**How to Email Case Documents into Client Files**

**Step 1:** Volunteers will receive the email from CBALegalFee@cobar.org approximately one week before the clinic date.

**Step 2:** Using the @mvl.legalserver.org address, compose your email as follows:

To: xx-xxxxxxx@mvl.legalserver.org

Subject: Document Title – Date

Body: Provide a brief description of the document(s) attached.

**Graphical user interface, text, application, email

Description automatically generated**