|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 附件1 | |  | |  | |  |  |  |  | |  | | |  |  |  |
| **点睛网新增律师事务所注册信息采集表** | | | | | | | | | | | | | | | | |
| **注：1、以下\*号为必填项，未填写完整数据不作处理，填写完整请发送zhuce@zfwx.com。** | | | | | | | | | | | | | | | | |
| **序号** | **填写日期\*** | | **所在地市\*** | **律所名称\*** | **主任\*** | **手机\*** | | **微信** | **通讯地址\*** | **座机\*** | | **传真** | **电子邮件** | | | **备注** |
| 1 |  | |  |  |  |  | |  |  |  | |  |  | | |  |
| 2 |  | |  |  |  |  | |  |  |  | |  |  | | |  |
| 3 |  | |  |  |  |  | |  |  |  | |  |  | | |  |
| 4 |  | |  |  |  |  | |  |  |  | |  |  | | |  |
| 5 |  | |  |  |  |  | |  |  |  | |  |  | | |  |
| 6 |  | |  |  |  |  | |  |  |  | |  |  | | |  |
| 7 |  | |  |  |  |  | |  |  |  | |  |  | | |  |
| 8 |  | |  |  |  |  | |  |  |  | |  |  | | |  |
| 9 |  | |  |  |  |  | |  |  |  | |  |  | | |  |
| 10 |  | |  |  |  |  | |  |  |  | |  |  | | |  |
| 11 |  | |  |  |  |  | |  |  |  | |  |  | | |  |
| 12 |  | |  |  |  |  | |  |  |  | |  |  | | |  |
| 13 |  | |  |  |  |  | |  |  |  | |  |  | | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 附件2 | | | | |  | | | |  | | | |  | | | | | | | | | |  | | | | |  | | | |  | |  | | | | | |  | | | | | | | | | | |
| **点睛网新增执业律师注册信息采集表** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **注：1、以下\*号为必填项，未填写完整数据不作处理，填写完整请发送zhuce@zfwx.com。** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **序号** | | **填写日期\*** | | | **所在地市\*** | | | | **姓名\*** | | | | **单位名称\*** | | | | | | | | | | **执业证号\*** | | | | | **手机号码\*** | | | | **微信号** | | **邮箱** | | | | | | **是否为当年新申请执业的律师，是请打，不是请空格\*** | | | | | | | | | | |
| 1 | |  | | |  | | | |  | | | |  | | | | | | | | | |  | | | | |  | | | |  | |  | | | | | |  | | | | | | | | | | |
| 2 | |  | | |  | | | |  | | | |  | | | | | | | | | |  | | | | |  | | | |  | |  | | | | | |  | | | | | | | | | | |
| 3 | |  | | |  | | | |  | | | |  | | | | | | | | | |  | | | | |  | | | |  | |  | | | | | |  | | | | | | | | | | |
| 4 | |  | | |  | | | |  | | | |  | | | | | | | | | |  | | | | |  | | | |  | |  | | | | | |  | | | | | | | | | | |
| 5 | |  | | |  | | | |  | | | |  | | | | | | | | | |  | | | | |  | | | |  | |  | | | | | |  | | | | | | | | | | |
| 6 | |  | | |  | | | |  | | | |  | | | | | | | | | |  | | | | |  | | | |  | |  | | | | | |  | | | | | | | | | | |
| 7 | |  | | |  | | | |  | | | |  | | | | | | | | | |  | | | | |  | | | |  | |  | | | | | |  | | | | | | | | | | |
| 8 | |  | | |  | | | |  | | | |  | | | | | | | | | |  | | | | |  | | | |  | |  | | | | | |  | | | | | | | | | | |
| 9 | |  | | |  | | | |  | | | |  | | | | | | | | | |  | | | | |  | | | |  | |  | | | | | |  | | | | | | | | | | |
| 10 | |  | | |  | | | |  | | | |  | | | | | | | | | |  | | | | |  | | | |  | |  | | | | | |  | | | | | | | | | | |
| 11 | |  | | |  | | | |  | | | |  | | | | | | | | | |  | | | | |  | | | |  | |  | | | | | |  | | | | | | | | | | |
| 12 | |  | | |  | | | |  | | | |  | | | | | | | | | |  | | | | |  | | | |  | |  | | | | | |  | | | | | | | | | | |
| 13 | |  | | |  | | | |  | | | |  | | | | | | | | | |  | | | | |  | | | |  | |  | | | | | |  | | | | | | | | | | |
| 附件3 | | | | | | | |  | | | | | |  | | | |  | | | | | | | |  | | | | |  | | | | | | |  | | | |  | | | | | |  | | | |
| **点睛网律师转所信息采集表** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **注：1、以下\*号为必填项，未填写完整数据不作处理，填写完整请发送zhuce@zfwx.com。** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **序号** | **填写日期\*** | | | | | | **所在地市\*** | | | | | | | | **姓名\*** | | | | **执业证号\*** | | | | | | **用户名\*** | | | | | **转出律所\*** | | | | | **转入地市\*** | | | | | | **转入律所\*** | | | | | **是否为当年新申请执业的律师，是请打，不是请空格\*** | | | | | | | |
| 1 |  | | | | | |  | | | | | | | |  | | | |  | | | | | |  | | | | |  | | | | |  | | | | | |  | | | | |  | | | | | | | |
| 2 |  | | | | | |  | | | | | | | |  | | | |  | | | | | |  | | | | |  | | | | |  | | | | | |  | | | | |  | | | | | | | |
| 3 |  | | | | | |  | | | | | | | |  | | | |  | | | | | |  | | | | |  | | | | |  | | | | | |  | | | | |  | | | | | | | |
| 4 |  | | | | | |  | | | | | | | |  | | | |  | | | | | |  | | | | |  | | | | |  | | | | | |  | | | | |  | | | | | | | |
| 5 |  | | | | | |  | | | | | | | |  | | | |  | | | | | |  | | | | |  | | | | |  | | | | | |  | | | | |  | | | | | | | |
| 6 |  | | | | | |  | | | | | | | |  | | | |  | | | | | |  | | | | |  | | | | |  | | | | | |  | | | | |  | | | | | | | |
| 7 |  | | | | | |  | | | | | | | |  | | | |  | | | | | |  | | | | |  | | | | |  | | | | | |  | | | | |  | | | | | | | |
| 8 |  | | | | | |  | | | | | | | |  | | | |  | | | | | |  | | | | |  | | | | |  | | | | | |  | | | | |  | | | | | | | |
| 9 |  | | | | | |  | | | | | | | |  | | | |  | | | | | |  | | | | |  | | | | |  | | | | | |  | | | | |  | | | | | | | |
| 10 |  | | | | | |  | | | | | | | |  | | | |  | | | | | |  | | | | |  | | | | |  | | | | | |  | | | | |  | | | | | | | |
| 11 |  | | | | | |  | | | | | | | |  | | | |  | | | | | |  | | | | |  | | | | |  | | | | | |  | | | | |  | | | | | | | |
| 12 |  | | | | | |  | | | | | | | |  | | | |  | | | | | |  | | | | |  | | | | |  | | | | | |  | | | | |  | | | | | | | |
| 13 |  | | | | | |  | | | | | | | |  | | | |  | | | | | |  | | | | |  | | | | |  | | | | | |  | | | | |  | | | | | | | |
| 附件4 | | | | | | | | | |  | | | | | |  | | | | |  | | | | | | | |  | | | | | | |  | | | | | | |  | | |  | | | | |  |
| **点睛网律师注销信息采集表** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **注：1、以下\*号为必填项，未填写完整数据不作处理，填写完整请发送zhuce@zfwx.com。** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **序号** | | | | **填写日期\*** | | | | | | | **所在地市\*** | | | | | | **姓名\*** | | | | | **单位名称\*** | | | | | | | | **执业证号\*** | | | | | | | **用户名\*** | | | | | | | **手机号\*** | | | **微信号** | | | **备注** | | |
| 1 | | | |  | | | | | | |  | | | | | |  | | | | |  | | | | | | | |  | | | | | | |  | | | | | | |  | | |  | | |  | | |
| 2 | | | |  | | | | | | |  | | | | | |  | | | | |  | | | | | | | |  | | | | | | |  | | | | | | |  | | |  | | |  | | |
| 3 | | | |  | | | | | | |  | | | | | |  | | | | |  | | | | | | | |  | | | | | | |  | | | | | | |  | | |  | | |  | | |
| 4 | | | |  | | | | | | |  | | | | | |  | | | | |  | | | | | | | |  | | | | | | |  | | | | | | |  | | |  | | |  | | |
| 5 | | | |  | | | | | | |  | | | | | |  | | | | |  | | | | | | | |  | | | | | | |  | | | | | | |  | | |  | | |  | | |
| 6 | | | |  | | | | | | |  | | | | | |  | | | | |  | | | | | | | |  | | | | | | |  | | | | | | |  | | |  | | |  | | |
| 7 | | | |  | | | | | | |  | | | | | |  | | | | |  | | | | | | | |  | | | | | | |  | | | | | | |  | | |  | | |  | | |
| 8 | | | |  | | | | | | |  | | | | | |  | | | | |  | | | | | | | |  | | | | | | |  | | | | | | |  | | |  | | |  | | |
| 9 | | | |  | | | | | | |  | | | | | |  | | | | |  | | | | | | | |  | | | | | | |  | | | | | | |  | | |  | | |  | | |
| 10 | | | |  | | | | | | |  | | | | | |  | | | | |  | | | | | | | |  | | | | | | |  | | | | | | |  | | |  | | |  | | |
| 11 | | | |  | | | | | | |  | | | | | |  | | | | |  | | | | | | | |  | | | | | | |  | | | | | | |  | | |  | | |  | | |
| 12 | | | |  | | | | | | |  | | | | | |  | | | | |  | | | | | | | |  | | | | | | |  | | | | | | |  | | |  | | |  | | |
| 13 | | | |  | | | | | | |  | | | | | |  | | | | |  | | | | | | | |  | | | | | | |  | | | | | | |  | | |  | | |  | | |
| 附件5 | | | | | | | | | |  | | | | | |  | | | | |  | | | | | | | |  | | | | | | |  | | | | | | |  | | |  | | | | |  |
| **点睛网新增公职、公司律师注册信息采集表** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **注：1、以下\*号为必填项，未填写完整数据不作处理，**[**填写完整请发送zhuce@zfwx.com**](mailto:填写完整请发送zhuce@zfwx.com)**。**  **2、表格名称上报时请修改为：（某地市）点睛网公职律师注册信息采集表，（兵团乌市）点睛网公职律师注册信息采集表** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 序号 | | | | 上报日期\* | | | 所在地市\* | | | | | | 所在区县\* | | | | | | | | 姓名\* | | | | 性别\* | | | 单位\* | | | | | | 执业证号\* | | | | | | 手机号码\* | | | | | | 邮箱 | | | | 备注 | | | | |
| 1 | | | |  | | |  | | | | | |  | | | | | | | |  | | | |  | | |  | | | | | |  | | | | | |  | | | | | |  | | | |  | | | | |
| 2 | | | |  | | |  | | | | | |  | | | | | | | |  | | | |  | | |  | | | | | |  | | | | | |  | | | | | |  | | | |  | | | | |
| 3 | | | |  | | |  | | | | | |  | | | | | | | |  | | | |  | | |  | | | | | |  | | | | | |  | | | | | |  | | | |  | | | | |
| 4 | | | |  | | |  | | | | | |  | | | | | | | |  | | | |  | | |  | | | | | |  | | | | | |  | | | | | |  | | | |  | | | | |
| 5 | | | |  | | |  | | | | | |  | | | | | | | |  | | | |  | | |  | | | | | |  | | | | | |  | | | | | |  | | | |  | | | | |
| 6 | | | |  | | |  | | | | | |  | | | | | | | |  | | | |  | | |  | | | | | |  | | | | | |  | | | | | |  | | | |  | | | | |
| 7 | | | |  | | |  | | | | | |  | | | | | | | |  | | | |  | | |  | | | | | |  | | | | | |  | | | | | |  | | | |  | | | | |
| 8 | | | |  | | |  | | | | | |  | | | | | | | |  | | | |  | | |  | | | | | |  | | | | | |  | | | | | |  | | | |  | | | | |
| 9 | | | |  | | |  | | | | | |  | | | | | | | |  | | | |  | | |  | | | | | |  | | | | | |  | | | | | |  | | | |  | | | | |
| 10 | | | |  | | |  | | | | | |  | | | | | | | |  | | | |  | | |  | | | | | |  | | | | | |  | | | | | |  | | | |  | | | | |
| 11 | | | |  | | |  | | | | | |  | | | | | | | |  | | | |  | | |  | | | | | |  | | | | | |  | | | | | |  | | | |  | | | | |
| 12 | | | |  | | |  | | | | | |  | | | | | | | |  | | | |  | | |  | | | | | |  | | | | | |  | | | | | |  | | | |  | | | | |
| 13 | | | |  | | |  | | | | | |  | | | | | | | |  | | | |  | | |  | | | | | |  | | | | | |  | | | | | |  | | | |  | | | | |
| 14 | | | |  | | |  | | | | | |  | | | | | | | |  | | | |  | | |  | | | | | |  | | | | | |  | | | | | |  | | | |  | | | | |
| 15 | | | |  | | |  | | | | | |  | | | | | | | |  | | | |  | | |  | | | | | |  | | | | | |  | | | | | |  | | | |  | | | | |
| 16 | | | |  | | |  | | | | | |  | | | | | | | |  | | | |  | | |  | | | | | |  | | | | | |  | | | | | |  | | | |  | | | | |
| 附件6 | | | | | | | | | |  | | | | | |  | | | | |  | | | | | | | |  | | | | | | |  | | | | | | |  | | |  | | | | |  |
| **点睛网公职、公司律师注销信息采集表** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **注：1、以下\*号为必填项，未填写完整数据不作处理，填写完整请发送zhuce@zfwx.com。** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**2、表格名称上报时请修改为：（某地市）点睛网公职律师注册信息采集表，（兵团乌市）点睛网公职律师注销信息采集表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **序号** | | **填写日期\*** | **所在地市\*** | | **姓名\*** | | **单位名称\*** | | **执业证号\*** | | **用户名\*** | | **手机号\*** | | **微信号** | | **备注** | | |
| 1 | |  |  | |  | |  | |  | |  | |  | |  | |  | | |
| 2 | |  |  | |  | |  | |  | |  | |  | |  | |  | | |
| 3 | |  |  | |  | |  | |  | |  | |  | |  | |  | | |
| 4 | |  |  | |  | |  | |  | |  | |  | |  | |  | | |
| 5 | |  |  | |  | |  | |  | |  | |  | |  | |  | | |
| 6 | |  |  | |  | |  | |  | |  | |  | |  | |  | | |
| 7 | |  |  | |  | |  | |  | |  | |  | |  | |  | | |
| 8 | |  |  | |  | |  | |  | |  | |  | |  | |  | | |
| 9 | |  |  | |  | |  | |  | |  | |  | |  | |  | | |
| 10 | |  |  | |  | |  | |  | |  | |  | |  | |  | | |
| 11 | |  |  | |  | |  | |  | |  | |  | |  | |  | | |
| 12 | |  |  | |  | |  | |  | |  | |  | |  | |  | | |
| 13 | |  |  | |  | |  | |  | |  | |  | |  | |  | | |
| 附件7 | | |  | |  | |  | |  | |  | |  | |  | |  |
| **点睛网新增法援律师注册信息采集表** | | | | | | | | | | | | | | | | | |
| **注：1、以下\*号为必填项，未填写完整数据不作处理，填写完整请发送zhuce@zfwx.com。** | | | | | | | | | | | | | | | | | |

**2、表格名称上报时请修改为：（某地市）点睛网公职律师注册信息采集表，（兵团乌市）点睛网公职律师注销信息采集表**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 上报日期\* | 所在地市\* | 所在区县\* | 姓名\* | 性别\* | 单位\* | 执业证号\* | 手机号码\* | 邮箱 | 备注 |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 附件8 |  |  |  |  |  |  |  |  |
| **点睛网法援律师注销信息采集表** | | | | | | | | |
| **注：1、以下\*号为必填项，未填写完整数据不作处理，填写完整请发送zhuce@zfwx.com。** | | | | | | | | |

**2、表格名称上报时请修改为：（某地市）点睛网公职律师注册信息采集表，（兵团乌市）点睛网法援律师注销信息采集表**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **序号** | **填写日期\*** | **所在地市\*** | **姓名\*** | **单位名称\*** | **执业证号\*** | **用户名\*** | **手机号\*** | **微信号** | **备注** |
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附件9

告知书（样式）

XXX：

您好！

您已领取实习证，依据《新疆生产建设兵团律师协会网络培训管理办法（试行）》等相关规定要求，请你及时联系点睛网工作人员，开通培训账号，参加业务培训。

点睛网联系人：点睛网班主任：张昱

联系方式：15069112168 （同微信）

兵团律师协会培训部联系人：樊文轲

联系电话：0991-2800259

XXX律师事务所

年 月 日

附件10

点睛网执业律师听课操作流程

一、注册开课

二、PC端操作登录平台

（一）打开浏览器，输入点睛网律师学院www.zfwx.com，右上角点击“登录”，输入账号密码登录个人中心。

（二）在线选课

学员登录到个人中心，点击网站左侧“选课中心”，点击课程之后的“查看”，可查看师资简介、课程简介、课程大纲、课程评论等信息，再点击“立刻选课\*\*\*点币”确定选课。

（三）在线听课

学员进入用户听课界面，点击网页左侧“听课中心”，再点击课程之后的“课件”，点击“播放”。

（四）查看课时

学员进入到听课中心页面，点击网页左侧“查看课时”。请根据需求查看或打印结业证书。未完成协会要求课时，仅可查看明细，无法打印证书。

（五）修改信息

学员进入到听课中心页面，点击网页左侧“修改密码”。输入旧新密码，点击“保存”。

如上操作，点击“个人信息”，再点击“修改头像”或点击“修改信息”，最后点击“保存”。

1. APP端操作

（一）下载安装



请扫描上方二维码下载安装APP

（二）登录平台

学员在手机、平板电脑桌面查找“点睛网”LOGO，点击图标，选择“律师学院”，请点击下方“听课”，输入账号密码，点击“登录”。

（三）在线选课

点击APP上方“点视”，根据个人需求选择学习课程。点击课程名称，在左下方点击“\*\*\*点币”，点击“去支付”。（该课程未显示点币，表示课程已经开通，不必再选）

（四）在线听课

点击APP下方“听课”，点击课程名称，点击“小三角”开始听课。点击听课页面的耳机和小三角可在音频和视频间切换，系统默认打开为视频。

（五）查看课时

点击APP右下方“我的”，再点击“查看课时”即可。

1. 信息修改

用户登录，点击APP右下角“我的”，找到“用户中心”，可修改个人头像、密码、绑定邮箱和手机。

四、点睛教务

（一）联系人：靳辉

（二）联系电话：18600653816（同微信）