How to Place a Courtesy Copy Delivery Order

Have us deliver courtesy copies of your documents to a court department or division. Upload the documents, tell us where they go and choose when they should arrive.

Start here

LOG IN TO THE PORTAL →

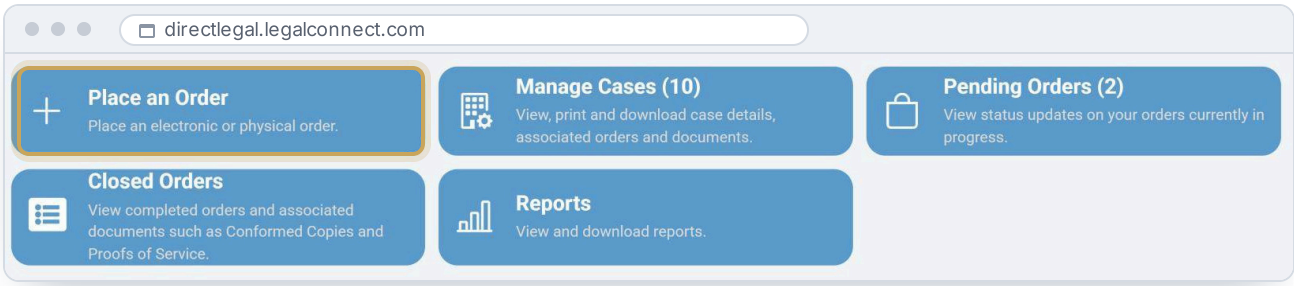
Or go to **directlegal.legalconnect.com** and log in with your email address and password. Use a current version of Chrome, Edge, Firefox or Safari. New to the portal? See our **Creating a New Account** guide.

What you will need

- Your documents, one file per document
- The county, court and department or division
- The case number
- The names of the lead parties
- Your billing code or client matter number, if your firm uses one

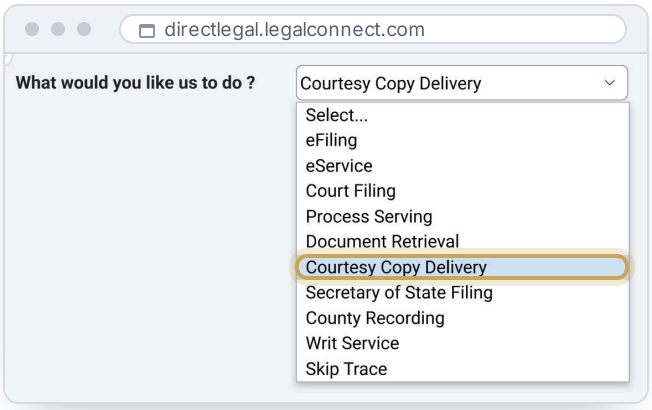
1 Click Place an Order

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



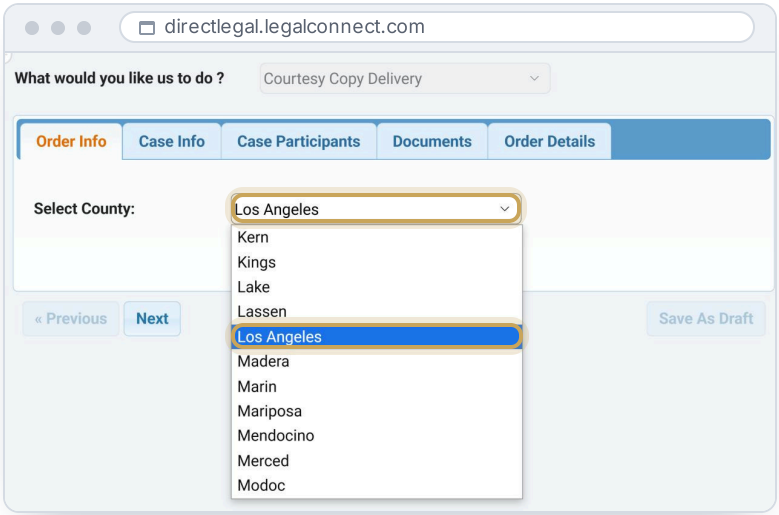
2 Choose Courtesy Copy Delivery

In **What would you like us to do?**, select **Courtesy Copy Delivery**.



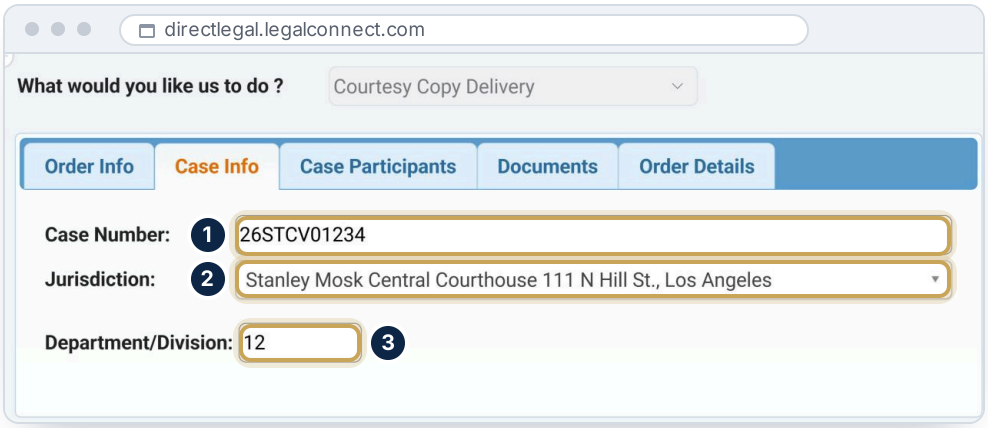
3 Select the county

In **Select County**, choose the county where your documents will be delivered. The **Case Info** tab opens.



4 Enter the case number and department

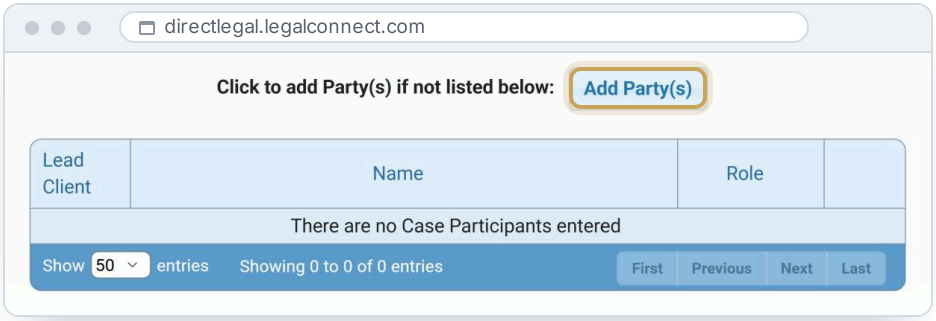
Type the **Case Number** and press Enter (1). Then choose the **Jurisdiction**, the courthouse where the documents go (2), and enter the **Department/Division** (3). Click **Next**.



> **Save As Draft:** To save your order as a draft at any point, click **Save As Draft**.

5 Add the case participants

Add the lead parties, such as the plaintiff and the defendant. You only need the lead parties. Click **Add Party(s)**.



5A Enter each party

In the **Add Party** box, choose **Organization** or **Person** (1), then the **Role** (2) and the **Name** (3). Under **Is this your Lead Client?**, choose **Yes** for your client (4). If your account uses billing codes, enter your firm's internal billing or client matter number in **Billing Code** (5). Click **Save** (6).

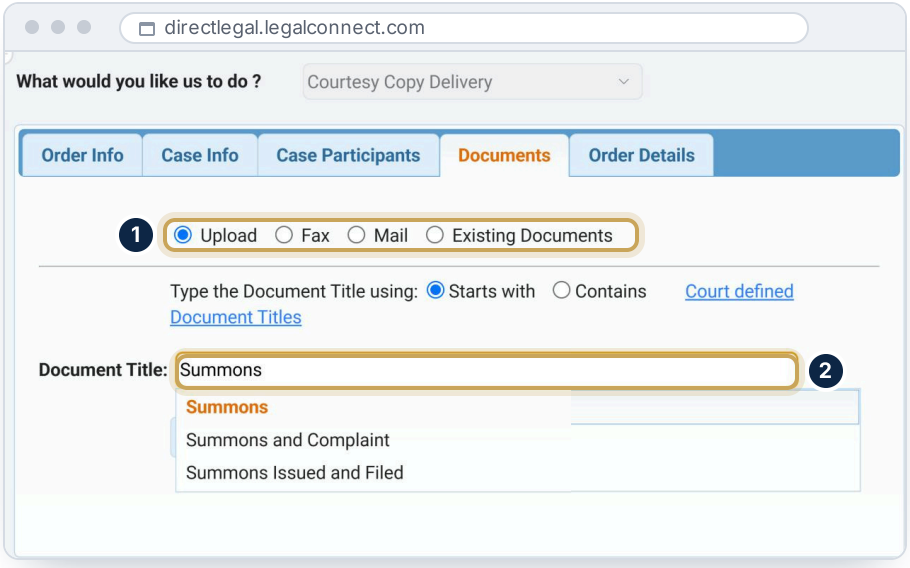


Repeat for each lead party, then click **Next**.

6 Upload your documents

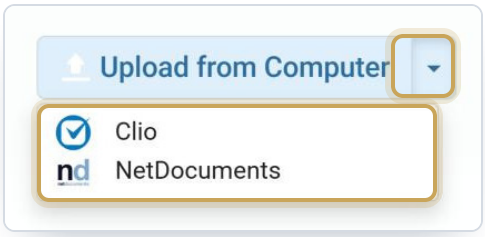
On the **Documents** tab, choose **Upload** to send files from your computer, **Fax** or **Mail** to send them to us separately, or **Existing Documents** to use documents already uploaded on this case (1).

To upload, start typing the **Document Title** and choose it from the list (2). 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 file.



One document per file: Upload each document separately, such as the Summons, Complaint, Civil Case Cover Sheet and Proof of Service. Repeat this step until every document is attached.

6A Or upload from Clio or NetDocuments

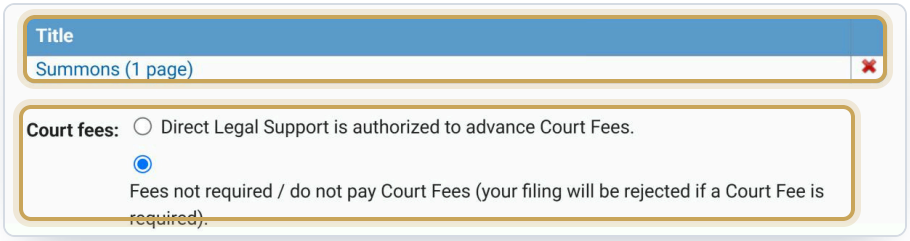


If your firm keeps its files in **Clio** or **NetDocuments**, you can attach the document from there instead of from your computer. Click the arrow next to **Upload from Computer** and choose **Clio** or **NetDocuments**. Sign in if asked, then pick the file.

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

7 Check your documents and court fees

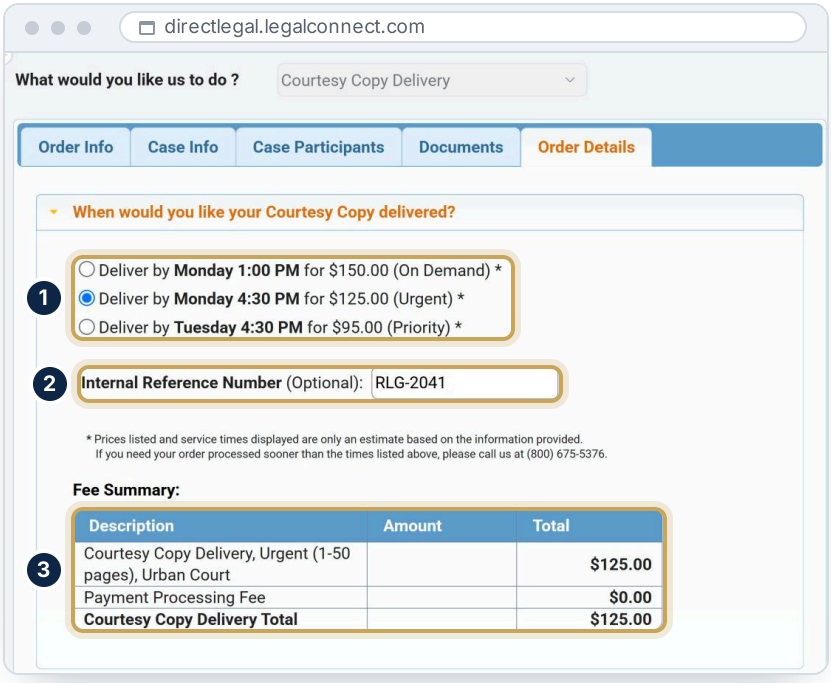
Each document you attach is listed under **Title**. Under **Court fees**, choose whether Direct Legal Support is authorized to advance court fees, or whether no fees are required. Click **Next**.



8 Choose when it is delivered

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

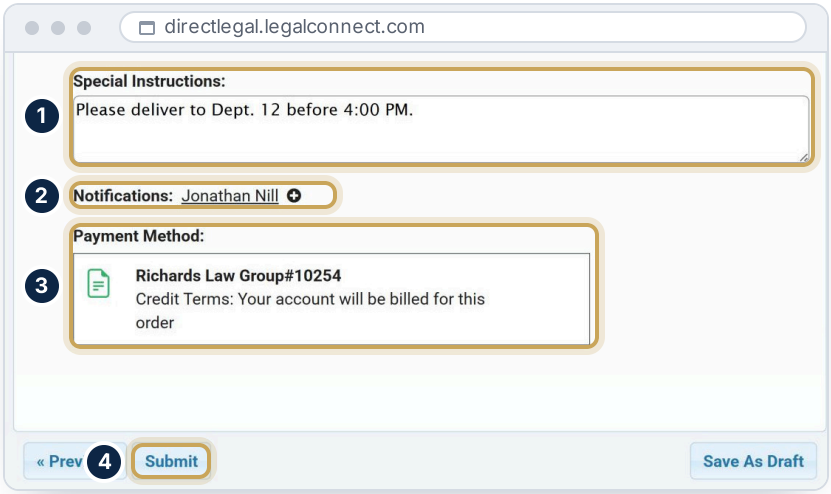
The **Fee Summary** shows our delivery fee and your order total (3).



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

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).

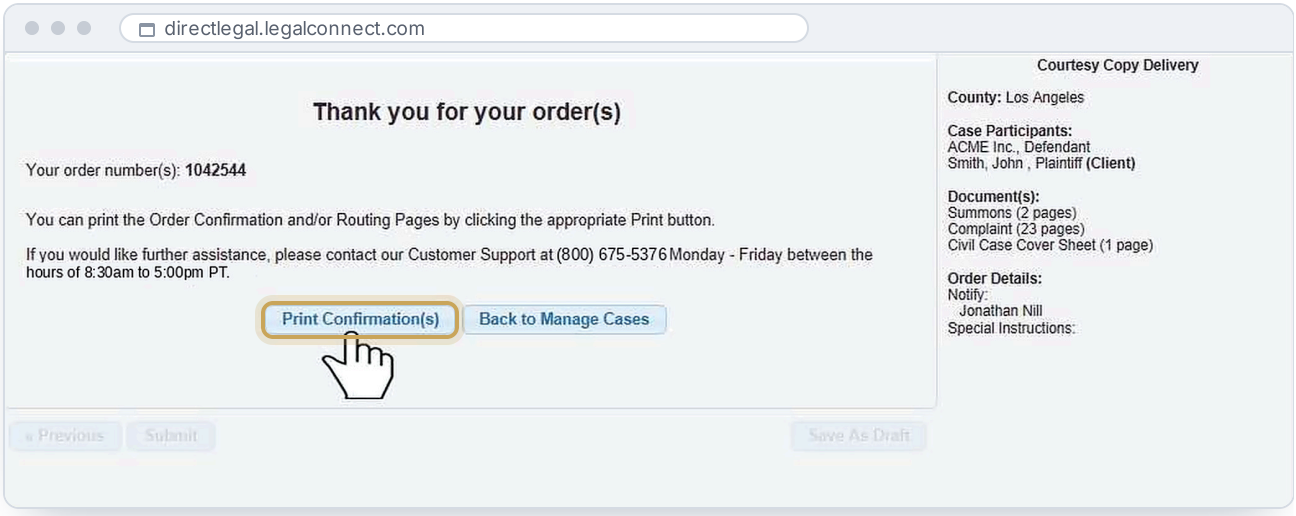




Notifications: You are listed by default. To add others, click the **+** icon next to the name, open the list and check each person who should get status updates.

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.



Sending documents by fax or mail? Print the routing page and use it as the cover page for your documents. The fax number is at the top of the routing page. If you are mailing them, call us at (800) 675-5376 for the mailing address.

After you order

- Follow your delivery under **Pending Orders** on your dashboard
- Find completed orders and their documents under **Closed Orders**

Good to know

Filing the documents too? When you place a Court Filing order for an existing case, you can ask for a courtesy copy in the same order. See our Court Filing guide.

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