

In order to avoid submission errors, we require that the documents be uploaded, so that we can compare them with the originals received in the mail, and so that nothing is submitted out of order. We will only submit original documents scanned and uploaded by our personnel.

On the provided login page, type in your email, password and click on the "Login" button.

Once you are logged into the customer portal, click on "Place an Order."

۲	Place an Order Place an order to Court Filing, Service of Process, Document Retrieval and more	1	Manage Cases View, print and download case details, associated arders and documents such as Conformed Copies and Proofs of Sentica. Plus, place orders on existing cases
*]	View Pending Orders View the latest slatus updates of your pending orders or view and complete saved drafts	î	View Closed Orders View your completed orders and their associated documents such as Conformed Copies, Proots of Service and mixre

2 In the "What would you like us to do?" field, 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 of where you want your document to be recorded and then click next.

Select County:	Select Kings Lake Lasen Los Angeles Madra Marin Mariposa Mendocino Merced						
What would you li	ke us to do ?	County Recording					
Order Info	Case Info	Case Participants	Documents	Order Details			
Select Coun Jurisdiction:	ty:	Los Angeles Los Angeles Co	unty Recorders - 1	∼] I2400 Imperial Higł	hway, Norwalk		•
« Previous	Next					Sa	ave As Draft

Step 4.

Click on the checkbox indicating you do not have a case number and Click Next.

Order Info Case Info		Case Participants	Documents	Order Details		
Case Number:		Not Applicable				
		☑ Check here if you do not have a Case Number.				

## Step 5.

Click on person or organization, enter the name of who you are recording for and your file # if applicable and Click Next.

Add Party							
	O Organization						
Role:*	Requester ~						
Name:*	Person Middle Name Recording						
Is this your Lead Client ?	● Yes ○ No						
Billing Code:	1234						

## Step 6.

Click on Existing Document and when the Existing Uploaded Document screen pops up (see the next image) Immediately click on Cancel. Enter your Exact Document Title (For Each Document), Attach File and Click Next.

Order Info	Case Info	Case Participants	Documents	Order Details					
	O Mail O Existing Documents								
Document 1	Type the Document Title using: O Starts with O Contains <u>Court defined Document Titles</u> Document Title: Notice of Lis Prndens								
		Existi	ng Uploaded Do	cuments					
Order #	Title				Date Uploade	ed	Action	Select	
		There is n	o existing upload	led documents for	this case.				
Show 2	D 🧹 entries	Showing O	to 0 of 0 entries		First	Previou	is Next	Last	
							Select	Cancel	
Step 7. Choo	se level of ser	rvice and Click Subr	nit						
▼ When w	ould you like this	recorded?							
Recc     Recc     * Price:     If you	ord by Monday 5:00 ord by Wednesday s listed and service tim u need your order proc	D PM for \$99.95 (Urgent) * 5:00 PM for \$49.95 (Routine) ies displayed are only an estimate essed sooner than the times liste	* based on the informati above, please call us a	on provided. t (800) 675-537t					
* Previous S	ubmit			Save As D	raft				

## Click Here to Register or log in and Place Order