Creating a New Account

Your Direct Legal Support account lets you place orders online, upload documents, follow every order and download completed documents in one place. Setting it up takes about five minutes.

Start here

CREATE YOUR ACCOUNT →

Or go to **directlegal.legalconnect.com/registration**. The **New user?** link under the portal's login box opens the same form. Use a current version of Chrome, Edge, Firefox or Safari.

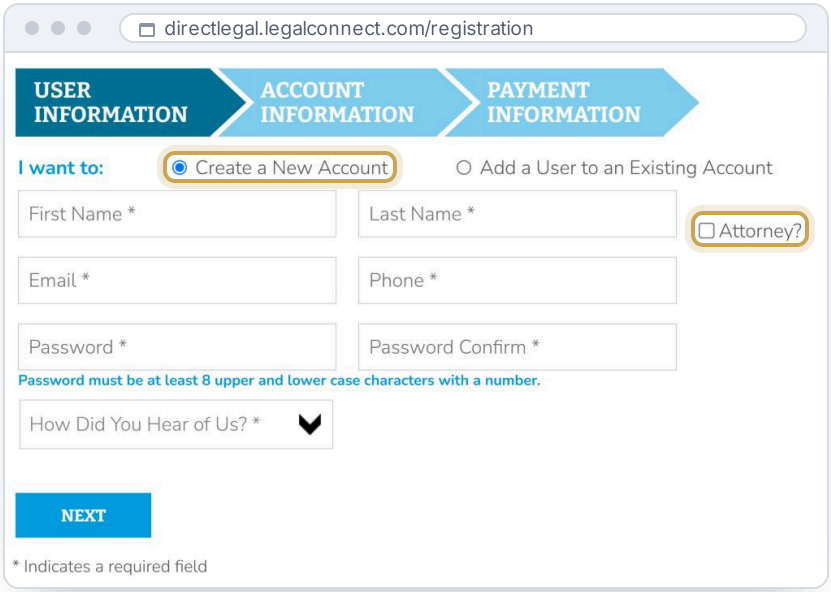
What you will need

- Your name, email address and phone number
- Your firm or company name and street address
- A primary billing contact, and a secondary one if you have one
- Your State Bar number, if you are an attorney
- A credit card, which is required to open your account

1 Enter your user information

Make sure **Create a New Account** is selected. Enter your **First Name**, **Last Name**, **Email** and **Phone**, create a **Password** of at least 8 characters with upper and lower case letters and a number, and choose how you heard about us.

> **Attorneys:** Check the **Attorney** box, then enter your State Bar ID number.

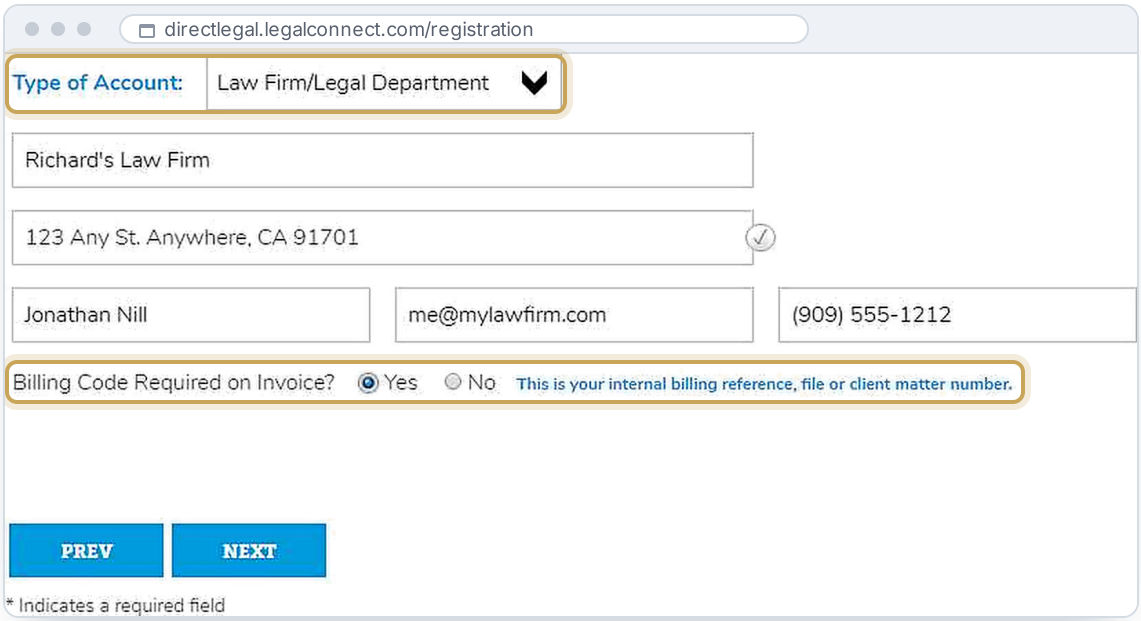


Click **Next**.

2 Enter your account information

Choose the **Type of Account** you are creating. Then enter your organization's name and street address, your primary billing contact and a secondary billing contact, if you have one.

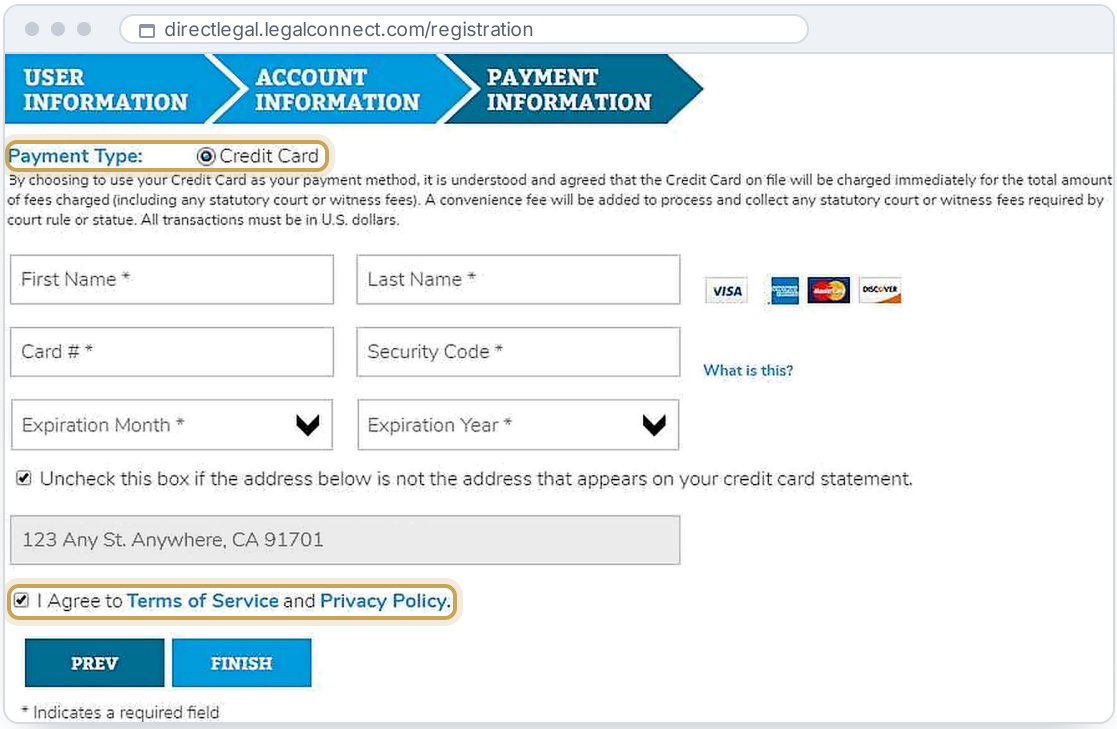
Choose whether you want to enter an internal billing code, such as a file or client matter number, each time you place an order. You can change this at any time under **My Profile**.



Click **Next**.

3 Add your credit card

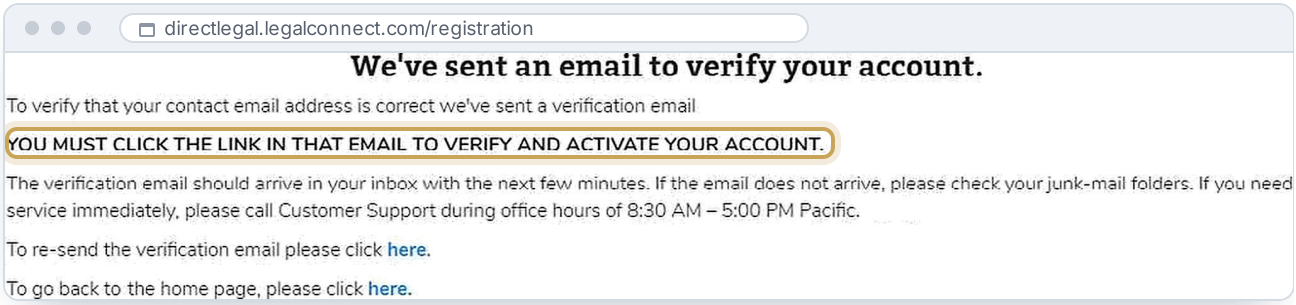
A credit card is required to open your account. Enter the **First Name** and **Last Name** on the card, the **Card #**, the **Expiration Month** and **Expiration Year**, and the **Security Code** from the back of the card. Type numbers without dashes or spaces. A convenience fee applies to credit card payments, as shown on the form.



Before you finish: Make sure the billing address matches your card statement. If it doesn't, uncheck the box and enter the correct address. Check **I Agree** to the Terms of Service and Privacy Policy, then click **Finish**.

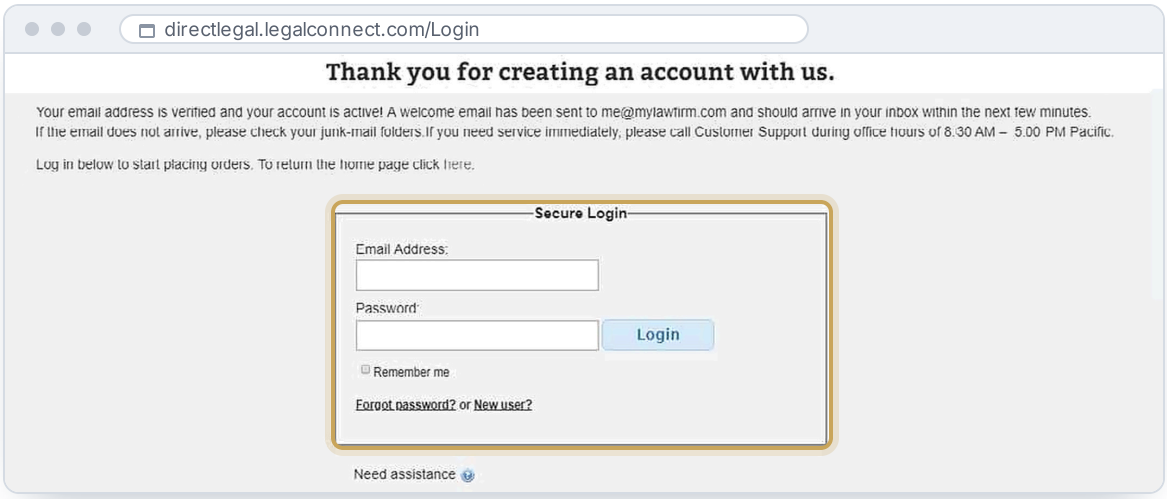
4 Verify your email address

We send a verification email to the address you entered. **Click the link in that email** to verify and activate your account. If it hasn't arrived within a few minutes, check your junk mail folder, or use the link on the screen to send it again.



5 Log in and place your first order

Once your email is verified, a new tab opens to confirm that your account is active, and we send you a welcome email. Log in with your email address and password to start placing orders.



LOG IN TO THE PORTAL →

What you can do in your account

- Order process serving, court filing, e-filing, e-recording, writ levies and more
- Upload your documents securely with each order
- Follow the status of every order online
- Download proofs of service and file-stamped copies when they are ready

Good to know

Adding a coworker? On the sign-up form, choose **Add a User to an Existing Account** instead of creating a new one.

Ordering records by subpoena? Records Retrieval orders use a separate portal. See directlegal.com/order-legal-support-services.

Questions? We're here to help.

Call our Litigation Division Monday to Friday, 8:30 a.m. to 5:00 p.m. Pacific, or email info@directlegal.com. Ready to order? Log in to the portal.

(800) 675-5376