	Case Number	Name	Process	Employer
  <a href="#">Other</a>	A99999	Aratest ORNTEST	I-130 IV	

Results 1 - 1 of 1 Page 1

4) Click on **Parties** tab.

Home > Cases > Aratest ORNTEST - I-130 IV - A99999

[General Info](#) | [Attorneys](#) | **[Parties](#)** | [Forms](#) | [Comments](#) | [Reminders](#) | [Documents](#) | [Steps](#)

[Basic Information](#) | [Receipts](#) | [Sponsoring Employer](#) | [Shipping](#)

**Basic Information**

**Case Number \***

**Created on \***

**Main Contact** [Aratest ORNTEST \(Change Main Contact\)](#)

**Process \***

**Filing Type \***

**Preference Type \***

**Office handling case \***

**Physical location of file**

5) If the Party you want to link to the Case already exists in your CONTACTS list, then click on the **Link Party** button. Otherwise, to create a new CONTACT and at the same time link it to the Case, click on **New Contact** button.

Home > Cases > Aratest ORNTEST - test 2 - A99999

[General Info](#) | [Attorneys](#) | **[Parties](#)** | [Forms](#) | [Comments](#) | [Reminders](#) | [Documents](#) | [Steps](#)

**Case Parties**

Actions	Parties	Relationship
 	Aratest ORNTEST	<a href="#">Petitioner</a>

6) Enter CONTACT information. When finished click **Save** button and you will be back at the Case.

Home > Cases > Aratest ORNTEST - test 2 - A99999

General Info | Attorneys | **Parties** | Forms | Comments | Reminders | Documents | Steps

**Link Parties - Add New Contact**

**Save** **Cancel**

Personal Information (Required \*)

Status \* Client

First Name \* Evatest Last Name \* Castest

Middle Name Maiden Name

Title Other Names

Marital Status Please make a selection Sex  Male  Female

SSN Alien #

Date of Birth (mm/dd/yyyy) City of Birth

State of Birth

Country of Birth Please select a Country

Day Phone

Evening Phone Fax

Email

Nationality Passport(PP) #

PP Issuing Country Please select a Country

PP Valid until (mm/dd/yyyy)

Arrival Date (mm/dd/yyyy)

Arrival City Arrival State

Major Field of Study Qualification

7) Set the relationship of this person to the case. Select a **Relationship** then click **Link Party** button.

Home > Cases > Aratest ORNTEST - test 2 - A99999

General Info | Attorneys | **Parties** | Forms | Comments | Reminders | Documents | Steps

**Link Parties - Select relationship**

First Name Evatest

Last Name Castest

Relationship Please select a Relation

Link to Contact Evatest Castest as a member in Aratest ORNTEST contact file

**Link Party**

None  
Alien  
Petitioner  
Beneficiary  
Other

8) Following window will display all Parties currently linked to the Case. If you need to link more parties just click on **Link Party** (if Contact already exists in the system) or **New Contact** (if Contact does not exist in the system) button.







Home > Cases > Aratest ORNTEST - I-130 IV - A99999

General Info | Attorneys | **Parties** | Forms | Comments | Reminders | Documents | Steps

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**Case Parties**

Link Party | New Contact

Actions	Parties	Relationship
   Evatest Castest		<a href="#">Alien</a>
   Aratest ORNTEST		<a href="#">Petitioner</a>

## How Forms are Populated with Parties Information:

1) Once Parties have been added to this case, click on **Forms** tab.

Home > Cases > Aratest ORNTEST ■ I-130 IV ■ A99999

General Info | Attorneys | Parties | **Forms** | Comments | Reminders | Documents | Steps

**Case Parties**

Link Party | New Contact

Actions	Parties	Relationship
	Evatest Castest	<a href="#">Alien</a>
	Aratest ORNTEST	<a href="#">Petitioner</a>

2) Following window will display a list of forms assigned to the Case.

Home > Cases > Aratest ORNTEST ■ I-130 IV ■ A99999

General Info | Attorneys | Parties | **Forms** | Comments | Reminders | Documents | Steps

**Incomplete Forms**

Add Forms | Email Forms | Print Forms

Actions	Form	Form Description	Filing Fee	Print/Email	eFile
	G-28	NOTICE OF ENTRY OF APPEARANCE AS ATTORNEY OR REPRESENTATIVE. [9/26/2000] <a href="#">[Update Description]</a>	\$0.00	<input type="checkbox"/>	
	G-325A	BIOGRAPHIC INFORMATION [07/14/2006] <a href="#">[Update Description]</a>	\$0.00	<input type="checkbox"/>	
	G-325A	BIOGRAPHIC INFORMATION [07/14/2006] <a href="#">[Update Description]</a>	\$0.00	<input type="checkbox"/>	
	I-130	PETITION FOR ALIEN RELATIVE (FEE CHANGE 01/21/05) [6-5-02] <a href="#">[Update Description]</a>	\$355.00	<input type="checkbox"/>	
	I-485	APPLICATION TO REGISTER PERMANENT RESIDENCE OR ADJUST STATUS. EXPIRES 09/30/2008 [05/27/2008] <a href="#">[Update Description]</a>	\$930.00	<input type="checkbox"/>	

**Total Filing Fee** \$1,285.00


**Total time spent on forms** 0:00

**Print Preferences**

Print Watermark  (If checked, forms printed by Employer and Client/Contact will print with watermark)

Watermark  (Example: DRAFT, COPY)

Save Changes

3) Open a Form by clicking on the  icon next to the form name.

4) When form opens it is populated with data from Attorneys, Employer, Employer Signatory and Parties assigned to the Case. To change a party, click on the Party On Demand (POD) button. POD buttons are blue in color. On the following screenshot, the POD button reads: **Select Party**.

Department of Homeland Security U.S. Citizenship and Immigration Services		OMB #1615-0012, Expires 01/31/11
		<b>I-130, Petition for Alien Relative</b>
<b>DO NOT WRITE IN THIS BLOCK - FOR USCIS OFFICE ONLY</b>		
<b>A#</b>	<b>Action Stamp</b>	<b>Fee Stamp</b>
<b>Section of Law/ Visa Category</b> <input type="checkbox"/> 201(b) Spouse - IR-1/CR-1 <input type="checkbox"/> 201(b) Child - IR-2/CR-2 <input type="checkbox"/> 201(b) Parent - IR-5 <input type="checkbox"/> 203(a)(1) Unm. S or D - F1-1 <input type="checkbox"/> 203(a)(2)(A) Spouse - F2-1 <input type="checkbox"/> 203(a)(2)(A) Child - F2-2 <input type="checkbox"/> 203(a)(2)(B) Unm. S or D - F2-4 <input type="checkbox"/> 203(a)(3) Married S or D - F3-1 <input type="checkbox"/> 203(a)(4) Brother/Sister - F4-1		Petition was filed on : _____ (priority date) <input type="checkbox"/> Personal Interview <input type="checkbox"/> Previously Forwarded <input type="checkbox"/> Pet. <input type="checkbox"/> Ben. "A" File Reviewed <input type="checkbox"/> I-485 Filed Simultaneously <input type="checkbox"/> Field Investigation <input type="checkbox"/> 204(g) Resolved <input type="checkbox"/> 203(a)(2)(A) Resolved <input type="checkbox"/> 203 (g) Resolved
<b>Remarks:</b>		
<b>A. Relationship</b> You are the petitioner. Your relative is the beneficiary.		
1. I am filing this petition for my:      2. Are you related by adoption?      3. Did you gain permanent residence through adoption? <input type="checkbox"/> Husband/Wife <input type="checkbox"/> Parent <input type="checkbox"/> Brother/Sister <input type="checkbox"/> Child <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>B. Information about you</b> <span style="float: right;"><b>Select Party</b></span>		<b>C. Information about your relative</b> <span style="float: right;"><b>Select Party</b></span>
1. Name (Family name in CAPS) (First) (Middle) ORNTEST      Aratest		1. Name (Family name in CAPS) (First) (Middle) CASTEST      Evatest
2. Address (Number and Street) (Apt. No.) _____ (Town or City) (State/Country) (ZIP/Postal Code)		2. Address (Number and Street) (Apt. No.) _____ (Town or City) (State/Country) (ZIP/Postal Code)
3. Place of Birth (Town or City) (State/Country) Jesus Maria Jalisco      Mexico		3. Place of Birth (Town or City) (State/Country) Jesus Maria Jalisco      Mexico
4. Date of Birth      5. Gender      6. Marital Status 11/09/1972 <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female <input type="checkbox"/> Married <input checked="" type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced		4. Date of Birth      5. Gender      6. Marital Status 12/22/1961 <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female <input checked="" type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced

Petitioner Info goes here →

Alien Info goes here ←

5) When you click on **Select Party** a window opens up that lists all individuals assigned to the case. The list includes: Parties, and their Family Members. Select a party from the list and click **Select Party** for the information to populate the form.

**NOTE:** When you open a form and you notice that it displayed someone else information, **DO NOT** change the information from the form it will over write the data to all link forms. Instead go to the **Parties** tab and verify that under **Relationship** you have the correct selection or select a party from the form.

Department of Homeland Security  
U.S. Citizenship and Immigration Services

OMB #1615-0012; Expires 01/31/11

### I-130, Petition for Alien Relative

**DO NOT WRITE IN THIS BLOCK - FOR USCIS OFFICE ONLY**

<b>A#</b>  <b>Section of Law/ Visa Category</b> <input type="checkbox"/> 201(b) Spouse - IR-1/CR-1 <input type="checkbox"/> 201(b) Child - IR-2/CR-2 <input type="checkbox"/> 201(b) Parent - IR-5 <input type="checkbox"/> 203(a)(1) Unm. S or D - F1-1 <input type="checkbox"/> 203(a)(2)(A) Spouse - F2-1 <input type="checkbox"/> 203(a)(2)(A) Child - F2-2 <input type="checkbox"/> 203(a)(2)(B) Unm. S or D - F2-4 <input type="checkbox"/> 203(a)(3) Married S or D - F3-1 <input type="checkbox"/> 203(a)(4) Brother/Sister - F4-1	<b>Action Stamp</b>     <b>Remarks:</b> <b>A. Relationship</b> You are the petitioner. 1. I am filing this petition for my: <input type="checkbox"/> Husband/Wife <input type="checkbox"/> Parent <input type="checkbox"/> Brother/Sister <b>B. Information about you</b> <b>Select Party</b> 1. Name (Family name in CAPS) (First) ORNTEST Aratest 2. Address (Number and Street)  (Town or City) (State/Country) (ZIP/Postal Code) 3. Place of Birth (Town or City) (State/Country) Jesus Maria Jalisco Mexico 4. Date of Birth 5. Gender 6. Marital Status 11/09/1972 <input type="checkbox"/> Male <input type="checkbox"/> Married <input checked="" type="checkbox"/> Single <input checked="" type="checkbox"/> Female <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced	<b>Fee Stamp</b>  Petition was filed on : _____ (priority date) <input type="checkbox"/> Personal Interview <input type="checkbox"/> Previously Forwarded <input type="checkbox"/> Pet. <input type="checkbox"/> Ben. "A" File Reviewed <input type="checkbox"/> 1485 Filed Simultaneously <input type="checkbox"/> 04(g) Resolved <input type="checkbox"/> 03(g) Resolved
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Select Party Close Window

Select	Party	DOB	Relationship
<input type="radio"/>	NONE (Do not select any Contact)		
<input type="radio"/>	Aratest ORNTEST	11/09/1972	Petitioner
<b>Family Members ...</b>			
<input type="radio"/>	Evatest Castest	12/22/1964	Beneficiary
<input type="radio"/>	Evatest Castest	12/22/1961	Alien
<input type="radio"/>	Evatest Castest	12/22/1964	
<input checked="" type="radio"/>	Evatest Castest	12/22/1961	Alien

#### Related Articles:

How to print or email multiple forms:

<http://www.cerenade.com/eimmigration/PrintEmailMultipleForms.pdf>

Family members how to set and how they populate:

<http://www.cerenade.com/eimmigration/FamilyMembers.pdf>

How to set reminders:

<http://www.cerenade.com/eimmigration/HowToSetReminders.pdf>

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