eFile Proof After Serve

Have the proof of service filed with the court electronically as soon as your documents are served. You check one box when you order process serving, and the filing order is created for you once the server signs the proof.

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.

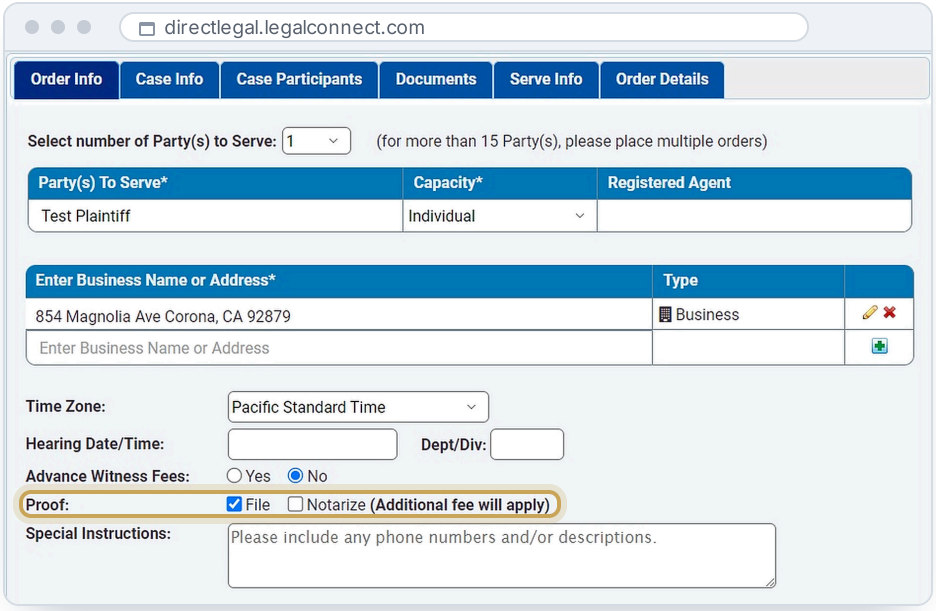
What you will need

- A process serving order that you are placing in the portal
- The court where the case is filed, entered on the order's **Case Info** tab

Our guides **How to Place a Process Serving Order for a Single Entity** and **for Multiple Entities** walk you through the whole order.

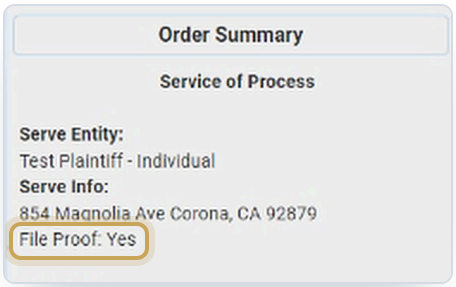
1 Check File next to Proof

Place your process serving order as usual. On the **Order Info** tab, check **File** next to **Proof**. Additional fees apply.



Courts without eFiling: The portal checks whether the court for your case accepts eFiling. If it doesn't, nothing changes for you: checking **File** creates a court filing order for the proof, as it did before.

2 Check the Order Summary



Before you submit the order, look at the **Order Summary** beside the order form. Under **Serve Info**, it shows **File Proof: Yes** when the box is checked.

You can check this again later in the order view in your account.

What happens after service

A An eFiling order is created for you

Once service is complete and the server has signed the proof of service, a new **eFile Proof** order is created automatically. You don't need to place it yourself. Its order number links back to your service order: for example, the eFiling order for service order 2193078 is 2193078-01. The same Direct Legal team member who handled your service order handles the filing.

B We file the proof with the court

The eFiling order uses the case information, case participants and documents from your service order, and the signed proof of service is attached for you. We review the order and submit it to the court. Whenever possible, we use the same payment method as your service order, so your billing stays consistent.

After you order

- Follow your service order and the eFiling order under **Pending Orders** on your dashboard
- Find completed orders and your proofs of service under **Closed Orders**

Good to know

Why use it? It saves time and simplifies your work, especially for firms with high-volume practices such as collections, landlord/tenant and lemon law. Your proofs of service are filed faster.

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