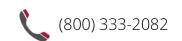


# Client Community Portal

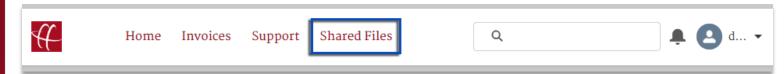
## Shared Files

Files for which other contacts within your firm are directly linked to, but they want to share those files with you.

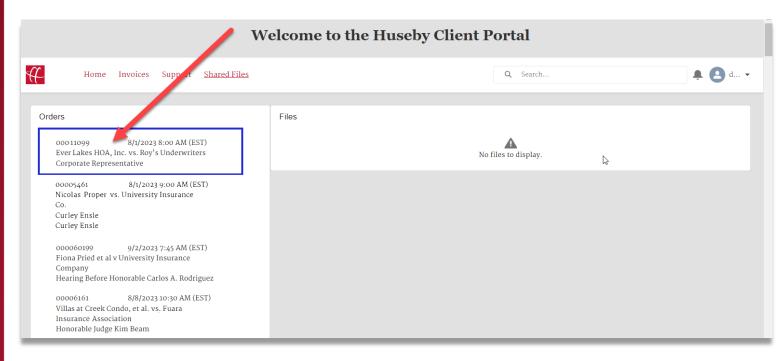




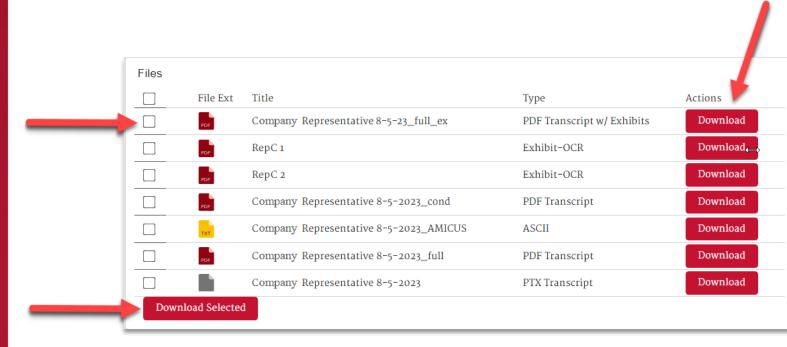
## **SHARED FILES**



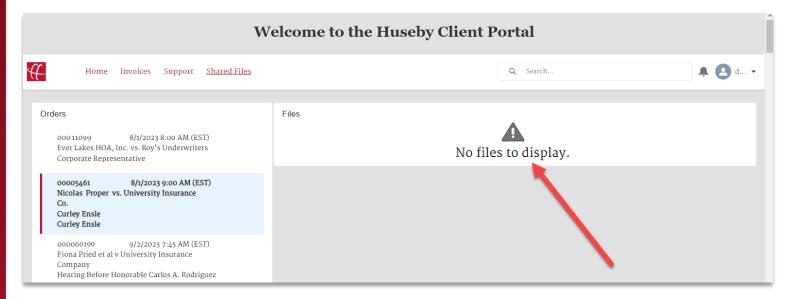
In the **SHARED FILES** area, click an **ORDER** to view associated files:



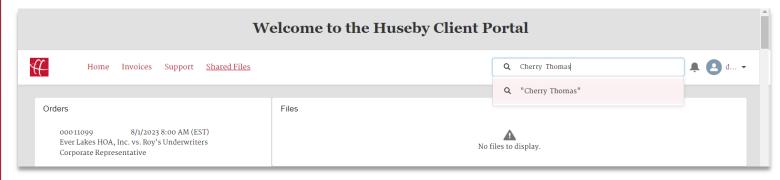
The files for that order will display. To **DOWNLOAD** one file, click the **DOWNLOAD BUTTON** to the right of that file name. To download 2 or more, checkmark each, then click **DOWNLOAD SELECTED**.



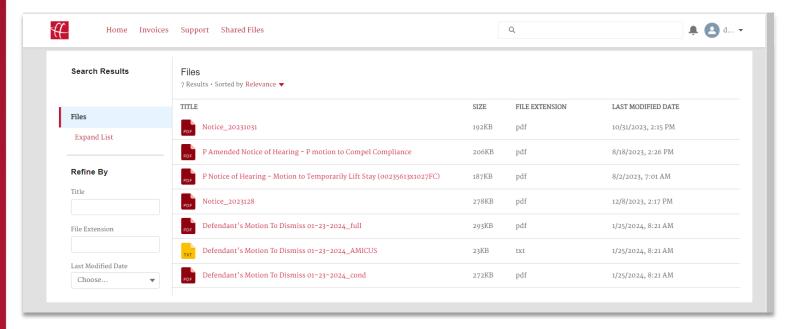
If there are no files for an ORDER, 'NO FILES TO DISPLAY' will appear in the file area.



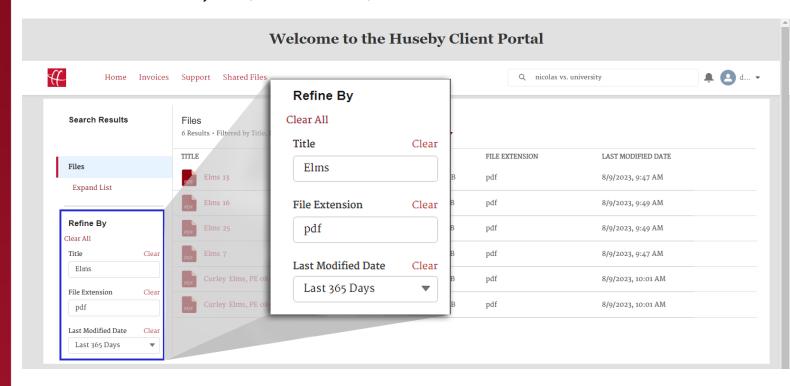
**SEARCH** for file(s) by *case name* or *witness* in the search box.



The associated files will appear.



### You can REFINE SEARCH by TITLE, FILE EXTENSION, or LAST MODIFIED DATE.



### **PREVIEW** a document by clicking the file name.

