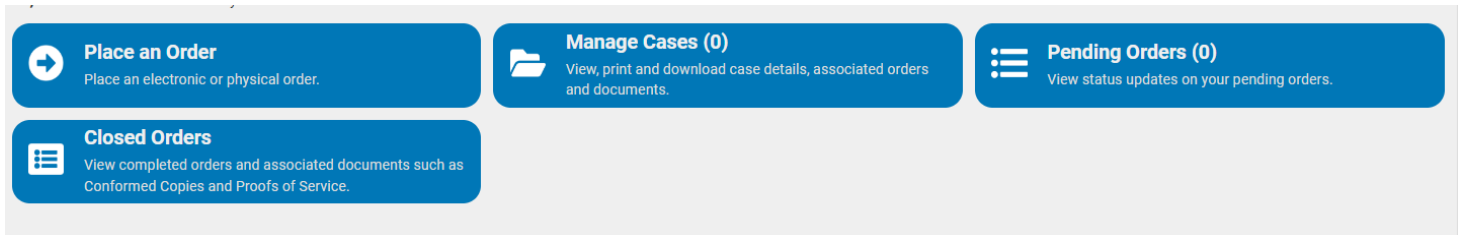


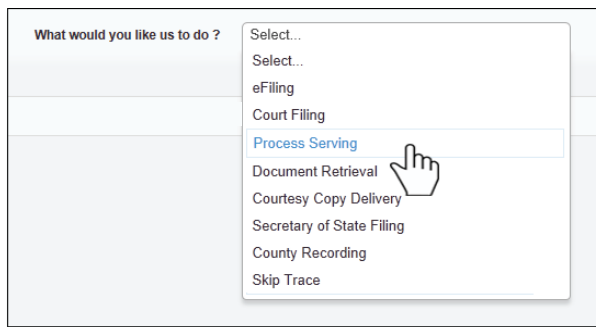
On the provided login page, type in your email, password and click on the "Login" button.

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 "Process Serving."



3 Type the name of the Party to be served, select capacity, and enter registered agent (if known.)

Select the Address Type and provide the address of where you would like the documents served.

Order Info	Case Info	Case Participants	Documents	Serve Info	Order Details
Select number of Party(s) to Serve: <input type="text" value="1"/> (for more than 15 Party(s), please place multiple orders)					
Party(s) To Serve*		Capacity*	Registered Agent		
John Smith		Individual			
Enter Business Name or Address*				Type	
734 West Lee Drive, San Bernardino, CA, USA				Residential	
Time Zone:	<input type="text" value="Select..."/>				
Hearing Date/Time:	<input type="text"/>	Dept/Div:	<input type="text"/>		
Advance Witness Fees:	<input type="radio"/> Yes <input checked="" type="radio"/> No				
Proof:	<input type="checkbox"/> File <input type="checkbox"/> Notarize				
Special Instructions:	<input type="text" value="Please include any phone numbers and/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 charges apply.)

Proof: File Notarize (Additional fee will apply)

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

Click on “**Next.**”


- 4 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.

Click on “**Next.**”

Case Number: bc10555505 - Kline, Larry v. Lotus Inc.
 Jurisdiction: Stanley Mosk Central Courthouse - 111 N Hill St., Los Angeles
 Case Title: Kline, Larry v. Lotus Inc.
 Proof of Service Information:
 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

Case Number: Not Applicable
 Check here if you do not have a Case Number.
 Proof of Service Information:
 Attorney of Record: Select
 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

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

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.

If you select “**Yes**”, based on how your account was set up, 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.**”

5 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.

Upload Fax Existing Documents

Type the Document Title using: Starts with Contains [Court defined Document Titles](#)

Document Title:

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.

Upload Existing Documents

Type the Document Title using: Starts with Contains [Court defined Document Titles](#)

Document Title:

Title
Civil Subpoena (Duces Tecum) (1 page) <input type="button" value="X"/>

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	<input type="checkbox"/>
1108525	1108525-ConformedCopy.pdf	Oct 16, 2015	View	<input type="checkbox"/>
1008766-01	Civil Subpoena	Aug 03, 2014	View	<input type="checkbox"/>

Show 20 entries Showing 1 to 3 of 3 entries [First](#) [Previous](#) 1 [Next](#) [Last](#)

Click “**Next**.”

6 Verify that the address to be attempted is correct.

Click on **“Next.”**

Order Info
Case Info
Case Participants
Documents
Serve Info
Order Details

John Smith - Individual

Enter Business Name or Address*

734 W Lee Dr, San Bernardino, Ca 92405	Type	
Enter Business Name or Address	Residential	✎ ✖

Time Zone: Pacific Standard Time

Hearing Date/Time: Dept/Div:

Advance Witness Fees: Yes No

Proof: File Notarize

Special Instructions:

Please include any phone numbers and/or descriptions.

7 Select the best option as to when you would like the document(s) attempted for service. Select each name you would like to notify of status updates.

Order Info
Case Info
Case Participants
Documents
Serve Info
Order Details

▼ When would you like this attempted?

Attempt by **Tomorrow 12:00 PM** for \$265.00 (On Demand) *

Attempt by **Tomorrow 10:00 PM** for \$165.00 (Urgent) *

Attempt by **Monday 10:00 PM** for \$125.00 (Priority) *

Attempt by **Friday, January 26 10:00 PM** for \$85.00 (Standard) *

* Prices listed and service times displayed are per address attempted and only an estimate based on the information provided. If you need your order processed sooner than the times listed above, please call us at (800) 366-5445.

Fee Summary:

Description	Amount	Total
Payment Processing Fee		\$0.00
Order Total		\$0.00

Payment Method: No Payment method found ▼

- 8 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.

