

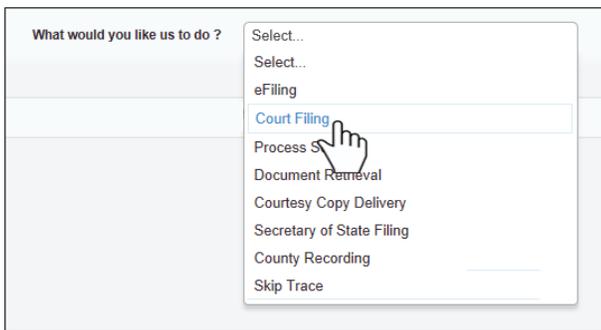
On the provided login page, type in your email, password and click on the "Login" button.

Please note: We recommend using any modern browser for the best experience.

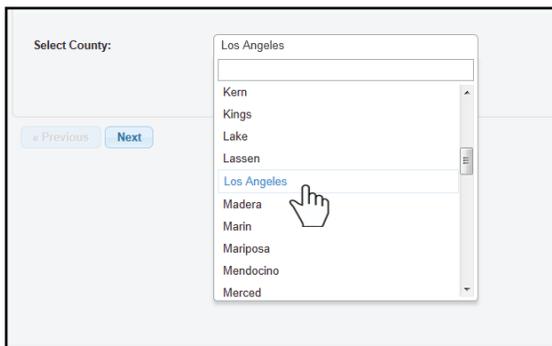
1 Once you are logged into the customer portal, click on "Place an Order."



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



3 Select the County of where you would like your documents to be filed.



- 4 Select what filing type you would like to do by indicating if it is a Subsequent Filing (*there is already a case number*) or a Case Initiation (*a new case; no case number exists.*)

Click “Next.”

You also have the option to serve the documents after filing. We will discuss this at the end of this user guide.

- If this is a **Subsequent Filing**, type in the Case Number and hit “Enter.” Select the Jurisdiction of where you will want the documents to be filed.

Click “Next.”

For Subsequent Filing, you may also choose to deliver a courtesy copy to a Department/Division or to an alternate location.

- If this is a **Case Initiation Filing**, the Case Number will default to “Not Assigned.”Select the Jurisdiction.

Click on “Next.”

- 5 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.



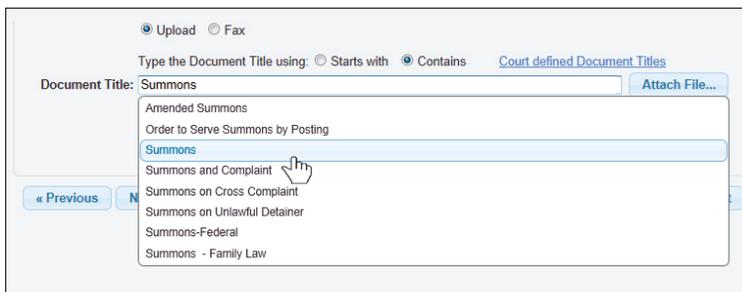
When the Add Party box appears, provide the name of the party involved, their role, and if they are your client.



- 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. Here you can also enter 3rd Party Billing information.



- 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 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, Cover Sheet, Proof of Service, etc. (You may also enter your own document title by typing in the title and hitting “Enter.”)

Indicate if you will want to advance the court fees by clicking on “Yes” or “No.”

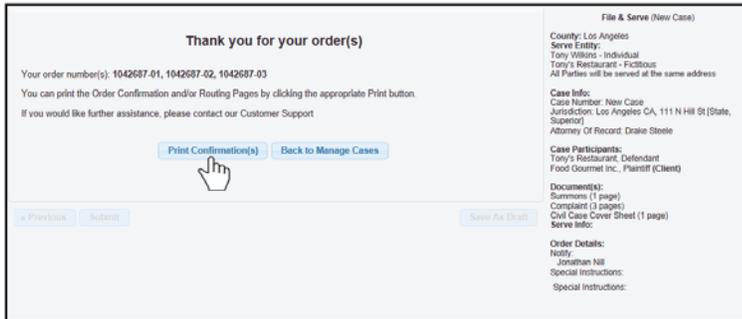
Click “Next.”

7 Under the Order Details tab, you will need to choose a service level. Please choose one to continue.

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

Click “Next.”

8 A Confirmation notice will appear indicating your order was received.



Serve documents after Filing*

If you've elected to **serve** the documents after e-filing, 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 to serve the documents.

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

