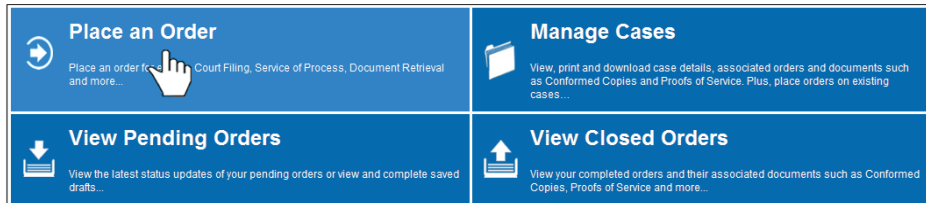


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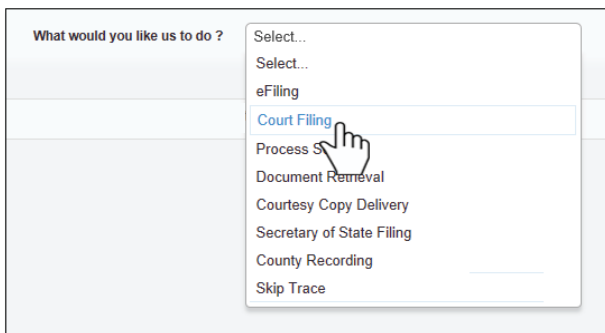
On the provided login page, type in your email, password and click on the "Login" button.

**Please note:** We recommend using any modern browser for the best experience.

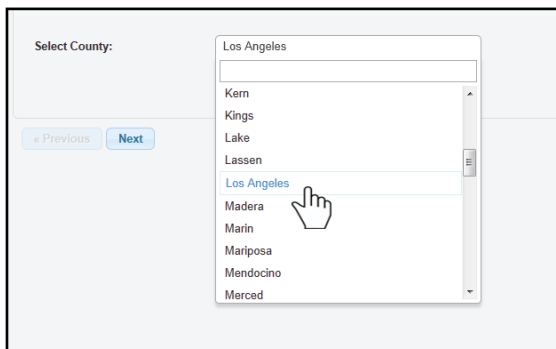
**1** Once you are logged into the customer portal, click on "Place an Order."



**2** In the "What would you like us to do?" field, select "Court Filing."



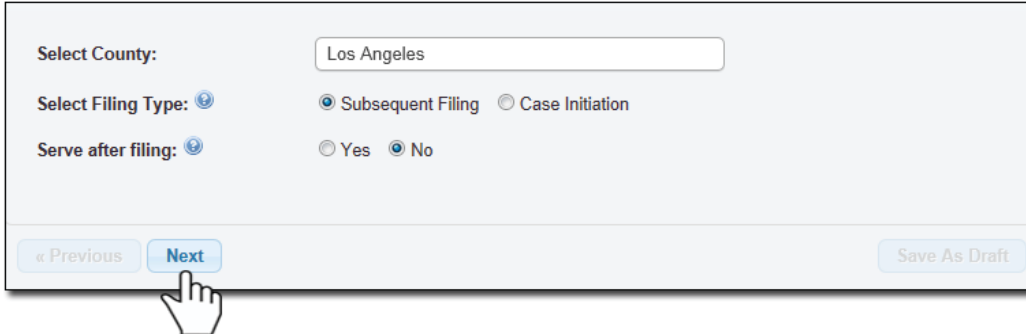
**3** Select the County of where you would like your documents to be filed.




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- 4 Select what filing type you would like to do by indicating if it is a Subsequent Filing (*there is already a case number*) or a Case Initiation (*a new case; no case number exists.*)

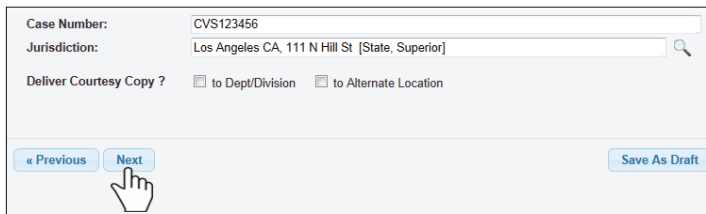
Click “Next.”



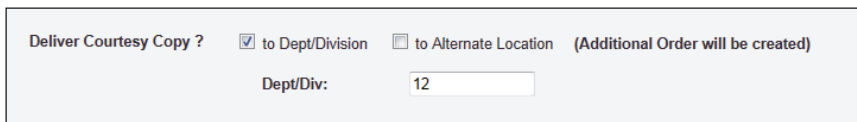
You also have the option to serve the documents after filing. We will discuss this at the end of this user guide.


-  If this is a **Subsequent Filing**, type in the Case Number and hit “Enter.” Select the Jurisdiction of where you will want the documents to be filed.

Click “Next.”

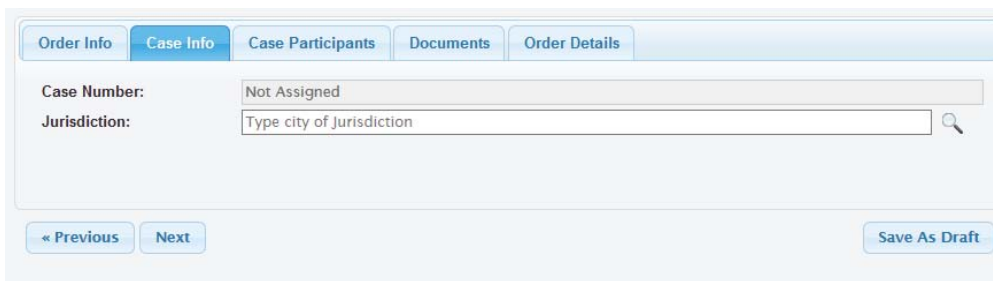


For Subsequent Filing, you may also choose to deliver a courtesy copy to a Department/Division or to an alternate location.



-  If this is a **Case Initiation Filing**, the Case Number will default to “Not Assigned.” Select the Jurisdiction.

Click on “Next.”




- 5 Next, you'll need to enter the case participants such as the Plaintiff and Defendant in the case. You will only need to add the lead party(s).

Click on the “**Add Party(s)**” button.

The screenshot shows a software interface with a button labeled "Add Party(s)" at the top right. Below it is a table with columns "Lead Client", "Name", and "Role". The table is currently empty, with the text "There are no Case Participants entered" in the center. Below the table is a pagination bar showing "Showing 0 to 0 of 0 entries" and buttons for "First", "Previous", "Next", and "Last". At the bottom of the interface are buttons for "Previous", "Next", and "Save As Draft".

When the Add Party box appears, provide the name of the party involved, their role, and if they are your client.

This is an identical screenshot to the one above, showing the "Add Party(s)" button and the empty table for case participants.

-  If you select “Yes” to indicate that this is your client, a “**Billing Code**” may be required to proceed. The “**Billing Code**” is your firm’s internal, billing, or client matter number code on a particular case. Here you can also enter **3rd Party Billing information**.

The screenshot shows a dialog box titled "Billing Code". It contains two input fields: "Billing Code:" with an empty text box, and "3rd Party Billing:" with a dropdown menu showing "Select...". At the bottom right of the dialog are "Save" and "Cancel" buttons.

- 6 To upload your documents, type in the name of the Document Title in the field box. You may search for your Document Title by entering in Keywords. Click on the “**Attach File**” button and double click on the document to be uploaded.

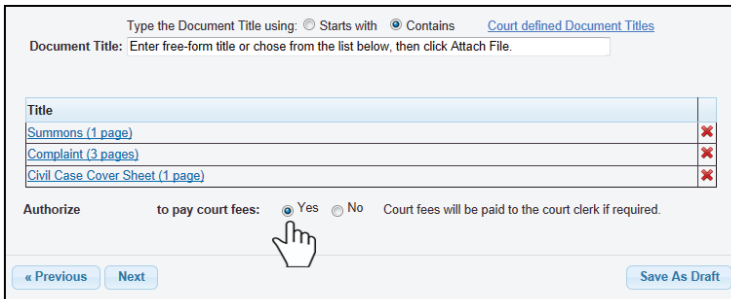
The screenshot shows a document upload interface. At the top, there are radio buttons for "Upload" (selected) and "Fax". Below that, there are radio buttons for "Starts with" and "Contains" (selected), and a link for "Court defined Document Titles". A text input field labeled "Document Title:" contains the word "Summons". To the right of this field is an "Attach File..." button. Below the input field is a list of document titles: "Amended Summons", "Order to Serve Summons by Posting", "Summons", "Summons and Complaint", "Summons on Cross Complaint", "Summons on Unlawful Detainer", "Summons-Federal", and "Summons - Family Law". A mouse cursor is hovering over the "Summons and Complaint" item.

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Each document is recommended to be uploaded individually. Please repeat the process as many times as you need until all your documents are uploaded, e.g., Summons, Complaint, Cover Sheet, Proof of Service, etc. (You may also enter your own document title by typing in the title and hitting “**Enter.**”)

Indicate if you will want to advance the court fees by clicking on “**Yes**” or “**No.**”

Click “**Next.**”

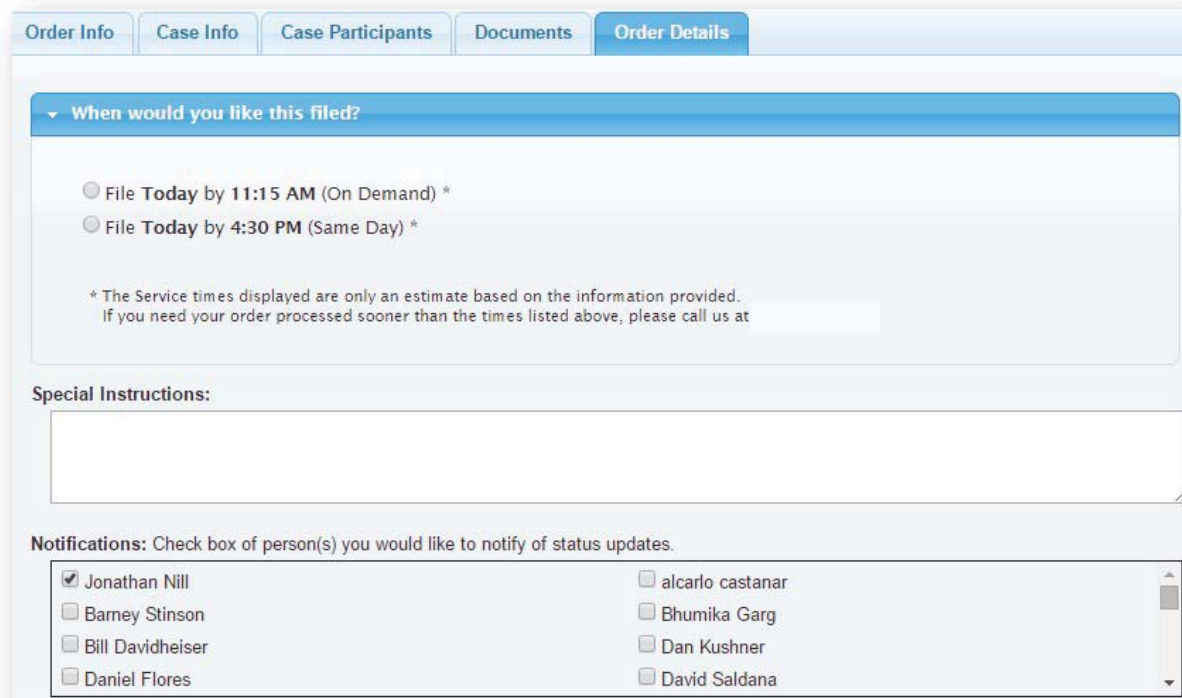


The screenshot shows a web form for selecting a document title. At the top, it says "Type the Document Title using:" with three radio buttons: "Starts with", "Contains" (which is selected), and "Court defined Document Titles". Below this is a text input field with the placeholder "Document Title: Enter free-form title or chose from the list below, then click Attach File." A table lists three document titles: "Summons (1 page)", "Complaint (3 pages)", and "Civil Case Cover Sheet (1 page)". Each row has a red 'X' icon in the right column. Below the table, there is a section for "Authorize to pay court fees:" with two radio buttons: "Yes" (selected) and "No". A note says "Court fees will be paid to the court clerk if required." At the bottom, there are buttons for "Previous", "Next", and "Save As Draft".

- 7 Under the Order Details tab, you will need to choose a service level. Please choose one to continue.

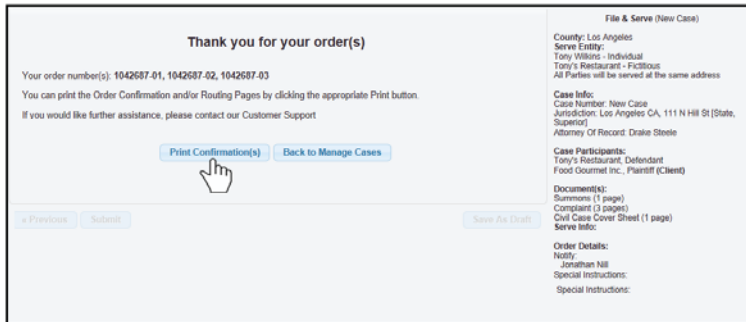
Type in any Special Instructions to the Court Clerk (if any) and indicate who needs to be notified regarding this case.

Click “**Next.**”



The screenshot shows the "Order Details" tab in a web application. The tab is highlighted in blue. Below the tab, there is a section titled "When would you like this filed?" with two radio buttons: "File Today by 11:15 AM (On Demand) \*" and "File Today by 4:30 PM (Same Day) \*". Below this, there is a note: "\* The Service times displayed are only an estimate based on the information provided. If you need your order processed sooner than the times listed above, please call us at [redacted]". Below the note, there is a section titled "Special Instructions:" with a large text input field. Below the input field, there is a section titled "Notifications: Check box of person(s) you would like to notify of status updates." with a list of names and checkboxes: Jonathan Nill (checked), Barney Stinson, Bill Davidheiser, Daniel Flores, alcarlo castanar, Bhumika Garg, Dan Kushner, and David Saldana.

8 A Confirmation notice will appear indicating your order was received.



### Serve documents after Filing\*

If you've elected to **serve** the documents after e-filing, the "**Serve Info**" tab will open. Click on the entity's name to open the address field.

Select the Service Level, Address Type and the Address of where you would like to serve the documents.

Once the address is provided, click on the  to load the address.

