

# DocuCents Cover Sheet (INSTRUCTIONS)

(Discard after use)

POS DESCRIPTION: Whatever you type here will show up on the proof of service in the wording.

FILE NUMBER: This is your internal file number you have up to 255 characters

BILLING CODE: This is your billing code you have up to 255 characters

COMMENT: This is a comment field that you can insert information. We will pass back the value to you if you use box.com or other cloud provider. It accepts up to 255 characters

APPEND EAMS: This Field is used to automatically append the results of the EAMS Scrape (official address record) to the Send list. Values for this field will be Yes or No. If you choose no then there must be at least one address block in the SEND LIST:

EXCLUDE EAMS ROLE: This will exclude certain EAMS official address records such as those of lien claimants, you can do several roles with a semi colon; separating them. EAMS Roles are below

EAMS NUMBER: This is the EAMS number it can be all digits or have the following Prefix ADJ.

EMAIL RECEIPT: This field accepts an email or list of email addresses to send a confirmation of filing and POS (with the attachments) to the user. You can separate with a semi colon ;.

SEND LIST:

This is where address blocks go. If YES is not the value for APPEND EAMS then at least one address is required. This section of the cover letter can be blank if APPEND EAMS has a value of YES. Multiple Address Blocks will need to be separated by a space (Carriage Return).

END OF SEND LIST:

Example Roles

EMPLOYER

LAW FIRM

INSURANCE COMPANY

LIEN CLAIMANT

LEGACY INSURANCE COMPANY

LEGACY LAW FIRM