To set a default prosecutor, each user (prosecuting attorney) needs to go to "My User Profile":



Select Modify User Profile at the bottom of the new screen

Role:	Prosecuting Attorney
Date Approved:	Not Available
Expiration Date:	02/12/2044
Gatekeeper:	None
Modify User Profile	Change Password

Select the default setting from the Default Prosecutor drop down list.

	Suffix Name:					
	Organization:	Criminal Test Attorneys				
	Bar Number:	200000037	Bar State:	UT		
	User Identifier:					
	Phone:		Fax:			
	EMail:	myuser_email@utcourts.gov				
	Confirm EMail:	myuser_email@utcourts.gov				
	1st Alternate EMail:	Mail: myuser_email2@utcourts.gov				
	2nd Alternate EMail:	myuser_email3@utcourts	.gov			
	Default Prosecutor:					
0) Use My Company's Ad	STATE OF UTAH ALPINE CITY ALTA CITY AMALGA CITY AMERICAN FORK CITY ANNABELLA CITY				