

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 "eFiling."



3 Select a county in the "Select County" section and choose "Subsequent Filing." Click on "Next."





Note for OC eFiling only: If this is the first time you are eFiling with us, you will be required to click on **“Click Here”** and verify and/or obtain your Orange County Court Identification number for eFiling.

When the **“Add Attorney/Firm Information”** box appears, add the Attorney/Firm Information and click on **“Save.”**



You may also have the option to eServe the opposing counsel by clicking **“Yes”** on the option **“eServe Case Participants.”**

4 Type in the Case Number and click on **“Search”** to access the Orange County database.

Note: When typing in the case number, it must be exactly what the OC Court has on record. Please ensure that you include the dashes and letters for the case to be found.

Click on **“Next.”**

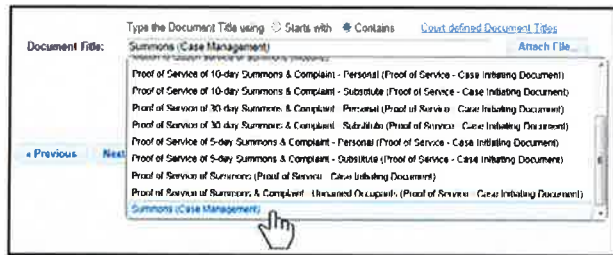
5 Verify that your firm and/or client is on the party list.

To add a party, click on the “Add Party” or “Add Attorney” button and provide the information.

Click on the “Next.”



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 required 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.

Checkmark the “Lead Document,” Indicate who filed the documents, and in whose behalf.

Click “Next.”

A summary will be generated to provide you the “Estimated Court Fees” based the type of document you select under the **Fee Name** heading. You will also be required to indicate if you will want Legal-Connect to advance the court fees by clicking on “Yes” or “No.”

Document	Fee Name	Parties	Fee
Summons		1	\$0.00
Complaint	194 - Complaint or other 1st paper	1	\$435.00
Civil Case Cover Sheet	Select	1	\$0.00
			Total Court Fees: \$435.00

The Court Fee amount may be adjusted up or down by the court clerk or time by the Court Fees displayed are only an estimate based on the information provided by the filer and the Court's Policy File.

Authorize to pay adjusted court fees: Yes No Court fees will be paid to the court clerk if required.

- If you've elected to **serve** the documents after eFiling, 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 LegalConnect to serve the documents.

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

Click on Party Name below to add Serve Info if required

▼ Jimmy Walters - Individual (Address required)

Service Level*	Address Type*	Address*
5 Day ▼	Select... ▼	Address City CA ▼ Zip +
5 Day		
Next Day		
Same Day	Time: _____	Dept/Div: _____
Advance As Fees: <input type="radio"/> Yes <input checked="" type="radio"/> No		
Proof: <input type="checkbox"/> File <input type="checkbox"/> Notarize		
Special Instructions: Please include any phone numbers and/or descriptions.		
▶ Jimmy's Plumbing Service - Fictitious (Address required)		

« Previous
Next »

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

Click "Next."

Your document(s) will be scheduled to be reviewed by the Clerk within 24 hours.

Special Instructions to the Court Clerk:

Notifications: Check box of person(s) you would like to notify of status updates.

<input checked="" type="checkbox"/> Jonathan Nill	<input type="checkbox"/> alcarlo castanar
<input type="checkbox"/> Daniel Flores	<input type="checkbox"/> Priscilla Blanco
<input type="checkbox"/> Bill Davidheller	<input type="checkbox"/> Suresh Pandhally
<input type="checkbox"/> Rose Tolley	<input type="checkbox"/> Teresa Guardado

« Previous
Submit
Save As Draft

- 9 An order number will appear to confirm that the order was placed. You may click on the **“Print Confirmation”** button to have a record of your order.

