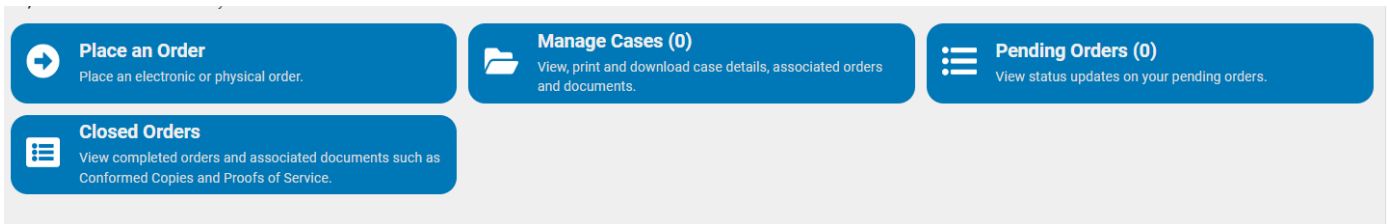


On the provided login page, type in your email, password and click on the "Login" button.

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."

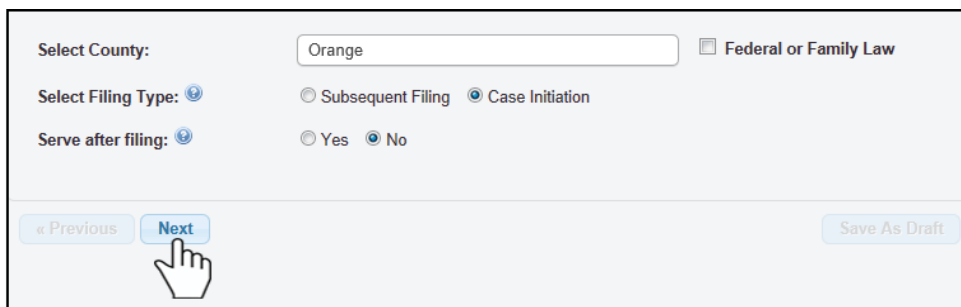


2 In the "What would you like us to do?" field, select "eFiling."



3 Select a county in the "Select County" section and choose "Case Initiation."


Click on "Next."



If you select the option to serve the documents after filing, indicate the number of entities to be served. Type in their **Names**, **Capacity** and **Agent of Service** (if any). You will have the option to provide the address on page 5.

- 4 Select the Case Category, Case Type and Court Jurisdiction. Indicate the Remedies Sought, How many **“Causes of Action,”** and if this is a Personal Injury Case.

Click on **“Next.”**

 If this is an **“Unlawful Detainer”** case, you will be required to provide the remedies sought, premises address, and daily rental amount.

Additional Case Information

Remedies Sought: Monetary Remedy Punitive Remedy Declaratory or Injunctive Relief

Premises Address: Unit #:

City: State: Zip:

How many "Causes of Action" do you have: Daily Rental Amount:

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

Note: 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 the **“Next.”**

Click to add Party(s) and/or Attorney if not listed below:

Lead Client	Name	Role
There are no Case Participants entered		

Show entries Showing 0 to 0 of 0 entries

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.

Type the Document Title using: Starts with Contains Court defined Document Titles

Document Title:

- Summons (Case Management)
- Proof of Service of 10-day Summons & Complaint - Personal (Proof of Service - Case Initiating Document)
- Proof of Service of 10-day Summons & Complaint - Substitute (Proof of Service - Case Initiating Document)
- Proof of Service of 30-day Summons & Complaint - Personal (Proof of Service - Case Initiating Document)
- Proof of Service of 30-day Summons & Complaint - Substitute (Proof of Service - Case Initiating Document)
- Proof of Service of 5-day Summons & Complaint - Personal (Proof of Service - Case Initiating Document)
- Proof of Service of 5-day Summons & Complaint - Substitute (Proof of Service - Case Initiating Document)
- Proof of Service of Summons (Proof of Service - Case Initiating Document)
- Proof of Service of Summons & Complaint - Unnamed Occupants (Proof of Service - Case Initiating Document)
- Summons (Case Management)

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 on whose behalf.

Click “**Next**.”

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

Document	Fee Name	Parties	Fee
Complaint	168 - Complaint or other 1st paper >\$10K<=\$35K - \$3		\$370.00
Civil Case Cover Sheet	Document Fee - \$0.00		\$0.00

Total Estimated Court Fees: \$370.00

Please verify all applicable fees are selected. If the correct fees are not listed above, the court may reject the filing.

Authorize Rapid Legal to pay court fees: Yes No

A 3.00% credit card processing fee will be added to your order.


7 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 us to serve the documents.

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

Order Info
Case Info
Case Participants
Documents
Serve Info
Order Details

John Smith - Individual

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

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.

A notice will appear informing you of when your order will be dispatched. You may also pick your service level and type in any Special Instructions and indicate who needs to be notified regarding this case.

When you are ready to place the order, click on the "Submit" button.

▾ Your document(s) will be scheduled for Clerk review within 24 hours.

eFile by **Today 11:45 PM PT** for \$13.00 (Court eFiling) *

eFile by **Tomorrow 11:45 PM PT** for \$63.00 (Expert Review) *

* Prices listed and 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 (800) 366-5445.

Fee Summary:

Description	Amount	Total
168 - Complaint or other 1st paper >\$10K<=\$35K	\$370.00	
Civil Case Cover Sheet	\$0.00	
Total Estimated Court Fees		\$370.00
Court eFiling		\$13.00
Payment Processing Fee		\$11.49
Order Total		\$394.49

▸ When would you like this attempted?

Payment Method: No Payment method found ▾

8 Type in any Special Instructions to the Court Clerk 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"/> Pricilla Blanco
<input type="checkbox"/> Bill Davidheiser	<input type="checkbox"/> Suresh Pandrhally
<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.

Thank you for your order(s)

Your order number(s): 1042687-01, 1042687-02, 1042687-03

You can print the Order Confirmation and/or Routing Pages by clicking the appropriate Print button.

Print Confirmation(s) Back to Manage Cases

« Previous Submit Save As Draft

eFiling (New Case)

County: Orange
Serve Entity: Jimmy Walters - Individual
Jimmy's Plumbing Service - Fictitious

Case Info:
Case Category: Civil - Unlimited
Case Type: Construction Defect
Jurisdiction: Civil Complex Center

Case Participants:
Jimmy's Plumbing Service, Defendant
Johnson, Mary, Plaintiff (Client)

Document(s):
Summons (1 page)
Complaint (3 pages)
Civil Case Cover Sheet (1 page)

Serve Info:
Order Details:
Notify: Jonathan Nill
Special Instructions:
Special Instructions:

