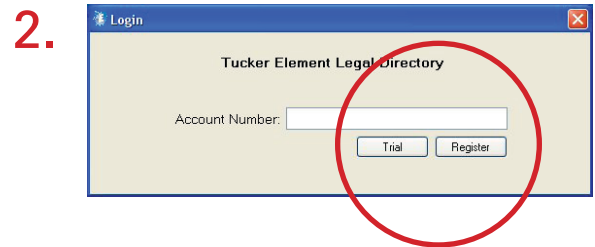
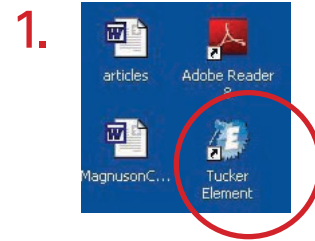
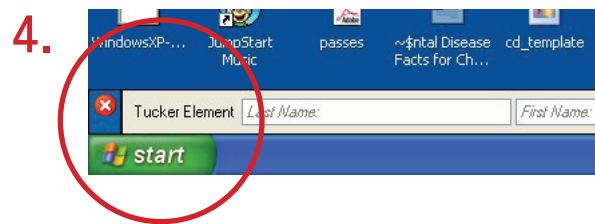


## Opening, Docking, Minimizing

1. Double click on the Tucker Element Icon.
2. Registration window will open. Nothing is required in this window if you are taking advantage of the free trial. Select "Trial". If you are purchasing The Tucker Element, this is where your registration number will be entered.
3. The program will open and the bar will appear at the bottom of the screen. The bar is now attached to your start menu which means it will always be visible no matter what programs are open.

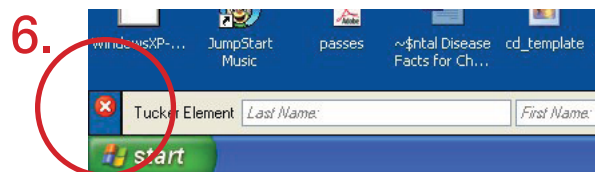
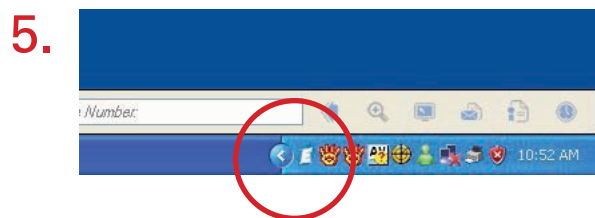


4. Point your mouse on the blue part of the bar. Left click and hold on the blue area and drag down to the bottom of the screen. In order to dock the toolbar, pull the bar down halfway behind the start menu. This may take several attempts. The tool bar will attach itself to the start menu. The benefit to docking this program to your start menu is so that it will push all the programs up so that the Element toolbar is visible all the time.



If your program ever becomes detached from the start menu, follow steps 4 and 5 to re-dock.

5. If your toolbar becomes hidden behind your Start menu, right click on the Element icon in the lower right hand corner and select "Bring to Center". This sends the toolbar back in the center of your screen.
6. If you would like to close the toolbar while you don't need it, click on the Tucker Element tab, if the search bar is small when it opens, click on the blue section once to expand the bar to full view.



## Search

Attorneys:



1. The toolbar has four fields: Last name, First name, Firm name, and Phone number. Search for an attorney or firm by the first three fields. For example: Type the first three letters of the last name of an attorney in the first field.
2. When the display box appears, you can either select the attorney if you see it, or you may keep typing to narrow down your results. After selecting the attorney, press Enter.
3. The fields in the toolbar will display that attorney's most current information. This feature is useful for phone numbers.


The other fields operate in the same fashion. To look someone up by firm, type in the first letters of the firm. The display field will list all the attorneys that are currently working for that firm.

### Changing Search Modes:

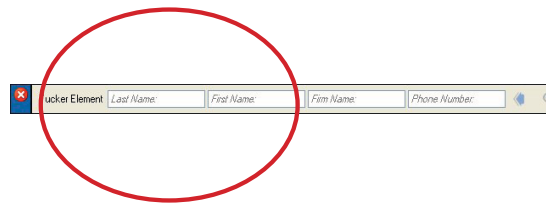
Click on the "attorney" button, there you will find the various search modes that are currently included with the program.

Idaho Courts:

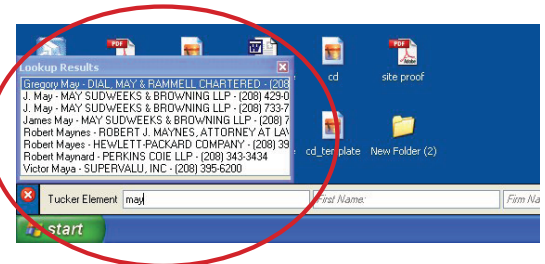


4. Idaho Courts section will display County, Judge's name, Judge's clerk and phone number. You can search for any court information, in the first three fields.
5. When searching for court information, look up the Judge's first or last name, once the appropriate judge is selected, click on  to display all the information pertaining to that Judge. This window will display District and County information such as the County Clerk and Trial Court Administrator.

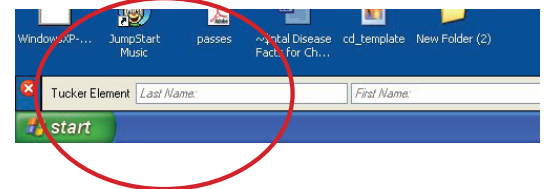
1.



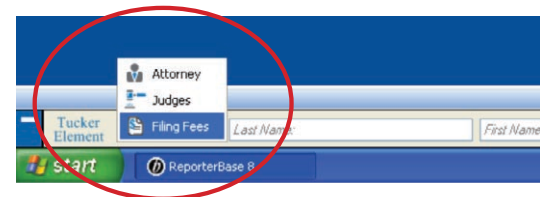
2.



3.



### Changing Search Modes:



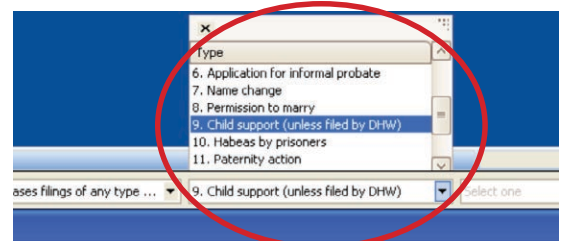
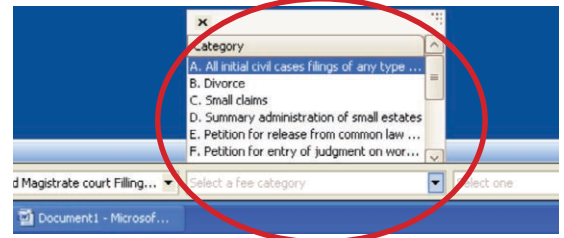
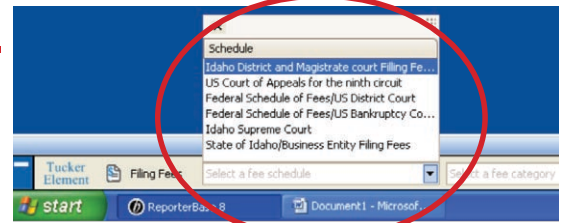
## Search (continued)

Filing Fees:

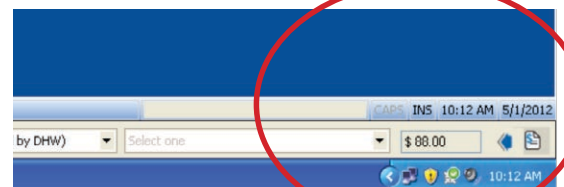


6. Start with the field closest to the words “filing fees”. Click in the box. Choose which fee schedule you would like to look in. Click the box to the left. Narrow your search to a specific category. Move to the next box to the left and choose the filing fee that you are searching for. When you narrow it down to the filing fee you need, the amount will display on the right of the bar. To copy the fee code, click on the button on the very right and then paste the code into your document.

6.



This Shows the fee (\$88) to copy, click on the button to the right of the arrow once and then go into the document and paste. The filing code and fee will appear.



Press the arrow to clear all fields and start new search.

## Copy and Paste Features

The following icons represent copy and paste features. After selecting the attorney needed, simply click on the icon once. With the mouse place the cursor in the appropriate place and paste the information. Pasting can be done several ways.

- Right click your mouse and select paste.
- Hold down the ctrl button and push v

1. This icon clears all the fields for a new search.
2. This icon will display all information available for the attorney. In the details screen you can view firm information, including all attorneys associated with that firm.
3. This icon will copy attorney's email address.
4. This icon will copy information suitable for a letterhead or envelope.
5. This icon will copy all information available for the attorney. This format is suitable for certificate of service.
6. This icon will be used frequently in the court rooms to enter attorneys into court minutes.



## Icons that are located in the Details screen:

1. Copy all firm information
2. Letter Envelope for firm information only
3. Update information for Firm or Individual  
Simply email program administrators to make updates
4. Report a program Error  
Opens an email to report your program error
5. Opens an email to program administrators for  
your program suggestions

