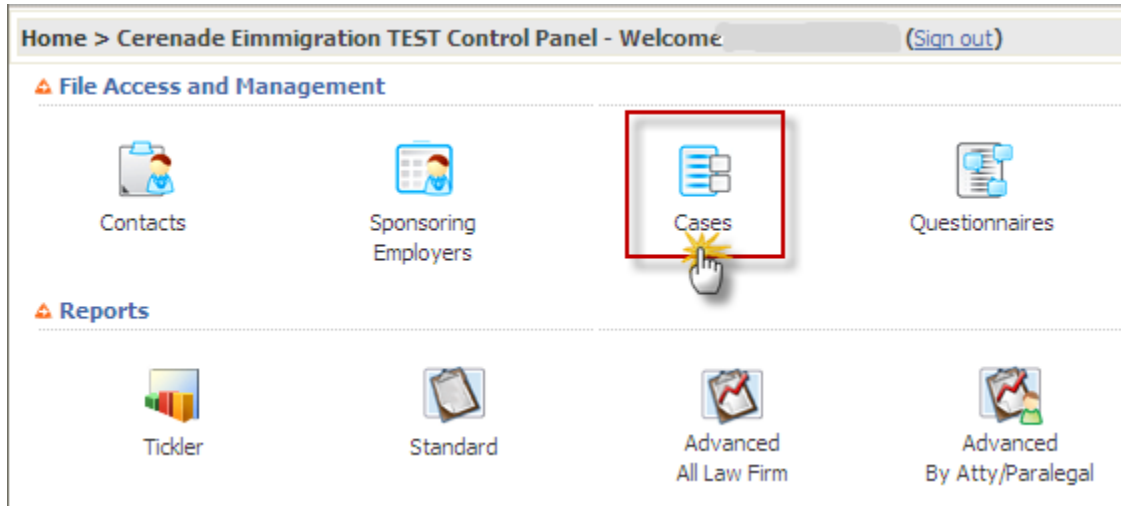
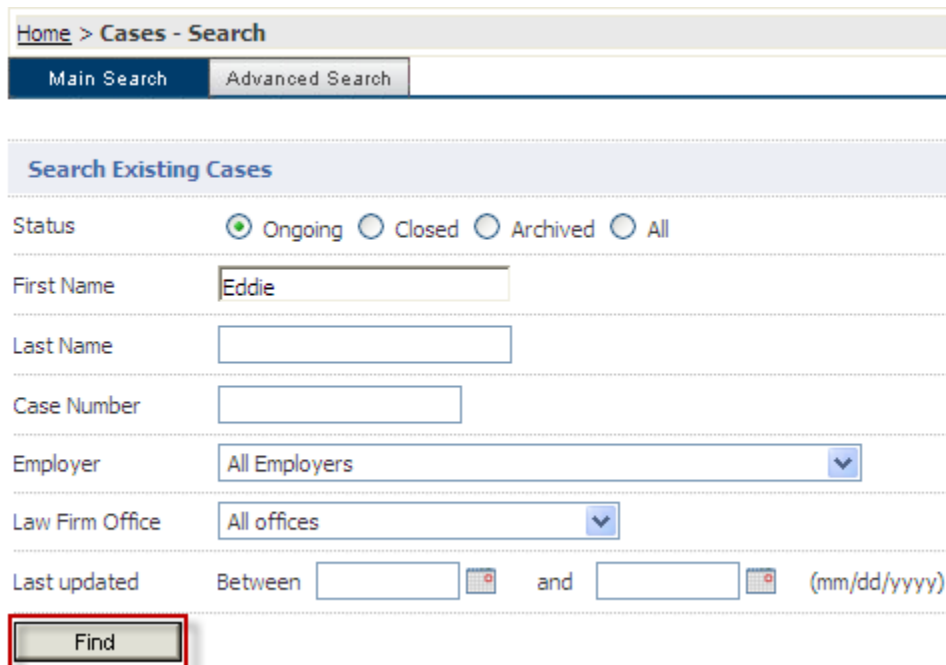


HOW TO PRINT OR EMAIL MULTIPLE FORMS

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




2) Type into search fields and click **Find** button.



The screenshot shows the Cerenade Eimmigration TEST Control Panel - Search page. The breadcrumb trail is "Home > Cases - Search". There are two tabs: "Main Search" (selected) and "Advanced Search". The page is titled "Search Existing Cases". The search criteria are as follows:



- Status: Ongoing Closed Archived All
- First Name:
- Last Name:
- Case Number:
- Employer: (dropdown)
- Law Firm Office: (dropdown)
- Last updated: Between and (mm/dd/yyyy)

The "Find" button is highlighted with a red box.

3) Open the client case by clicking on the  icon.

Home > Cases > Results

Results 1 - 1 of 1 Page 1

| Actions | Case Number | Name | Process | Employer |
|---|-------------|------------|---------|---------------|
|   Other | A12345 | Eddie DOEE | TestH1 | Cerenade - US |

Results 1 - 1 of 1 Page 1

4) Click on the **Forms** tab.

Home > Cases > Eddie DOEE > TestH1 > A12345

| | | | | | | | |
|---------------------|-----------|---------------------|--------------|----------|-----------|-----------|-------|
| General Info | Attorneys | Parties | Forms | Comments | Reminders | Documents | Steps |
| Basic Information | Receipts | Sponsoring Employer | Shipping | | | | |

Basic Information

Save Changes Case Preview

| | |
|----------------------------------|---|
| Case Number * | A12345 |
| Created on * | 03/17/2009 |
| Main Contact | Eddie DOEE (Change Main Contact) |
| Process * | TestH1 (Change Process) |
| Filing Type * | New Filing |
| Preference Type * | None |
| Office handling case * | Law Offices of Cerenade - California (CA - Inglewood - 90301) |
| Physical location of file | Physical location of file |
| Sponsoring Employer | Cerenade - US |































5) Set the **Print/Email** checkbox to **checked** for all forms you want to print or email. If you want to Email Forms click on **Email Forms** button and if you want to Print Forms click **Print Forms** button.

Home > Cases > Eddie DOEE - TestH1 - A12345

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 |
|---|--------------|--|------------|-------------------------------------|-------|
|    | AR-11 | ALIEN CHANGE OF ADDRESS CARD EXPIRES 09/30/11 [10/06/2008] [Update Description] | \$0.00 | <input checked="" type="checkbox"/> | |
|    | AR-11SR | ALIEN CHANGE OF ADDRESS CARD (SPECIAL REGISTRATION). EXPIRES 09/30/11 [10/06/2008] [Update Description] | \$0.00 | <input checked="" type="checkbox"/> | |
|    | ATTORNEY | ATTORNEY INFORMATION [Update Description] | \$0.00 | <input type="checkbox"/> | |
|    | CONTACT | CONTACT INFORMATION [Update Description] | \$0.00 | <input type="checkbox"/> | |
|    | DS-3035.PDF | INSTRUCTIONS TO FORM DS-3035 [03-2005] [Update Description] | \$0.00 | <input checked="" type="checkbox"/> | |
|    | DS-3035I.PDF | INSTRUCTIONS TO FORM DS-3035 [03-2005] [Update Description] | \$0.00 | <input checked="" type="checkbox"/> | |
|    | DS-3052 | NONIMMIGRANT V VISA APPLICATION. EXPIRES 11/30/2009 [12/2006] [Update Description] | \$0.00 | <input checked="" type="checkbox"/> | |
|    | I-129 | PETITION FOR A NON-IMMIGRANT WORKER. EXPIRES 07/31/2009 [1/22/2009] [Update Description] | \$320.00 | <input checked="" type="checkbox"/> | |
|    | I-129H | I-129 SUPPLEMENT H. EXPIRES 07/31/2010 [03/11/2009] [Update Description] | \$0.00 | <input type="checkbox"/> | |
|    | I-129W | I-129 H-1B DATA COLLECTION AND FILING FEE EXEMPTION SUPPLEMENT. EXPIRES 07/31/2010 [03/11/2009] [Update Description] | \$0.00 | <input checked="" type="checkbox"/> | |

For more information and articles, please visit www.eimmigration.com