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.

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

۲	Place an Order Place an order from Court Filing, Service of Process, Document Retrieval and more	1	Manage Cases View, print and download case details, associated orders and documents such as Conformed Copies and Proofs of Service. Plus, place orders on existing cases
Ł	View Pending Orders	£	View Closed Orders View your completed orders and their associated documents such as Conformed Copels, Proceds of Service and more

2 In the "What would you like us to do?" field, select "Process Serving."

What would you like us to do ?	Select
	Select
	eFiling
	Court Filing
	Process Serving
	Document Retrieval
	Courtesy Copy Delivery
	Secretary of State Filing
	County Recording
	Skip Trace

3 On the field "**Select number of Party(s) to Serve**:" click on the drop down menu and select the number of entities to be served.

Type the name of the parties to be served, their capacity, and agent for service (if known).

Click on "Next."

Select number of Party(s) to Serve: 2	•	(for more than 15 Pa	arty(s), ple	ease place multiple orders)
Party(s) To Serve* 2		Capacity*		Agent For Service
4	61m	Select	-	
56		Select	-	
Check to serve all parties with the 8	mei	nts.		
Check to serve all parties at the s	з.			
Check to advance witness fees to 10 11				
12 13				
« Previous Next 14				



To save you time, if all the entities will be getting served with the same documents or served at the same address, be sure to checkmark the appropriate box.

Check to serve all parties with the same documents.

Check to serve all parties at the same address.

Check to advance witness fees to all parties.

Enter in the Case Number, select the Jurisdiction of where the documents were filed and select the Attorney of Record.

In the event that you do not have a case number, check the box "Check here if you do not have a Case Number", then select or add attorney of record.

Case Number: Jurisdiction:	CVS12121233 Los Angeles CA, 111 N Hill St	[State, Superior]		
Proof of Service Informatio	Michael Good	Firm Name: Address: City/State/Postal Phone:	Richards Law Group 312 W. 2nd Street, Suite Los Angeles CA 90012 800 3665445	1006
« Previous Next			Sa	ve As Draft

If you would like a different name to appear on header of proof then select "Check here to override name on Proof of Service."

	Check here if you do not have a Case Number.					
Proof of Service Informa	tion					
Attorney of Record:	David Saldana	 Firm Name: 	Joe Test 23 Account			
		Address:	312 W. 2nd Street, Suite 1006			
		City/State/Zip:	Los Angeles CA 90012			
		Phone:	(800) 366-5445			
		Check here	to override name on Proof of Service			
Provious Next				Save As Dr		

Click on "Next."



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.

	Click to add Party(s) if not listed below:	Add Party(s)		
Lead Client	Name		Role	
	There are no Case Participants	entered		
Show 50 - entrie	es Showing 0 to 0 of 0 entries	Firs	t Previous Nex	t Last
« Previous Ne	ext		Sa	ve As Draft

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.

Click on "Next."

When uploading your documents with multiple serves, each entity will be listed with the heading "(**Document Required**)." Click on the entity's name to open the document field.

Upload Fax Click on Party Name below to add Documents if required	
Documents for Robert Monroe - Individual	(Document required)
Documents for Robert's Pool Cleaning - F	(Document required)
« Previous Next	Save As Draft

On the Documents Tab, there are 3 options to submit documentation necessary to complete your Process Serve order:

- Upload upload document(s) directly from your computer.
- Fax provide a list of document(s) to be faxed separately.
- Existing Documents select previously uploaded document(s) from an existing case.

To upload documents, enter the title of the document you wish to upload in the Document Title field and click the 'Attach File...' button to upload your document(s).

Note: as you type in the Document Title field, the application will dynamically display titles that match your input. You may pick from the list provided or type your Document Title free form.





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, Civil Case Cover Sheet, Proof of Service, etc.

Or select the "Fax" option and enter the title of the document you wish to fax in the Document Title field. Please estimate total pages of all documents.

Type the Document Title using Starts with Contains Court defined Document Titles Document Title: Enter free-form title or start typing to choose from a list, then click Accept.	Accept
Title Summons and Complaint	3
Total Pages of All Documents': Under 200 Over 200 rEstimate. Actual pages counted when faxed.	
Previous Next	Save As Dr

Or select "Existing Documents" and you can select document(s) you have already uploaded on case. You have the option to view and the select which document(s) you would like to use for this order.

	Order #	Title	Date Uploaded	Action	Select	
	1108525	Summons and Complaint	Oct 16, 2015	View		
	1108525	1108525- ConformedCopy.pdf	Oct 16, 2015	View		
	1008766- 01	Civil Subpoena	Aug 03, 2014	View	8	
Show 2	0 • entries	Showing 1 to 3 of	f 3 entries	First Pre	vious 1	Next Las

7

When uploaded correctly, the heading "(**Document Required**)" will be changed to "Document Submitted."

Repeat the process until all entity names show "Document Submitted."

Click on "Next."



8

Click on the entity's name to open the address field.

Robert Monroe - Individual	(Address required)
Robert's Pool Cleaning Set Life Fictitious	(Address required)
« Previous Next	

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



 Robert Mo 	onroe - Ind	ividual				
Service Level*	Addres	s Type*		Address*		
5 Day 5 Day Next Day Same Day dvance Proof:	Select	♥ ● Yes ● ■ File	Address Dept/E	City	CA \star Zip	
► Robert's I	Pool Clean	ing Service	- Fictitious		(Addres	s required)

When appropriate you can enter hearing date/time and dept/div.

If you would like us to advance witness fees, select "Yes."



If you would like to file or notarize the Proof of Service (Affidavit of Service,) checkmark the "File" or "Notarize" box of the Proof section (additional fee will apply.)

Please indicate in "special instruction" any information that will help us with getting the party served.

When the address is entered correctly, the heading "(Address Required)" will be changed to "Address Submitted." Repeat the process until all entity names show "Address Submitted."

Click on Party Name below to add Serve Info if required	
Robert Monroe - Individual	(Address submitted)
Robert's Pool Cleaning Service - Fictitious	(Address submitted)
« Previous Next	Save As Draft

Click on "Next."

9 Select the best option as to when you would like the documents attempted for service. Select each name you would like to notify of status updates.

 Accempt, roday by 2245 PM (DE D 	emand) *	
Attempt Today by \$300 PM (Serve	Same Day) *	
Attempt Tomorrow by 5:00 PM ()	ierve Next Dayl *	
Attempt Wednesday, February 2	t by \$100 PM (Serve 5 Day) *	
- The baryone times displayed are only an	estimate based on the information provided.	
A hard used hard, makes buildings from	a president and a state without have an exception of a providence of a provide	
When would you like this attempted	If dill jones - 14748 Pipeline Ave Ste & Chino Hills CA 9	170%
When would you like this attempted	17 Gill Jones - 14748 Pipeline Ave Ste & Chino Hills CA 9	170%
When would you like this attempted fleations: Check tax of person(s) you wo	17 GBB Jones - 14748 Pipeline Ave Ste & Chino Hills CA 9 old Be to solify of states updates.	170%
When would you like this attempted lications: Chuck has of person(k) you so & Jonathan Nil	17 Bill Jones - 14748 Pipeline Ave Ste & Chino Hills CA 9 dd lile to soffy of status updates. © storio castanie	170%
When would you like this attempted Bations: Check has of person(k) you no & Jonathan Nil Barney Siman	If GBII Jones - 14748 Pipeline Ave Ste & Chino Hills CA 9 dd like to notify of status updates.	170%
When would you like this attempted Battone: Check ten of person(k) you no & Jonathan Nil Barray Stimon D Barray Stimon	If dBII Jones - 14748 Pipeline Ave Ste & Chino Hills CA 9 old like to softly of status updates.	170%
When would you like this attemptor fleations: Check has of person(s) you we	If dill Jones - 14748 Pipeline Ave Ste & Chino Hills CA 9 ad like to soffy of status updates.	17098



10 If you are sending the documents via FAX or Mail, click on "Print Routing Pages." Include the routing page, to use as the cover page, along with your documents . The FAX number will be Located on the top of the page.

If mailing, contact our customer support who will provide you with the address of where you will need to mail your documents.

	Service of Process	
Thank you for your order(s)	Serve Entity: Robert Monroe - Individual Robert's Pool Cleaning Service - Fictitious	
Your order number(s): 1042734-01, 1042734-02	Case Info: Case Number:CVS87879712 Jurisdiction: Los Angeles CA, 111 N Hill St [State,	
You can print the Order Confirmation and/or Routing Pages by clicking the appropriate Print button.	Superior] Attorney Of Record: Michael Good	
If you would like further assistance, please contact our Customer Support at Print Confirmation(s) Back to Manage Cases	Case Participants: Roberts Pool Cleaning Service, Defendant Lederman, Susan, Plaintiff (Client)Document(a): Summons Civil Case Cover Sheet Summons Serve Info:	
« Previous Solzmit Save As Draft	Order Details: Notify: Jonathan Nill Special Instructions:	

