



SUHRE &
ASSOCIATES, LLC

ATTORNEYS AT LAW

NAVIGATING YOUR CASE:

**KEY INFORMATION,
FAQS, AND STAYING
CONNECTED**

**We're committed to providing exceptional service and
look forward to assisting you every step of the way!**

MEET OUR CASE MANAGERS



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We're excited to have you with **Suhre & Associates LLC!**
To ensure a smooth start, follow this checklist:

MYCASE GUIDELINES

• GETTING STARTED WITH THE MYCASE PORTAL

- [Log into the MyCase portal](#) for secure communication, document uploads, and calendar events.
- Bookmark the portal link and log in frequently to stay updated on your case progress.
- Watch this tutorial video to learn about all the MyCase features: [\[Watch the Tutorial Video HERE\]](#).

• ENABLING NOTIFICATIONS

- Activate MyCase alerts on your phone and/or email to stay informed about updates and deadlines.
- Once set up, email will no longer be used except for electronic signatures on documents like engagement letters, fee agreements, and records releases.
- All communications with the firm will be through MyCase messages or the secure MyCase texting number—**NOT via email**.

• COMMUNICATING WITH THE FIRM

- Save our secure MyCase text number: [\(513\) 457-6081](#).
- Send SMS messages to this number—both the lawyer and case manager will receive them.
- Use [MyCase messages](#) for secure communication. Avoid emailing directly.
- Using MyCase texting and messaging ensures secure communication and links messages to your file for optimal service.

• USING MYCASE CALENDAR AND COMMUNICATION TOOLS

- Check the [MyCase calendar](#) tool regularly for court-scheduled hearings and important dates.
- Use [MyCase Messages](#) to send messages and communicate securely with the firm.
- All communication through MyCase—whether messaging or texting—is directly linked to your case file for better organization and tracking.
- Please remember, email is not used for communication other than electronic signature requests.

• STAYING INFORMED AND CONNECTED

- [Log in to MyCase](#) often and explore all the features available to stay engaged with your case.
- Use the portal to review documents, send messages, and track progress to ensure smooth communication and case management.
- Familiarize yourself with MyCase tools, including notifications, calendar features, and secure texting, to stay proactive throughout your case.

Reach out anytime, we're here to help!

Contact us if you need assistance accessing the portal or have any questions.