

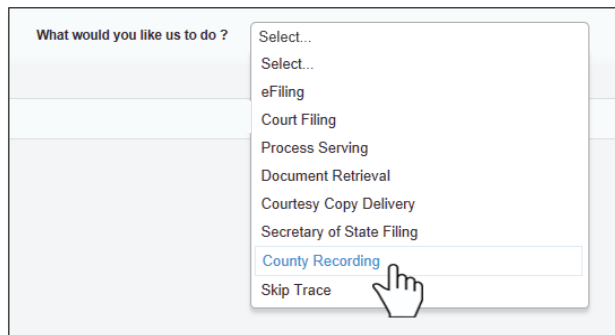
On the provided login page, type in your email, password and click on the "Login" button.

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

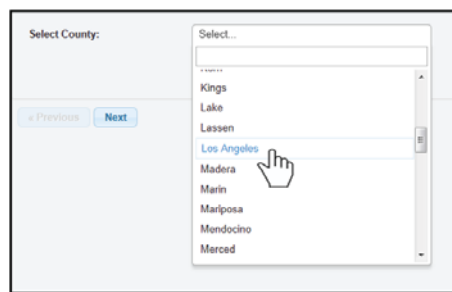
1 Once you are logged into the customer portal, click on "Place an Order."



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



3 Select the County of where you want your document to be recorded.



- Enter in the Case Number (if any,) County and Jurisdiction of where the documents are to be recorded.

Click on **“Next.”**

The screenshot shows a web form with the following fields and options:

- Case Number:** CIV1245678
- Check here if you do not have a Case Number.
- County:** Los Angeles
- Jurisdiction:** Select...


A dropdown menu is open under Jurisdiction, showing a list of addresses with a mouse cursor pointing to "Los Angeles (Central), 111 N Hill St".

Navigation buttons: « Previous, Next

- When the Add Party box appears, click on the **“Add Party”** button. Provide the name of the party involved, their role, and if they are your client.

The screenshot shows the "Add Party" section of the form:

- Text: Click to add Party(s) if not listed below: [Add Party\(s\)](#)
- Table with columns: Lead Client, Name, Role
- Text: There are no Case Participants entered
- Text: Show 50 entries Showing 0 to 0 of 0 entries
- Buttons: First, Previous, Next, Last
- Navigation buttons: « Previous, Next
- Button: 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.

- Important Note: The County Recorders will only accept originals. The documents must be mailed to Rapid Legal.**

Type in the name of the Document Title of what you want to record in the field box. You may search for your Document Title by entering in Keywords.

Indicate if you authorize Company to advance your court fees. Click on **“Next.”**

The screenshot shows the "Document Title" and "Court fees" section of the form:

- Radio buttons:  Upload,  Existing Documents
- Text: Type the Document Title using:  Starts with,  Contains, [Court defined Document Titles](#)
- Text: Document Title: Enter free-form title or choose from the list below, then click Attach File.
- Text input field: Title (7 pages)
- Text: Court fees:  Rapid Legal is authorized to advance court fees.  Fees not required / do not pay court fees (your filing will be rejected if a court fee is required).
- Navigation buttons: « Previous, Next
- Button: Save As Draft



The system will automatically select a service level.

- 10 A notice will appear informing you of when your documents must be received to be recorded the next court day. You may indicate who needs to be notified regarding this service. When you are ready to place the order, click on the "Submit" button and you will receive a Confirmation email.

- 11 Before mailing the documents, click on "Print Routing Pages." Use the routing page as the cover page to your documents. Contact our customer support at (800) 366-5445 who will provide you with the address of where you will need to mail your documents.