**VIRTUAL PART 2 – POST-APPOINTMENT CHECKLIST**

Complete the following steps once you are done with your Part 2 and the client has left your Zoom session.

1. Save your documents on your computer
	1. Save it as “LAST NAME, FIRST INITIAL – CASE #”. If there are multiple documents, include the document type. Ex. “Last Name, First Initial – CASE # (FDS)”
	2. You can do this by going to the “print” icon and selecting “Save as PDF”
		1. *DON’T* select “download” as that will download a new, un-filled out form and may cause you to lose you work.
	3. Don’t exit out of the documents until you have confirmed that the documents have saved correctly (filled in and not blank).
2. E-mail the documents to MJCdivorce@gmail.com.
	1. Once the documents have been successfully sent you can delete them from your computer.
3. Complete the Online Post-Visit Data Entry Form
	1. You can find the form here: <https://mulaw.wufoo.com/forms/m1sgzgvv1pykdil/>

That’s it!