

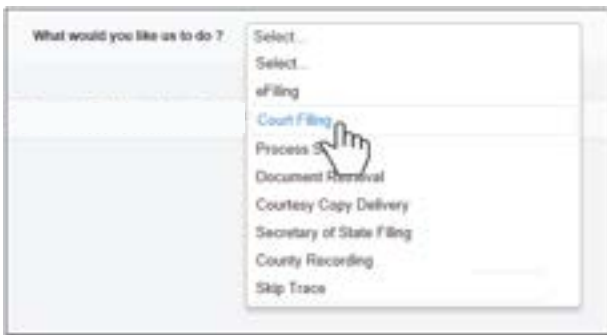
On the provided login page, type in your email, password and click on the "Login" button.

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.




- 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.*)

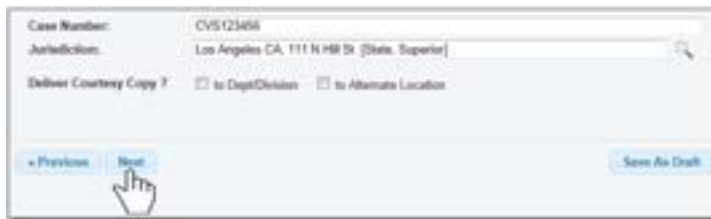
Click “Next.”



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.”

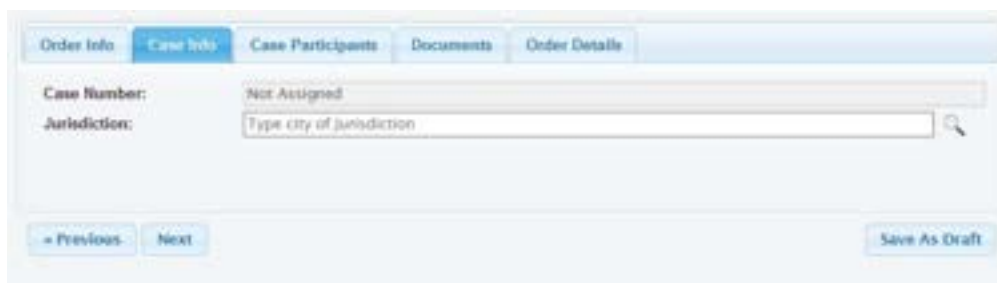


For Subsequent Filing, you may also choose to deliver a courtesy copy to a Department/Division or to an alternate location.



-  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.



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



- 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.



- 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.



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.”

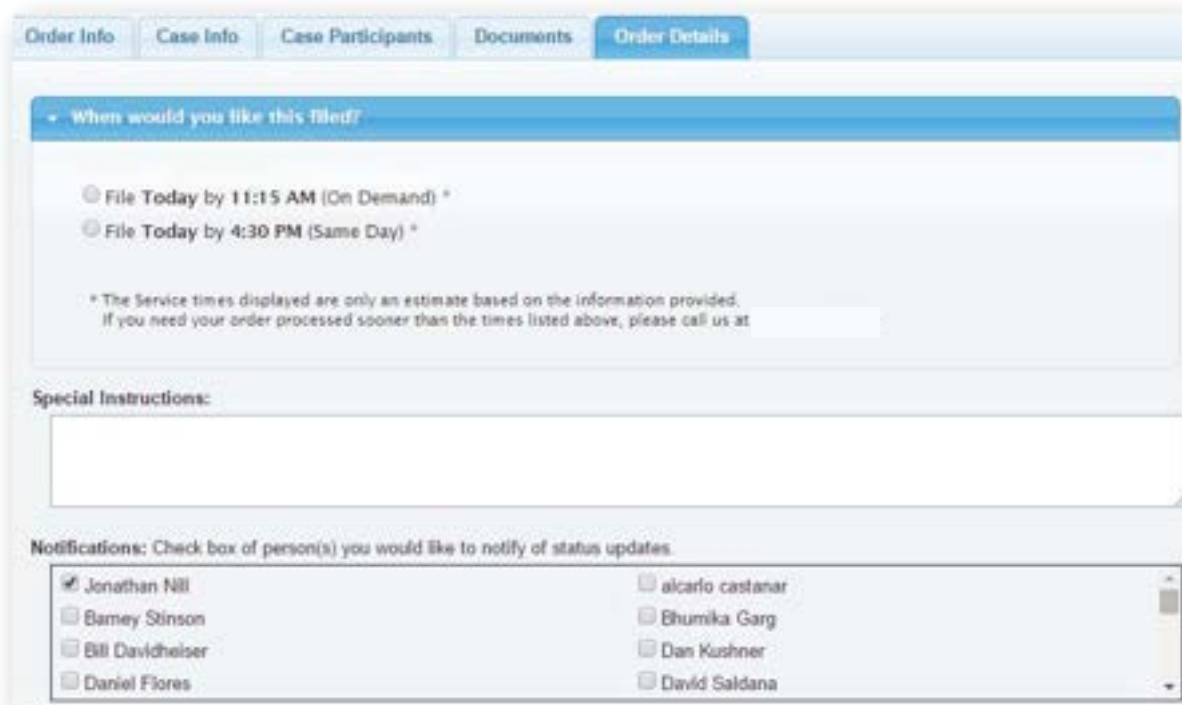


The screenshot shows a web form for uploading documents. At the top, it says "Type the Document Title using: Starts with Contains" and "Court defined Document Titles". Below that, it says "Document Title: Enter free-form title or choose from the list below; then click Attach File." There is a text input field for the title. Below the input field is a list of document types: "Summons (1 page)", "Complaint (1 page)", and "Civil Case Cover Sheet (1 page)". Each item has a red 'X' icon to its right. Below the list, there is a section for "Authorize to pay court fees:" with radio buttons for "Yes" and "No". A hand cursor is pointing at the "Yes" button. Below the radio buttons, it 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. At the top, there are tabs for "Order Info", "Case Info", "Case Participants", "Documents", and "Order Details". Below the tabs, there is a section titled "When would you like this filed?" with two radio button options: "File Today by 11:15 AM (On Demand) *" and "File Today by 4:30 PM (Same Day) *". Below the options, 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 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 Nili (checked), Barney Stinson, Eli Davidheiser, Daniel Flores, alcarlo castanar, Ehumika 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.

