# How to Place a Court Filing Order

Send us documents to file with the court, for a new case or one that is already open. You can also ask us to deliver a courtesy copy or serve the filed documents in the same order.

### Start here

LOG IN TO THE PORTAL →

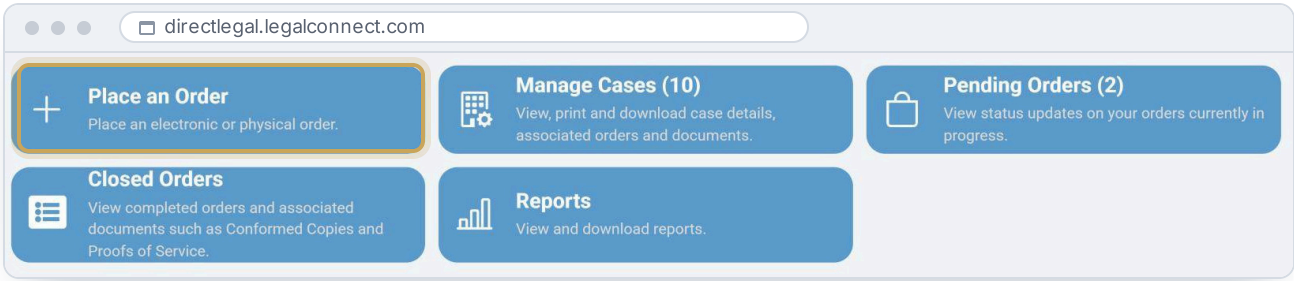
Or go to **directlegal.legalconnect.com** and log in with your email address and password. Use a current version of Chrome, Edge, Firefox or Safari. New to the portal? See our **Creating a New Account** guide.

### What you will need

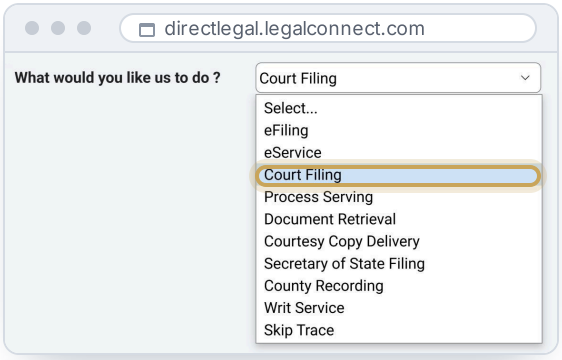
- Your documents as PDF files, as one file or one file per document
- The county and court where you are filing
- The case number, if the case is already open
- The names of the lead parties
- Your billing code or client matter number, if your firm uses one

## 1 Click Place an Order

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

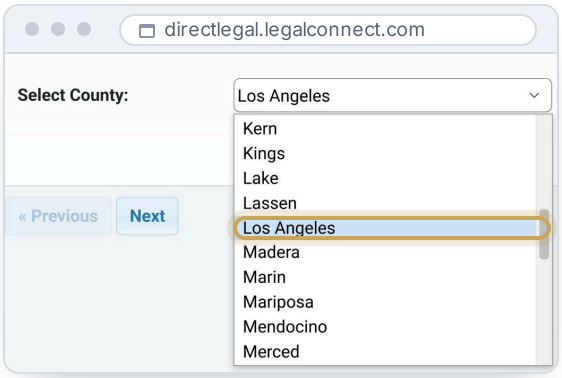



## 2 Choose Court Filing




In **What would you like us to do?**, select **Court Filing**.

## 3 Select the county

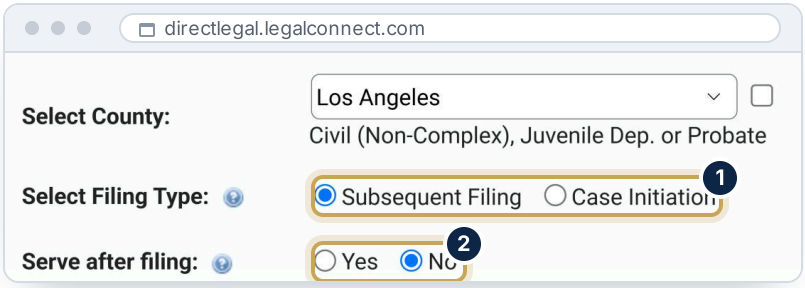



In **Select County**, choose the county where your documents will be filed. Type the first letters of the county to jump to it in the list.

## 4 Choose the filing type

Under **Select Filing Type**, choose **Subsequent Filing** if the case already has a case number, or **Case Initiation** to open a new case.

Under **Serve after filing**, choose **Yes** if you want us to serve the documents once they are filed. Serving is covered at the end of this guide. Click **Next**.




## 4A Filing in Los Angeles County?

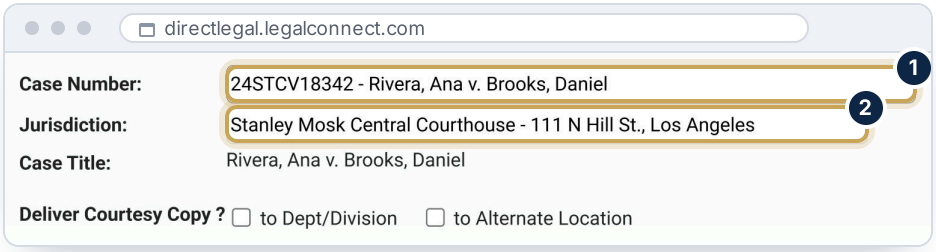



Los Angeles County courts require electronic filing (eFiling) for civil limited and unlimited (non-complex) cases. When you file in Los Angeles County, a box asks whether you want to place an eFiling order instead.

Click **Continue with an eFile Order** (1) to switch to an eFiling order, or **Continue with Court Filing Order** (2) to go on with this order. See our eFiling guides for new and existing cases.

## 5 Enter the case information

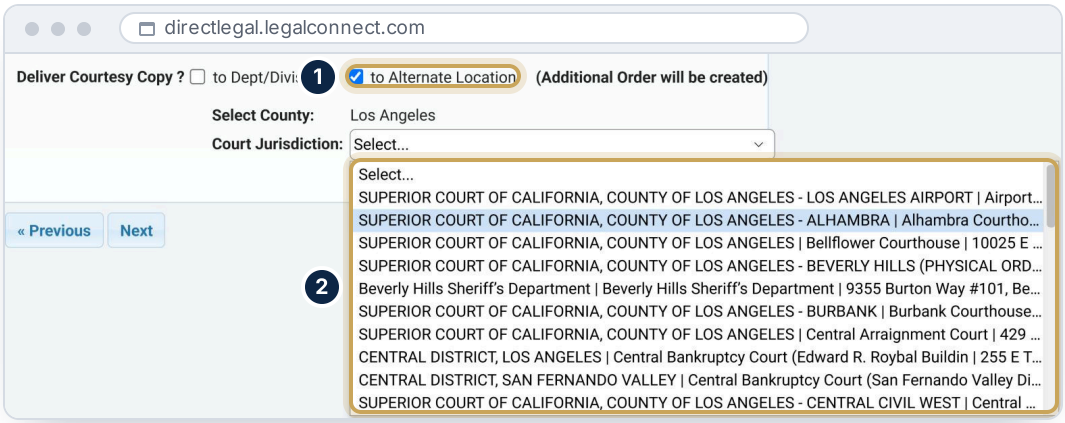
For an existing case, type the **Case Number**. If the case is already in your account, choose it from the list and the **Jurisdiction** and **Case Title** fill in for you. For a case that is new to your account, press Enter. Then, in **Jurisdiction**, type the city where the court is located and choose the court from the list.




Click **Next**.

## 5A Add a courtesy copy, if you like

Next to **Deliver Courtesy Copy?**, check **to Dept/Division** to have us deliver a courtesy copy to the department or division, or **to Alternate Location** to deliver it somewhere else. For an alternate location, choose the court from the **Court Jurisdiction** list. A courtesy copy creates an additional order.



## 5B For a new case: choose the jurisdiction

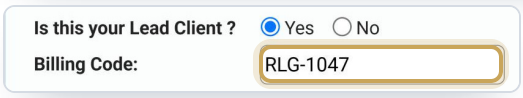
For **Case Initiation**, the **Case Number** shows **Not Assigned** until the court opens the case. In **Jurisdiction**, type the city where the court is located, or the court's name, and choose the court from the list. Click **Next**.




## 6 Add the case participants

Add the lead parties, such as the plaintiff and the defendant. You only need the lead parties. Parties already on the case are listed for you. Click **Add Party(s)**, then choose the role, enter the name, and say whether the party is your lead client. Click **Save**.



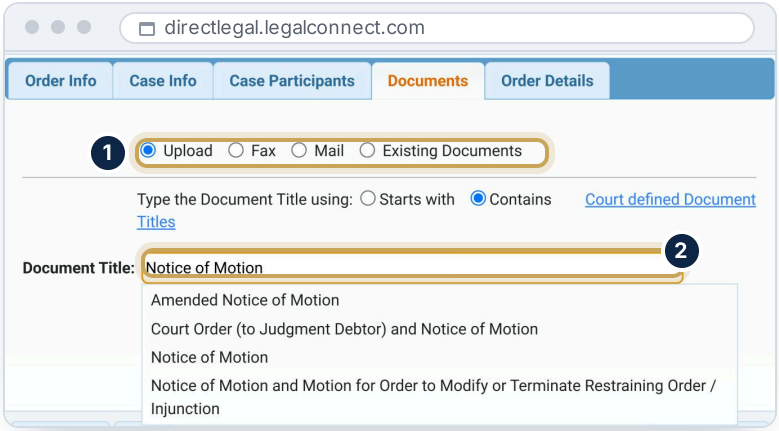

**Billing code:** When you mark a party as your client, you may be asked for a **Billing Code**, depending on how your account is set up. This is your firm's internal billing or client matter number for the case.

Click **Next**.

## 7 Upload your documents

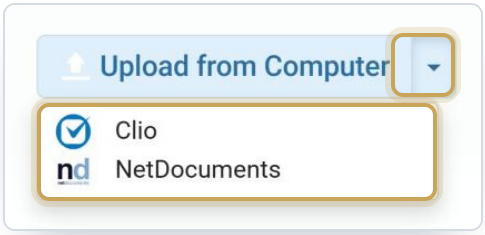
On the **Documents** tab, choose **Upload** to send files from your computer, **Fax** or **Mail** to send them to us separately, or **Existing Documents** to use documents already uploaded on this case.

To upload, start typing the **Document Title** and choose it from the list. Choose **Starts with** or **Contains** to change how the list is searched. If your title isn't listed, type your own. Then click **Upload from Computer** and choose the PDF.




**One file or several:** You can upload each document as its own file, such as the Notice of Motion, Memorandum and Declaration, or combine them into one file. Repeat this step until every document is attached.

## 7A Or upload from Clio or NetDocuments

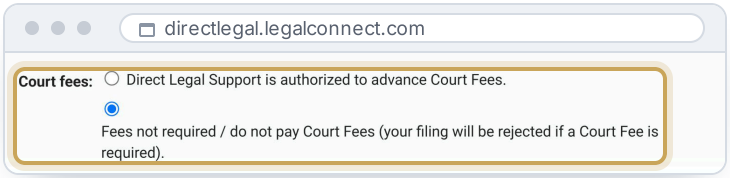



If your firm keeps its files in **Clio** or **NetDocuments**, you can attach the document from there instead of from your computer. Click the arrow next to **Upload from Computer** and choose **Clio** or **NetDocuments**. Sign in if asked, then pick the file.

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

## 8 Choose how court fees are paid

Below your documents, under **Court fees**, choose **Direct Legal Support is authorized to advance Court Fees**, or **Fees not required / do not pay Court Fees**. If you chose Fax or Mail, also choose the total number of pages. Click **Next**.

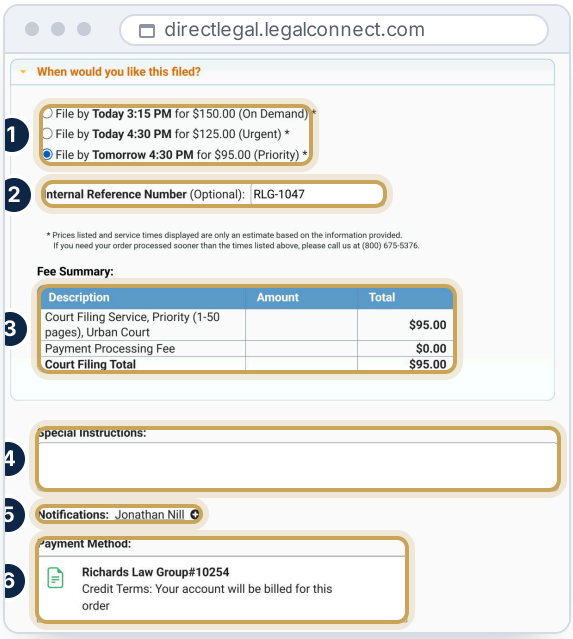



> **Fees required?** If the court charges a fee and you choose not to have it advanced, the court will reject the filing.

## 9 Choose when it is filed and add instructions

On the **Order Details** tab, choose a service level under **When would you like this filed?** The price of each level is shown next to it. If your firm tracks orders by its own number, enter it in **Internal Reference Number**. It is optional.

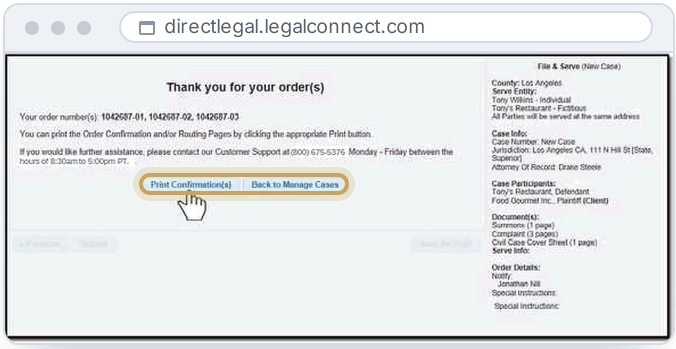
The **Fee Summary** shows the filing service fee, any **Payment Processing Fee** and the order total. Add any **Special Instructions** for the court clerk, check **Notifications** (click **+** to add someone) and the **Payment Method**. When you are ready, click **Submit**.




> **Prices and times:** The prices and filing times shown are estimates based on the information you entered.

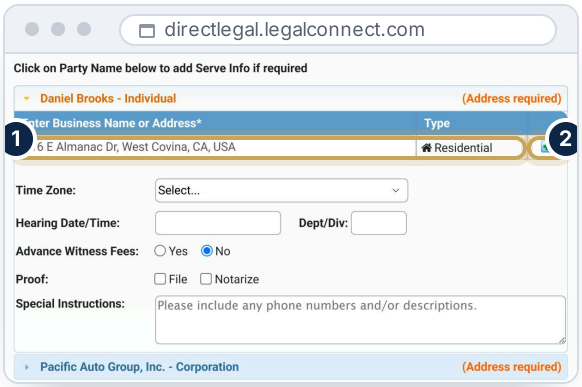
## 10 Get your confirmation

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




# Serve the documents after filing

## A Add the service address




If you chose to serve the documents after filing, the **Serve Info** tab opens. Click a party's name to open the address fields.

In **Enter Business Name or Address**, start typing the address where the party should be served and choose it from the list (1). The address **Type** is filled in for you. Click the green **+** button to add it (2). Fill in the other fields, such as the hearing date and special instructions, if they apply. Repeat for each party you need served.

### After you order

- Follow your filing under **Pending Orders** on your dashboard
- Find conformed copies under **Closed Orders** once the filing is complete

### Good to know

**Filing electronically?** Choose **eFiling** instead of Court Filing in step 2. See our eFiling guides for new and existing cases.

**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