Emailing Multiple Actors in Zenas

This example shows how to send an email to all attorneys on a case.
In order to send an email to all attorneys on this case, who are identified by the Role of “ATT,” click the “Send Multiple” button.

This takes you to the Actor page, where you can make this selection.
Zenas initially displays all actors on the case. To limit the list to attorneys, type ATT as shown, and then click the “List Actors” button.
Now, only the persons marked ATT are listed. Press the “Email All” button, and your email client should produce something like this:
Note in these examples:

1) If the role of a party was combined, say as “ATT/REF,” doing the same steps would have sent the email to that person as well.

2) If you wanted to send the email to both those actors marked ATT and REF, you could have typed ATT,REF into the yellow cell on the Actors page, and all persons marked as ATT or REF would be included in the email.