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 to 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 Coperse, Products 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	rty(s), plea	se place multiple orders)
Party(s) To Serve* 2		Capacity*		Agent For Service
34	$\zeta^{m}$	Select	-	
56		Select	-	
Check to serve all parties with the 8	me	nts.		
Check to serve all parties at the s	5.			
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 [Stat	e, Superior]		٩,
Proof of Service Information Attorney of Record:	Michael Good	Firm Name: Address: City/State/Postal Phone:	Richards Law Group 312 W. 2nd Street, S : Los Angeles CA 900 800 3665445	uite 1006
« Previous Next				Save 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."

ase Number:	Not Applicable			
	Check here if you do no	t have a Case Numb	er.	
Proof of Service Informat	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	
Previous Next				Save As Dra
Previous				54VC 75 UT

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 - entries	Showing 0 to 0 of 0 entries	F	irst Previous	Next Last
« Previous Next				Save 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.

Opload 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

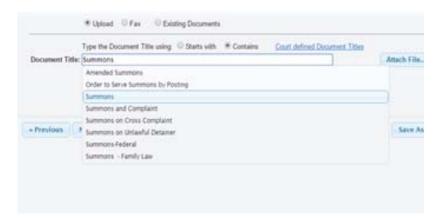
On the Documents Tab, there are 3 options to submit documentation necessary to complete your Process Serve order:

- 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 G Start	s with 🖲 Contains	Court defined Document Titles		
Document Title:	Enter free-form title or start typing to	choose from a list, th	hen click Accept.	Accept	
litle					
Summons and Co	mplaint				×
otal Pages of Al	Documents*: * Under 200 Over 20	0 *Estima	te. Actual pages counted when faxed.		

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		
how 2	0 • entries	Showing 1 to 3 of	3 entries	First Prev	ious T Nex	t Las



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."

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

8

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

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

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



Address*		
Address		
City	CA 💌 Zip	
d/or descriptions.		^
		~
	(Addres	s required)
		d'or descriptions.

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.

a contract of the second s	emand) *	
Attempt Today by \$300 PM (Serve)	Same Day) *	
Attampt Tomorrow by 5:00 PM ()	ierve Next Dayl *	
Attempt Wednesday, February 2	by \$200 PM (Serve 5 Day) *	
- The barrow times displayed are only an	estimate based on the information provided.	
If you need your under processed assess	r than the times listed alone, please call us at (\$000308-5445.	
When would you like this attempted	If dill Jones - 14748 Pipeline Ave Ste & Chino Hills CA S	170%
When would you like this attempted	17 IBIE Jones - 14748 Pipeline Ave Ste & Chino Hills CA S	H /0m
when would you like this attempted fleations: Check tax of person(k) you wo		97.70 <del>1</del> 9
		97.70%
ffications: Check box of person(s) you we	dd like to notify of status updates.	
iffications: Check task of person(k) you we ⊯ Jonathan Nil	dd like to solfly of status updates.	
ffications: Check tax of person(s) you wo # Jonathan Nil III Barney Steam	dd life to sotify of status updates.	et 70 <del>9</del> 8



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. You can print the Order Confirmation and/or Routing Pages by clicking the appropriate Print button.	Case Info: Case Number:CVS87879712 Jurisdiction: Los Angeles CA, 111 N Hill St [State, 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(s): Summons Civil Case Cover Sheet Summons Serve Info:
e Previous     Solumit     Save As Droft	Order Details: Notify: Jonathan Nill Special Instructions:

