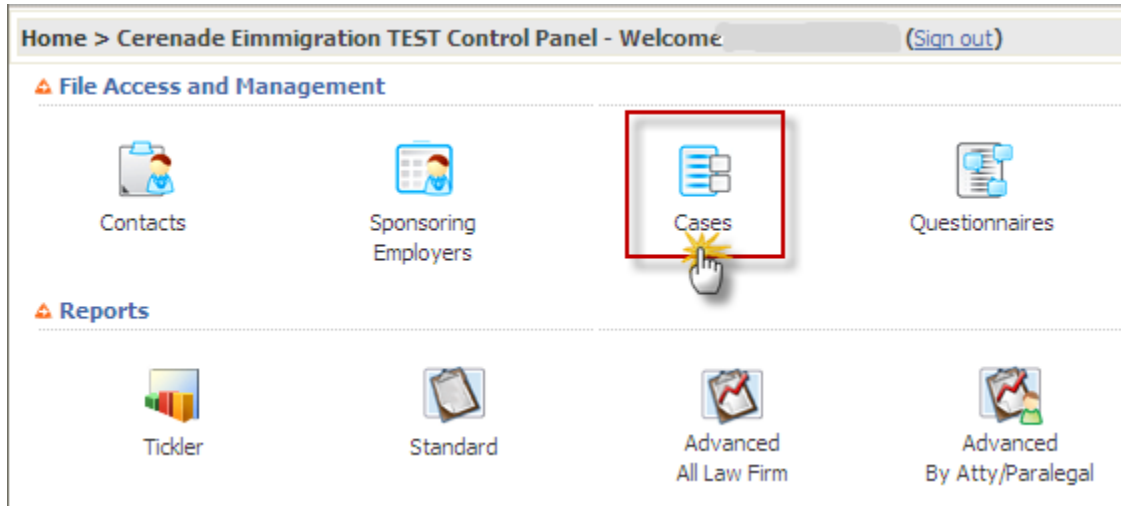
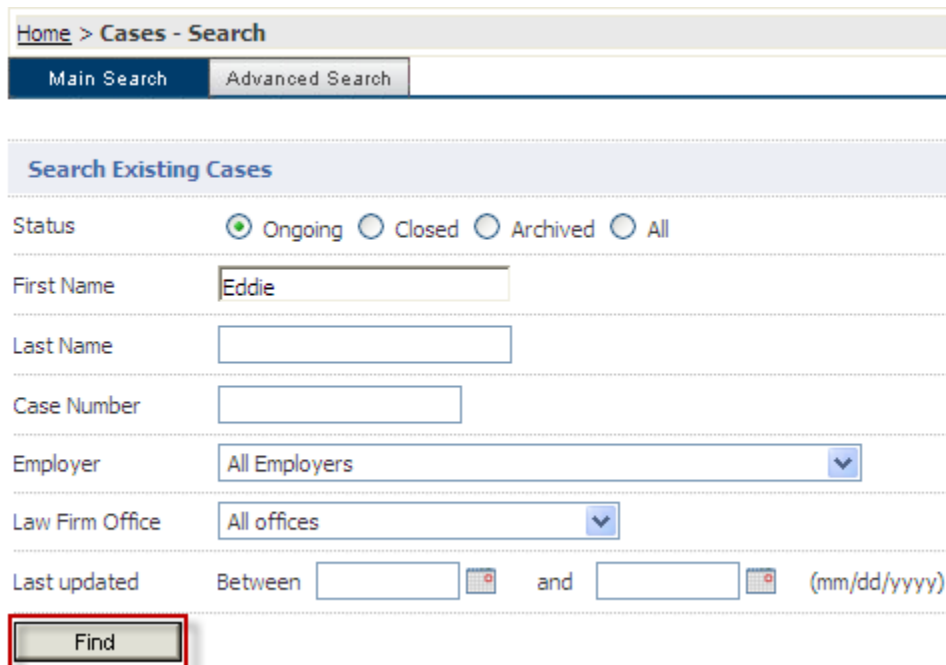


## HOW TO PRINT OR EMAIL MULTIPLE FORMS


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



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





The screenshot shows the 'Home > Cases - Search' page. It features two tabs: 'Main Search' (selected) and 'Advanced Search'. Below the tabs is a section titled 'Search Existing Cases'. The search criteria include: 'Status' with radio buttons for 'Ongoing' (selected), 'Closed', 'Archived', and 'All'; 'First Name' with a text input field containing 'Eddie'; 'Last Name' with an empty text input field; 'Case Number' with an empty text input field; 'Employer' with a dropdown menu set to 'All Employers'; 'Law Firm Office' with a dropdown menu set to 'All offices'; and 'Last updated' with a date range selector 'Between' followed by two date input fields and an 'and' separator, with '(mm/dd/yyyy)' as a format hint. At the bottom, the 'Find' button is highlighted with a red rectangular 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
  <a href="#">Other</a>	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**

<b>Case Number *</b>	A12345
<b>Created on *</b>	03/17/2009
<b>Main Contact</b>	Eddie DOEE ( <a href="#">Change Main Contact</a> )
<b>Process *</b>	TestH1 ( <a href="#">Change Process</a> )
<b>Filing Type *</b>	New Filing <input type="button" value="v"/>
<b>Preference Type *</b>	None <input type="button" value="v"/>
<b>Office handling case *</b>	Law Offices of Cerenade - California (CA - Inglewood - 90301) <input type="button" value="v"/>
<b>Physical location of file</b>	Physical location of file <input type="button" value="v"/>
<b>Sponsoring Employer</b>	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	<b>Print/Email</b>	eFile
	AR-11	ALIEN CHANGE OF ADDRESS CARD EXPIRES 09/30/11 [10/06/2008] <a href="#">[Update Description]</a>	\$0.00	<input checked="" type="checkbox"/>	
	AR-11SR	ALIEN CHANGE OF ADDRESS CARD (SPECIAL REGISTRATION). EXPIRES 09/30/11 [10/06/2008] <a href="#">[Update Description]</a>	\$0.00	<input checked="" type="checkbox"/>	
	ATTORNEY	ATTORNEY INFORMATION <a href="#">[Update Description]</a>	\$0.00	<input type="checkbox"/>	
	CONTACT	CONTACT INFORMATION <a href="#">[Update Description]</a>	\$0.00	<input type="checkbox"/>	
	DS-3035.PDF	INSTRUCTIONS TO FORM DS-3035 [03-2005] <a href="#">[Update Description]</a>	\$0.00	*	
	DS-3035I.PDF	INSTRUCTIONS TO FORM DS-3035 [03-2005] <a href="#">[Update Description]</a>	\$0.00	*	
	DS-3052	NONIMMIGRANT V VISA APPLICATION. EXPIRES 11/30/2009 [12/2006] <a href="#">[Update Description]</a>	\$0.00	<input checked="" type="checkbox"/>	
	I-129	PETITION FOR A NON-IMMIGRANT WORKER. EXPIRES 07/31/2009 [1/22/2009] <a href="#">[Update Description]</a>	\$320.00	<input checked="" type="checkbox"/>	
	I-129H	I-129 SUPPLEMENT H. EXPIRES 07/31/2010 [03/11/2009] <a href="#">[Update Description]</a>	\$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] <a href="#">[Update Description]</a>	\$0.00	<input checked="" type="checkbox"/>	

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