

How to Place an eRecording Order

Send us a deed, lien or other document and we will record it electronically with the county recorder. We advance the recording fees and send you the recorded copy.

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

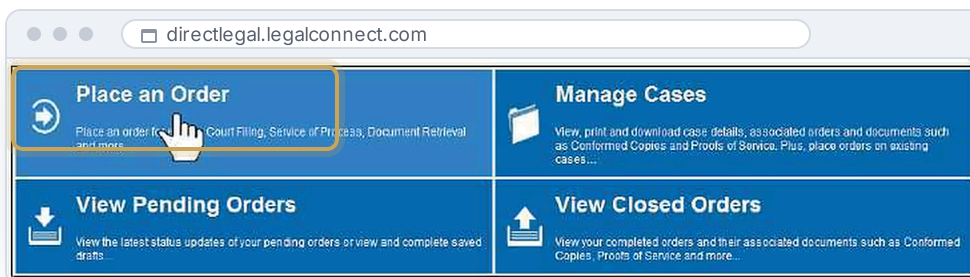
- ✓ The document to record, and each supporting document, as separate PDF files
- ✓ The county where the document will be recorded
- ✓ The name of the person or company you are recording for
- ✓ Your file or billing number, if you use one

Why we ask for uploads: To avoid submission errors, we ask you to upload your documents so we can compare them with the originals you mail us, and so nothing is submitted out of order. We only submit original documents scanned and uploaded by our staff.

1

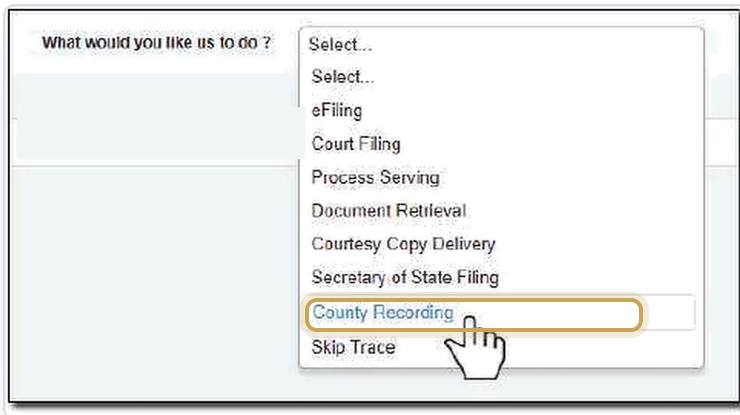
Click Place an Order

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**.

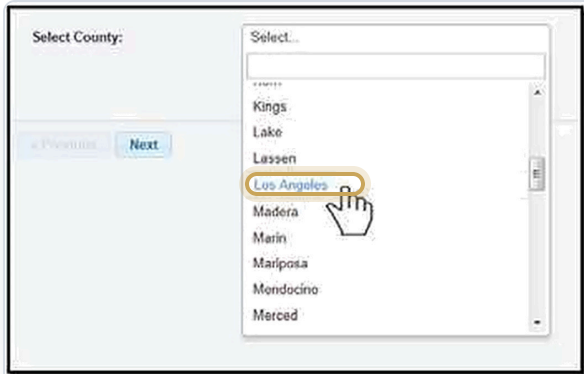


What would you like us to do ?

- Select...
- Select...
- eFiling
- Court Filing
- Process Serving
- Document Retrieval
- Courtesy Copy Delivery
- Secretary of State Filing
- County Recording**
- Skip Trace

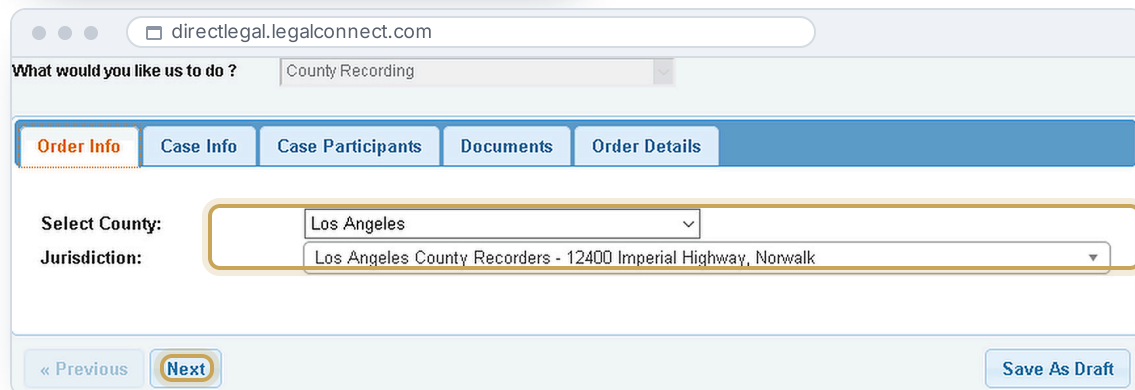
3 Choose the county

In **Select County**, choose the county where the document will be recorded. The county recorder's office appears under **Jurisdiction**. Click **Next**.



Select County:

- Select...
- Kings
- Lake
- Lassen
- Los Angeles**
- Madera
- Marin
- Mariposa
- Mendocino
- Merced



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What would you like us to do ? County Recording

Order Info Case Info Case Participants Documents Order Details

Select County: Los Angeles

Jurisdiction: Los Angeles County Recorders - 12400 Imperial Highway, Norwalk

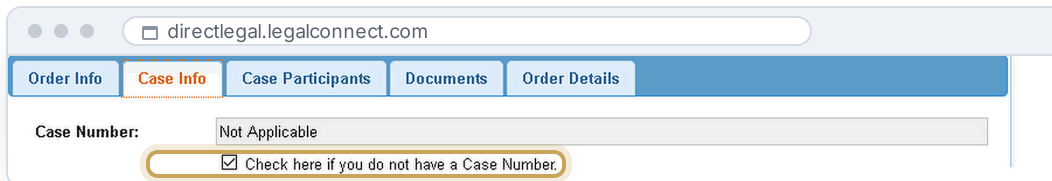
« Previous Next Save As Draft

Recording outside California? Select any county, and give the state and county where the document will be recorded in **Special Instructions** (step 8).

4

Skip the case number

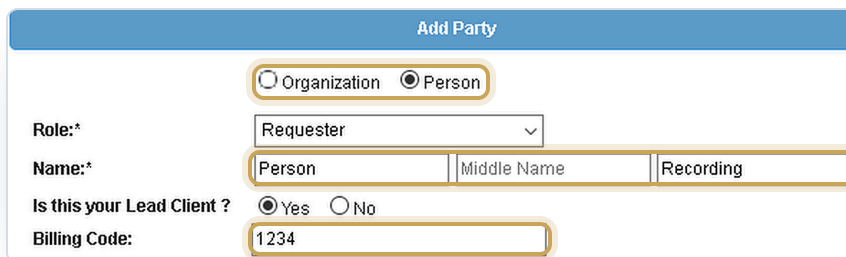
On the **Case Info** tab, check **Check here if you do not have a Case Number**. Click **Next**.



5

Add who you are recording for

In the **Add Party** window, choose **Person** or **Organization** and enter the name of who you are recording for. Enter your file number in **Billing Code** if you use one. Save, then click **Next**.

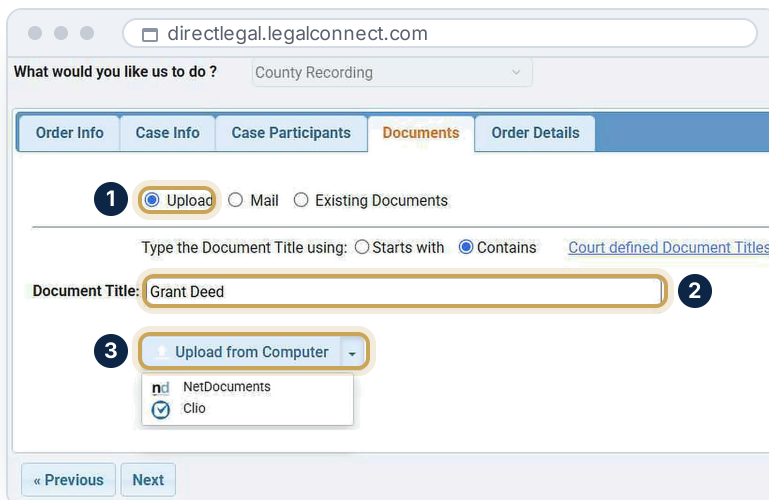


6

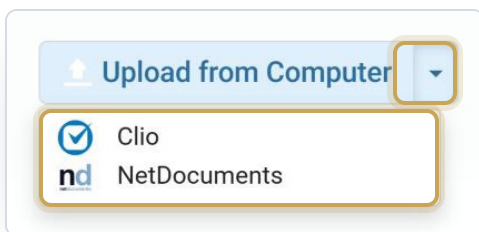
Upload your documents

On the **Documents** tab, keep **Upload** selected (1). Type the name of the document you are recording in **Document Title** (2), then click **Upload from Computer** (3).

Upload each supporting document as its own file. Common supporting documents include the Preliminary Change of Ownership Report (PCOR), the Documentary Transfer Tax affidavit (DTT) and the Change in Ownership Statement (COS).



6A Or upload from Clio or NetDocuments

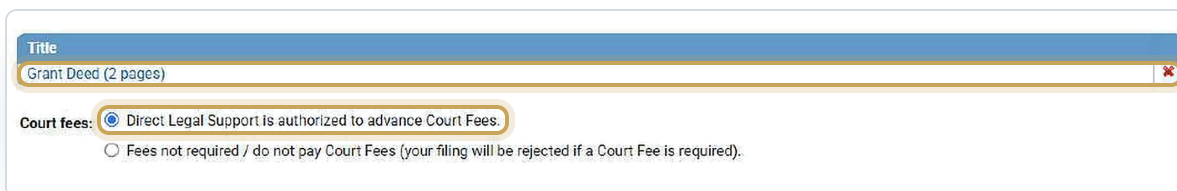


If your firm keeps its files in **Clio** or **NetDocuments**, you can attach the document from there instead of from your computer. Click the arrow next to **Upload from Computer** and choose **Clio** or **NetDocuments**. Sign in if asked, then pick the file.

For the full steps, see [Using Clio with Direct Legal Support](#) or [Using NetDocuments with Direct Legal Support](#).

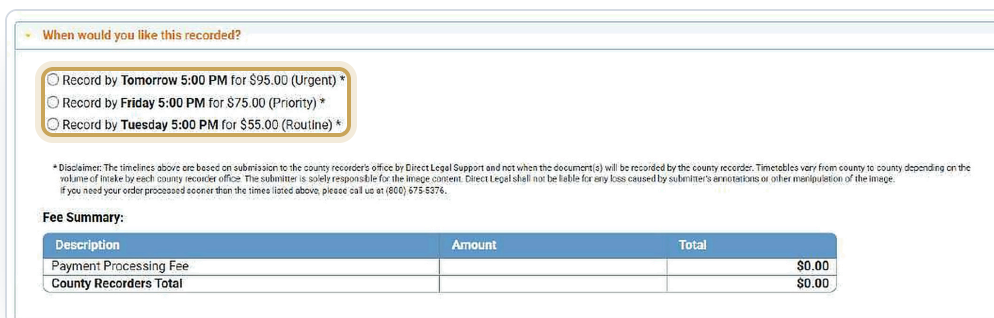
7 Let us advance the recording fees

Your documents are listed under **Title**. Under **Court fees**, choose **Direct Legal Support is authorized to advance Court Fees**. If you choose not to pay fees and the recorder requires one, the recording is rejected. Click **Next**.



8 Choose the service level and submit

On the **Order Details** tab, choose when you would like the document recorded. The times are based on when we submit the document to the recorder, not on when the recorder records it.



When would you like this recorded?

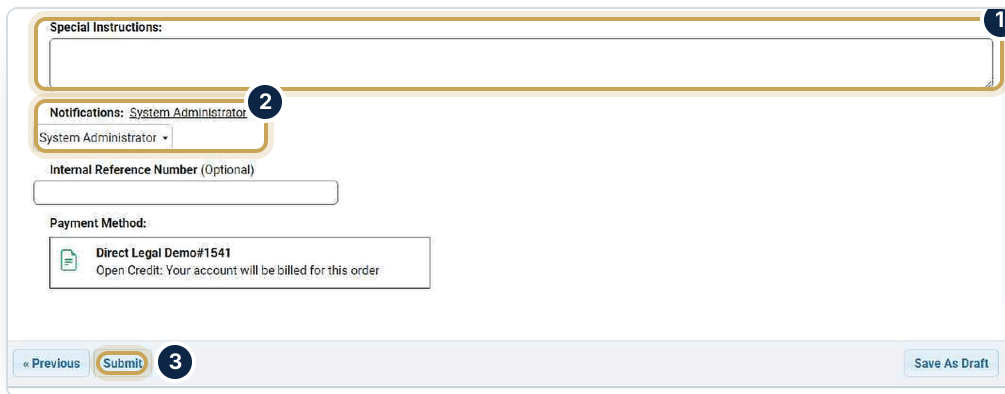
☐ Record by **Tomorrow 5:00 PM** for \$95.00 (Urgent) *
☐ Record by **Friday 5:00 PM** for \$75.00 (Priority) *
☐ Record by **Tuesday 5:00 PM** for \$55.00 (Routine) *

* Disclaimer: The timelines above are based on submission to the county recorder's office by Direct Legal Support and not when the document(s) will be recorded by the county recorder. Timetables vary from county to county depending on the volume of intake by each county recorder office. The submitter is solely responsible for the image content. Direct Legal shall not be liable for any loss caused by submitter's annotations or other manipulation of the image. If you need your order processed sooner than the times listed above, please call us at (800) 675-5376.

Fee Summary:

Description	Amount	Total
Payment Processing Fee		\$0.00
County Recorders Total		\$0.00

Add any **Special Instructions** (1), choose who gets **Notifications** about the order (2), and click **Submit** (3).



The screenshot shows a web form for placing an order. It includes sections for 'Special Instructions', 'Notifications' (with a dropdown menu), 'Internal Reference Number (Optional)', and 'Payment Method'. The 'Payment Method' section shows 'Direct Legal Demo#1541' and 'Open Credit: Your account will be billed for this order'. At the bottom, there are buttons for '« Previous', 'Submit', and 'Save As Draft'. Numbered callouts 1, 2, and 3 highlight specific areas: 1 points to the 'Special Instructions' field, 2 points to the 'Notifications' dropdown, and 3 points to the 'Submit' button.

After you order

- ✓ Mail us the original documents
- ✓ Follow your order under **Pending Orders** on your dashboard
- ✓ Find completed orders and their documents under **Closed Orders**

Good to know

Counties and rates: see directlegal.com/e-record.

Need it sooner than the times shown? Call us at [\(800\) 675-5376](tel:8006755376) 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