How to Place a County Recording Order

Have us record your documents with the county recorder. You place the order in the portal, upload the documents, and mail us the originals.

Start here

LOG IN TO THE PORTAL →

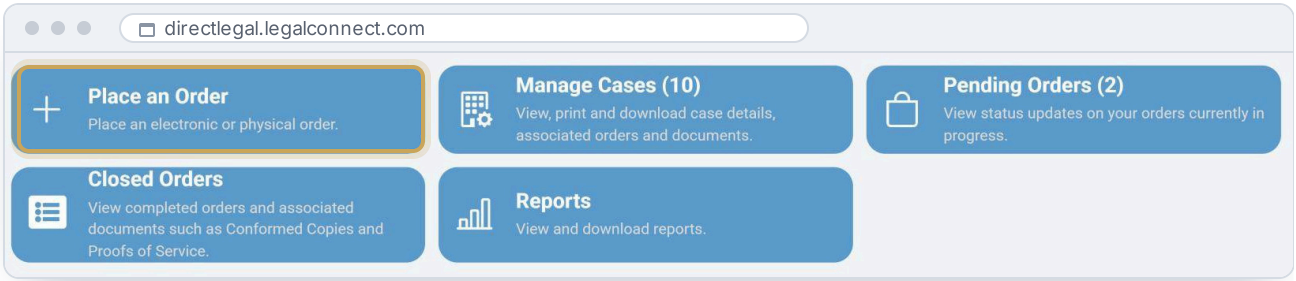
Or go to **directlegal.legalconnect.com** and log in with your email address and password. Use a current version of Chrome, Edge, Firefox or Safari. New to the portal? See our **Creating a New Account** guide.

What you will need

- The documents to be recorded, as PDF files to upload
- The original documents, to mail to us
- The county where they will be recorded
- The case number, if there is one
- The names of the parties
- Your billing code or client matter number, if your firm uses one

1 Click Place an Order

Log in to your account. On your dashboard, click **Place an Order**.



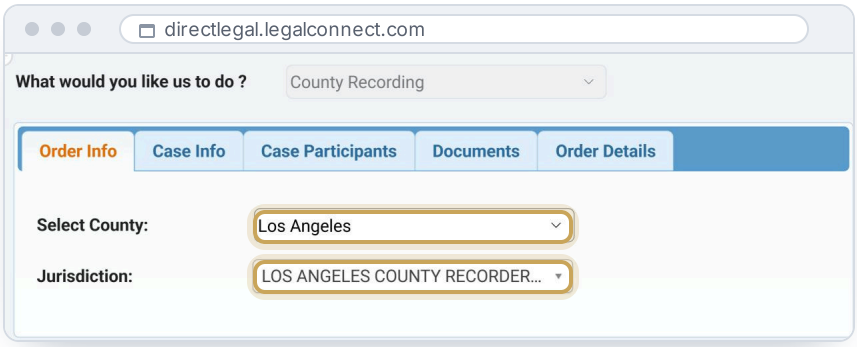
2 Choose County Recording

In **What would you like us to do?**, select **County Recording**.



3 Select the county

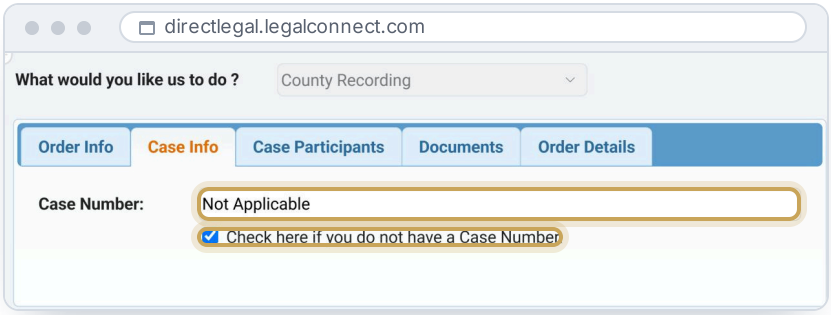
In **Select County**, choose the county where your documents will be recorded. The county recorder's office fills in as the **Jurisdiction**, and the **Case Info** tab opens.



> **Recording outside California?** Select any county, and give the state and county where the document will be recorded in **Special Instructions** (step 9).

4 Enter the case number

Enter the **Case Number**, if there is one. If there isn't, check **Check here if you do not have a Case Number**. The Case Number changes to **Not Applicable** and the **Case Participants** tab opens.



5 Add the case participants

Click **Add Party(s)**. In the Add Party box, enter the name of each party involved, their role, and whether they are your lead client. You need at least one party. When you are done, click **Next**.

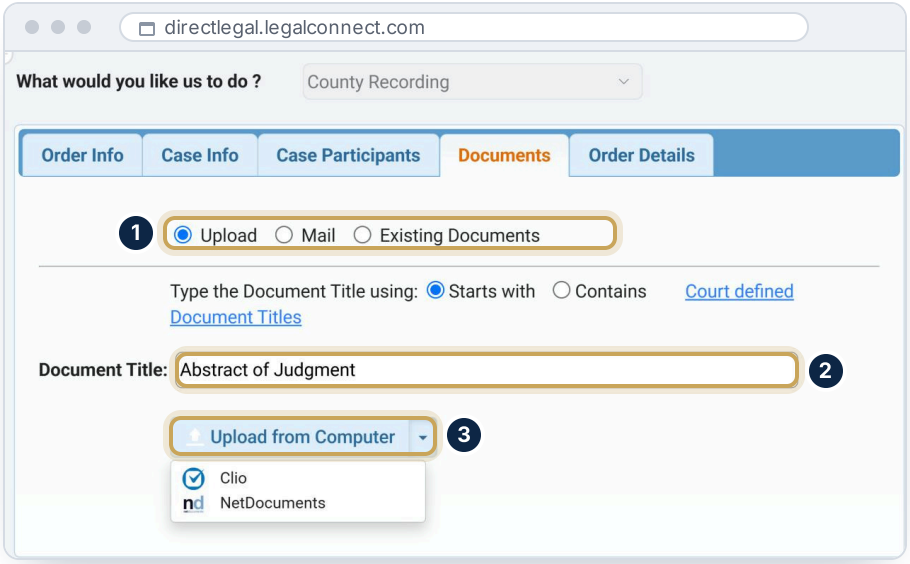


> **Billing code:** When you click **Next**, you may be asked for a **Billing Code**, depending on how your account is set up. Choose the **Lead Client** and enter your firm's internal billing or client matter number.

6 Add your documents

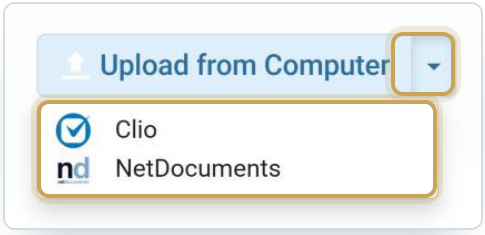
On the **Documents** tab, keep **Upload** selected (1). To use a document already uploaded on this case, choose **Existing Documents** instead.

Start typing the **Document Title** of the document you want recorded and choose it from the list, or type your own (2). Then click **Upload from Computer** and choose the file (3).



Mail us the originals: We compare your upload with the original documents you mail us. When you submit the order, print the routing page and mail it on top of your originals (step 10).

6A Or upload from Clio or NetDocuments

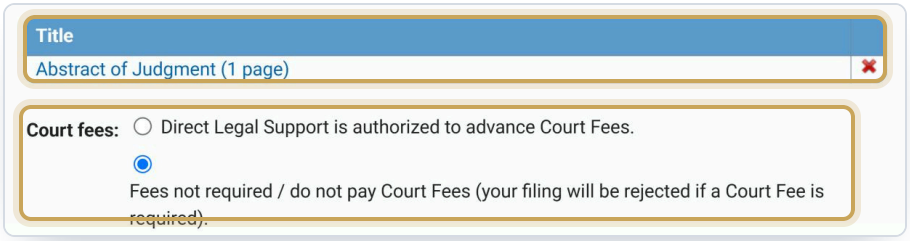


If your firm keeps its files in **Clio** or **NetDocuments**, you can attach the document from there instead of from your computer. Click the arrow next to **Upload from Computer** and choose **Clio** or **NetDocuments**. Sign in if asked, then pick the file.

For the full steps, see Using Clio with Direct Legal Support or Using NetDocuments with Direct Legal Support.

7 Choose how fees are paid

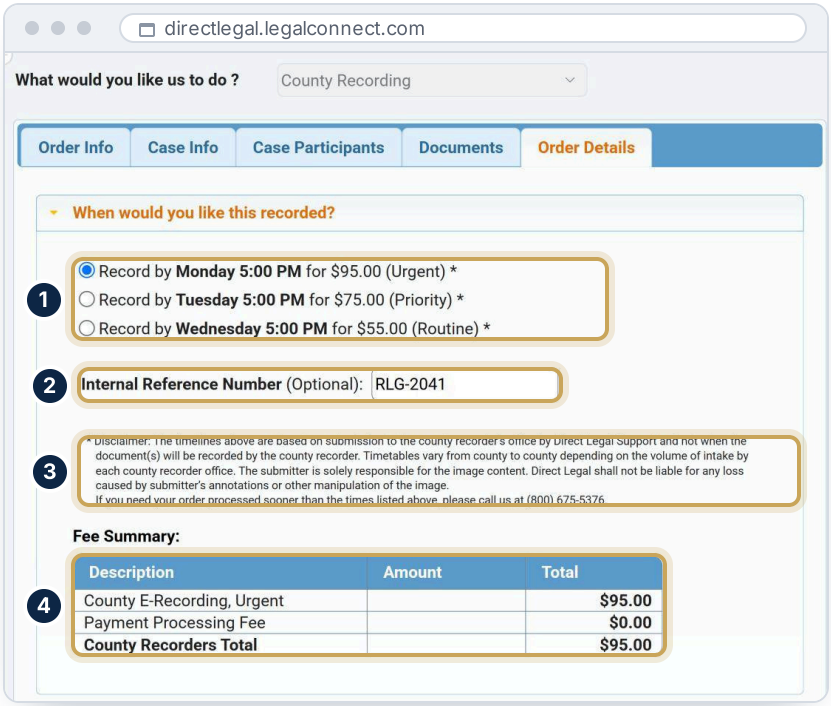
Each document you add is listed under **Title**. Under **Court fees**, choose whether Direct Legal Support is authorized to advance the recording fees, or whether no fees are required. Click **Next**.



8 Choose when it is recorded

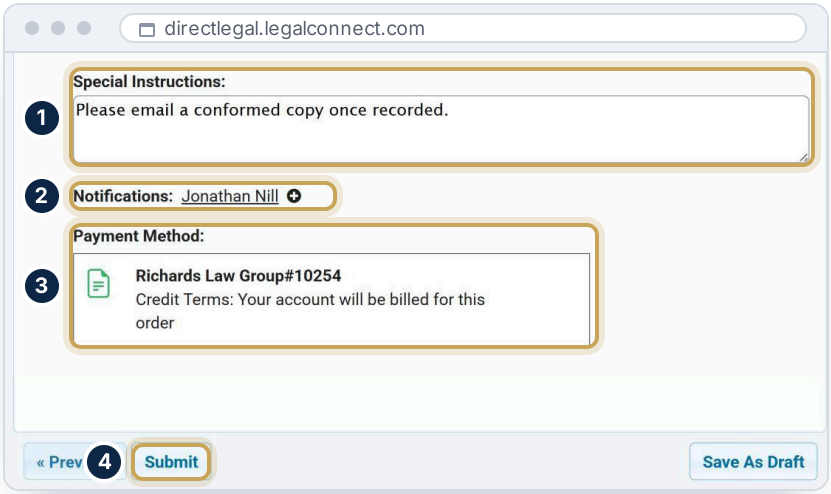
On the **Order Details** tab, choose a service level under **When would you like this recorded?** (1). If your firm tracks orders with its own number, enter it in **Internal Reference Number** (2).

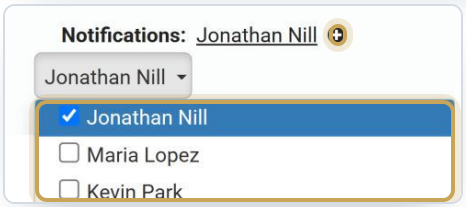
The times shown are for when we submit your documents to the county recorder's office, not when the recorder records them, which varies by county (3). The **Fee Summary** shows our fee and your order total (4).



9 Add instructions and submit

Type any **Special Instructions** (1). **Notifications** shows who gets status updates on this order (2), and **Payment Method** shows how the order will be paid (3). When you are ready, click **Submit** (4). You will receive a confirmation email.

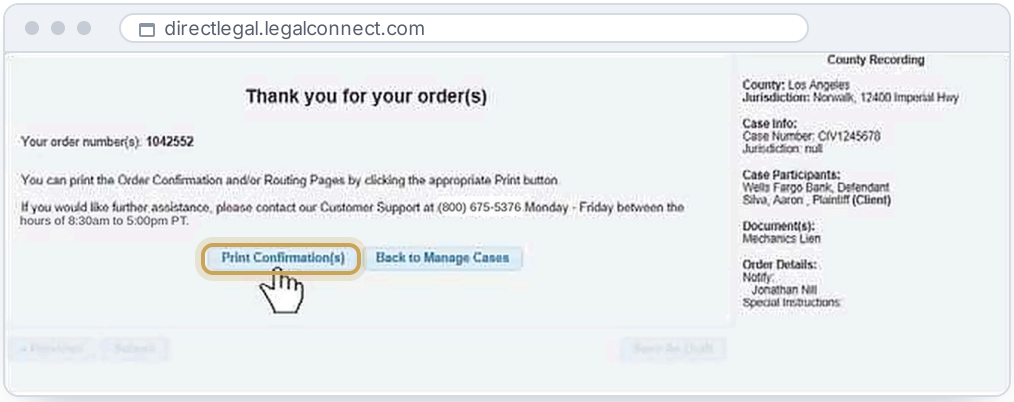




Notifications: You are listed by default. To add others, click the **+** icon next to the name, open the list and check each person who should get status updates.

10 Get your confirmation

A confirmation appears with your order number and a summary of the order. Click **Print Confirmation(s)** to print the order confirmation or routing pages.



Use the routing page as the cover page for your original documents when you mail them to us. Call us at (800) 675-5376 for the address to mail them to.

After you order

- Mail us the original documents, with the routing page on top
- Follow your order under **Pending Orders** on your dashboard
- Find completed orders and their documents under **Closed Orders**

Good to know

Need it sooner than the times shown? Call us at (800) 675-5376 before you place the order.

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