

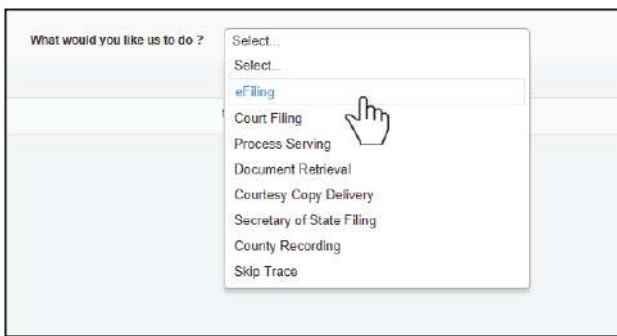
On the provided login page, type in your email, password and click on the "Login" button.

Please note: We recommend using any modern browser for the best experience.

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

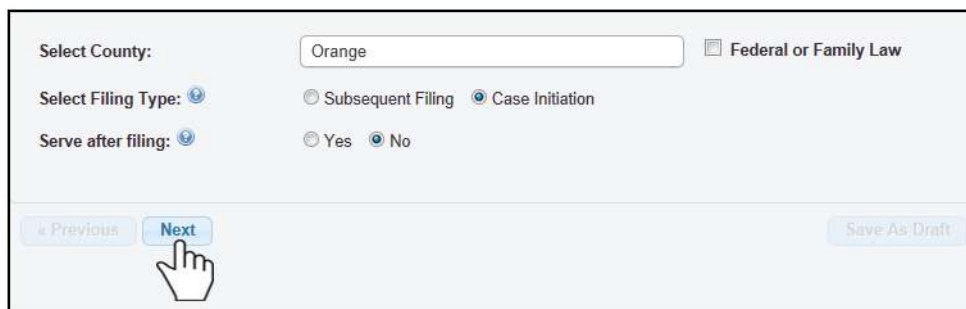


- 2 In the "What would you like us to do?" field, select "**eFiling.**"



- 3 Select a county in the "**Select County**" section and choose "**Case Initiation.**"

Click on "**Next.**"



The screenshot shows a form with the following fields and options: 'Select County:' with a dropdown menu showing 'Orange'; 'Federal or Family Law' checkbox; 'Select Filing Type:' with radio buttons for 'Subsequent Filing' and 'Case Initiation' (selected); 'Serve after filing:' with radio buttons for 'Yes' and 'No' (selected); and a 'Next' button highlighted with a hand cursor. There are also 'Previous' and 'Save As Draft' buttons.



Note for OC eFiling only: If this is the first time you are eFiling with us, you will be required to click on **“Click Here”** and verify and/or obtain your Orange County Court Identification number for eFiling.

When the **“Add Attorney/Firm Information”** box appears, add the Attorney/Firm Information and click on **“Save.”**



If you select the option to serve the documents after filing, indicate the number of entities to be served. Type in their **Names**, **Capacity** and **Agent of Service** (if any). You will have the option to provide the address on page 5.

Party(s) To Serve*	Capacity*	Agent For Service
James Smith	Individual	
James Plumbing Service	Fictitious	

4 Select the Case Category, Case Type and Court Jurisdiction. Indicate the Remedies Sought, How many **“Causes of Action,”** and if this is a Personal Injury Case.

Click on **“Next.”**



If this is an **“Unlawful Detainer”** case, you will be required to provide the remedies sought, premises address, and daily rental amount.

Additional Case Information

Remedies Sought: ☒ Monetary Remedy ☐ Punitive Remedy ☐ Declaratory or Injunctive Relief

Premises Address: 123 Any St. Unit #: 101A

City: Anywhere State: California Zip: 91234

How many "Causes of Action" do you have: 1 Daily Rental Amount: 200.00

5

To add a party, click on the **“Add Party”** or **“Add Attorney”** button and provide the information.

Note: If you select **“Yes”** to indicate that this is your client, a **“Billing Code”** may be required to proceed. The **“Billing Code”** is your firm’s internal, billing, or client matter number code on a particular case.

Click on the **“Next.”**

Click to add Party(s) and/or Attorney if not listed below: [Add Party\(s\)](#) [Add Attorney\(s\)](#)

Lead Client	Name	Role
There are no Case Participants entered		

Show 50 entries Showing 0 to 0 of 0 entries First Previous Next Last

« Previous Next Save As Draft

6

To upload your documents, type in the name of the Document Title in the field box. You may search for your Document Title by entering in Keywords. Click on the **“Attach File”** button and double click on the document to be uploaded.

Type the Document Title using: ☐ Starts with ☒ Contains [Court defined Document Titles](#)

Document Title: [Attach File...](#)

Summons (Case Management)

- Proof of Service of 10-day Summons & Complaint - Personal (Proof of Service - Case Initiating Document)
- Proof of Service of 10-day Summons & Complaint - Substitute (Proof of Service - Case Initiating Document)
- Proof of Service of 30-day Summons & Complaint - Personal (Proof of Service - Case Initiating Document)
- Proof of Service of 30-day Summons & Complaint - Substitute (Proof of Service - Case Initiating Document)
- Proof of Service of 5-day Summons & Complaint - Personal (Proof of Service - Case Initiating Document)
- Proof of Service of 5-day Summons & Complaint - Substitute (Proof of Service - Case Initiating Document)
- Proof of Service of Summons (Proof of Service - Case Initiating Document)
- Proof of Service of Summons & Complaint - Unnamed Occupants (Proof of Service - Case Initiating Document)
- Summons (Case Management)

« Previous Next

Each document is required to be uploaded individually. Please repeat the process as many times as you need until all your documents are uploaded, e.g., Summons, Complaint, Cover Sheet, Proof of Service, etc.

Checkmark the “**Lead Document**,” indicate who filed the documents, and on whose behalf.

Click “**Next**.”

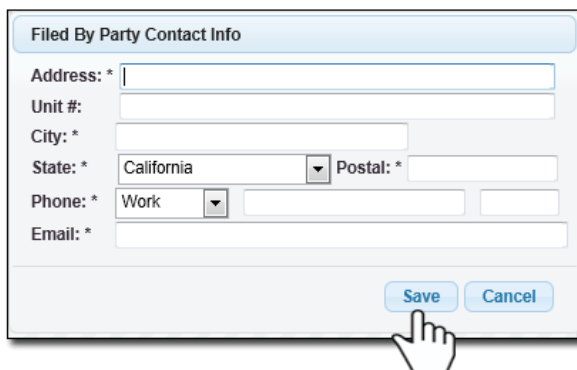


The screenshot shows a web form for uploading documents. At the top, there's a section for 'Document Title' with a text input field and a link for 'Court defined Document Titles'. Below this is a table with columns 'Lead Doc' and 'Document Title'. The table contains three rows: 'Summons (1 page)', 'Amended Complaint (3 pages)', and 'Civil Case Cover Sheet (1 page)'. Each row has a checkbox in the 'Lead Doc' column and a red 'X' icon in the 'Document Title' column. Below the table, there's a 'Filed By:' dropdown menu with 'Winn Law Group, A Professional Corporation - Attorney' selected. Underneath, there are radio buttons for 'Display Parties: All', 'Only Plaintiffs', and 'Only Defendants'. Below that, there's a 'Filed on Behalf of:' section with a list of names and checkboxes: 'Fernandez, Marta - Defendant', 'Fernandez, Roberto - Defendant', and 'Ally Financial Inc. - Plaintiff'. At the bottom, there are 'Previous' and 'Next' buttons, with a hand cursor pointing to the 'Next' button, and a 'Save As Draft' button.



If the “**Filed By Party Contact Info**” field box appears, provide your Information.

Click “**Save**.”



The screenshot shows a form titled 'Filed By Party Contact Info'. It contains several input fields: 'Address: *', 'Unit #:', 'City: *', 'State: *' (with a dropdown menu showing 'California'), 'Postal: *', 'Phone: *' (with a dropdown menu showing 'Work'), and 'Email: *'. At the bottom right, there are 'Save' and 'Cancel' buttons, with a hand cursor pointing to the 'Save' button.

A summary will be generated to provide you the “**Estimated Court Fees**” based on the type of document you select under the **Fee Name** heading. You will also be required to indicate if you will want us to advance the court fees by clicking on “**Yes**” or “**No**.”

Court Fees:

Document	Fee Name	Parties	Fee
Summons		1	\$0.00
Complaint	194 - Complaint or other 1st paper	1	\$435.00
Civil Case Cover Sheet	Select...	1	\$0.00

Total Court Fees: \$435.00

The Court Fee amount may be adjusted up or down by the court clerk at time of filing. The Court Fees displayed are only an estimate based on the information provided by the filer and the Court's Policy File.

Authorize to pay adjusted court fees: ☒ Yes ☐ No Court fees will be paid to the court clerk if required.

« Previous Next Save As Draft

- If you've elected to **serve** the documents after eFiling, the “**Serve Info**” tab will open. Click on the entity's name to open the address field.

Select the Service Level, Address Type and the Address of where you would like us to serve the documents.

Once the address is provided, click on the  to load the address.

Click on Party Name below to add Serve Info if required

▼ Jimmy Walters - Individual (Address required)

Service Level*	Address Type*	Address*			
5 Day	Select...	Address	City	CA	Zip
5 Day					
Next Day					
Same Day					

Advance Court Fees: ☐ Yes ☒ No

Proof: ☐ File ☐ Notarize

Special Instructions: Please include any phone numbers and/or descriptions.

▶ Jimmy's Plumbing Service - Fictitious (Address required)

« Previous Next Save As Draft

- 8 Type in any Special Instructions to the Court Clerk and indicate who needs to be notified regarding this case.

Click “**Next.**”

Your document(s) will be scheduled to be reviewed by the Clerk within 24 hours.

Special Instructions to the Court Clerk:

Notifications: Check box of person(s) you would like to notify of status updates.

<input checked="" type="checkbox"/> Jonathan Nill	<input type="checkbox"/> alcarlo castanar
<input type="checkbox"/> Daniel Flores	<input type="checkbox"/> Pricilla Bianco
<input type="checkbox"/> Bill Davidheiser	<input type="checkbox"/> Suresh Pandrhalley
<input type="checkbox"/> Rose Tolley	<input type="checkbox"/> Teresa Guardado

« Previous Submit Save As Draft

- 9 An order number will appear to confirm that the order was placed. You may click on the “**Print Confirmation**” button to have a record of your order.

Thank you for your order(s)

Your order number(s): 1042687-01, 1042687-02, 1042687-03

You can print the Order Confirmation and/or Routing Pages by clicking the appropriate Print button.

Print Confirmation(s) Back to Manage Cases

« Previous Submit Save As Draft

eFiling (New Case)

County: Orange
Serve Entity: Jimmy Walters - Individual
Jimmy's Plumbing Service - Fiditious

Case Info:
Case Category: Civil - Unlimited
Case Type: Construction Defect
Jurisdiction: Civil Complex Center

Case Participants:
Jimmy's Plumbing Service: Defendant
Johnson, Mary - Plaintiff (Client)

Document(s):
Summons (1 page)
Complaint (2 pages)
Civil Case Cover Sheet (1 page)

Serve Info:
Order Details:
Notify:
Jonathan Nill
Special Instructions:

Special Instructions: