

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.

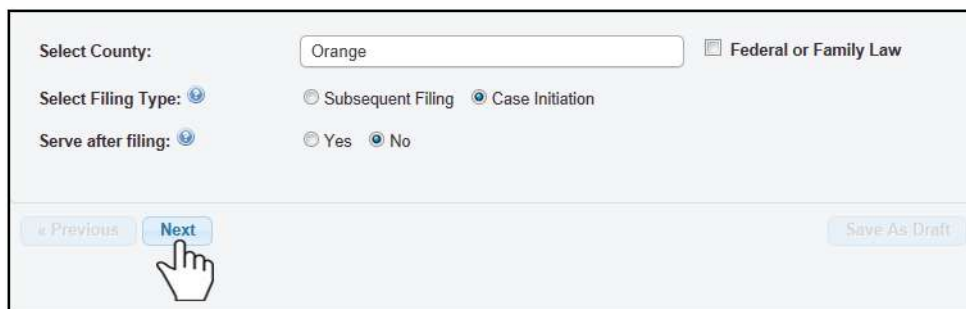
- 1 Once you are logged into the customer portal, click on **"Place an Order."**



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



- 3 Select a county in the **"Select County"** section and choose **"Subsequent Filing."** Click on **"Next."**



Select County: ☐ Federal or Family Law

Select Filing Type: ☐ Subsequent Filing ☒ Case Initiation

Serve after filing: ☐ Yes ☒ No



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.”**



You may also have the option to eServe the opposing counsel by clicking **“Yes”** on the option **“eServe Case Participants.”**

4 Type in the Case Number and click on **“Search”** to access the Orange County database.

Note: When typing in the case number, it must be exactly what the OC Court has on record. Please ensure that you include the dashes and letters for the case to be found.

Click on **“Next.”**

- 5 Verify that your firm and/or client is on the party list.

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

Click on the “**Next**.”

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

Client	Name	Role	Email	Action
<input type="checkbox"/>	Winn Law Group, A Professional Corporation	Attorney	CustServ@winnlawgroup.com	
<input type="checkbox"/>	Fernandez, Marta	Defendant		
<input type="checkbox"/>	Fernandez, Roberto	Defendant		
<input checked="" type="checkbox"/>	Ally Financial Inc. Winn Law Group, A Professional Corporation	Plaintiff		

Show 50 entries Showing 1 to 4 of 4 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...](#)

- 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)

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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 in whose behalf.

Click “**Next.**”

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

Document Title:

Lead Doc	Document Title	
<input checked="" type="checkbox"/>	Summons (1 page)	✗
<input type="checkbox"/>	Amended Complaint (3 pages)	✗
<input type="checkbox"/>	Civil Case Cover Sheet (1 page)	✗

Filed By:

Display Parties: ☒ All ☐ Only Plaintiffs ☐ Only Defendants

Filed on Behalf of:

- ☐ Fernandez, Marta - Defendant
- ☐ Fernandez, Roberto - Defendant
- ☒ Ally Financial Inc. - Plaintiff

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A summary will be generated to provide you the “**Estimated Court Fees**” based the type of document you select under the **Fee Name** heading. You will also be required to indicate if you will want Legal-Connect 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.

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- 7 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 LegalConnect 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

Service Level*	Address Type*	Address*			
5 Day	Select...	Address	City	CA	Zip
5 Day					
Next Day					
Same Day					
Advance Fees: <input type="radio"/> Yes <input checked="" type="radio"/> No		Dept/Div: <input type="text"/>			
Proof: <input type="checkbox"/> File <input type="checkbox"/> Notarize					
Special Instructions: Please include any phone numbers and/or descriptions.					

Jimmy's Plumbing Service - Fictitious (Address required)

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- 8 Type in any Special Instructions to the Court Clerk (if any) 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.

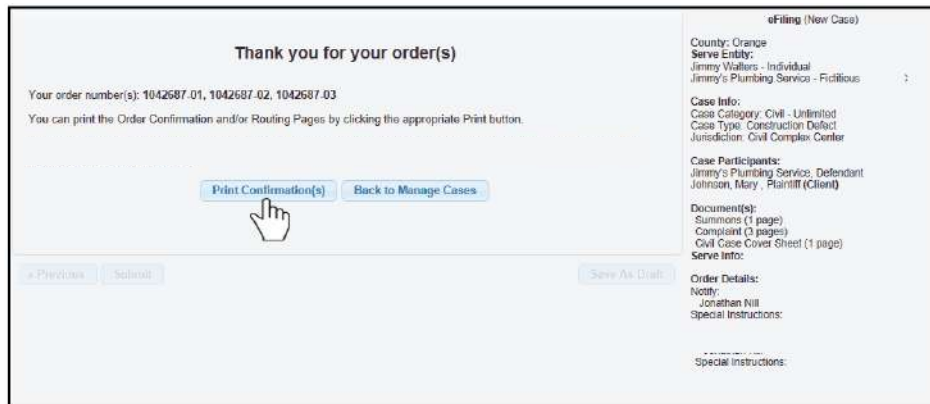
Special Instructions to the Court Clerk:

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

<input checked="" type="checkbox"/> Jonathan Nili	<input type="checkbox"/> alcarlo castaner
<input type="checkbox"/> Daniel Flores	<input type="checkbox"/> Priscilla Bianco
<input type="checkbox"/> Bill Davidheiser	<input type="checkbox"/> Suresh Pandrhally
<input type="checkbox"/> Rose Tolley	<input type="checkbox"/> Teresa Guardado

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- 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](#)

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eFiling (New Case)

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

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 (3 pages)
Civil Case Cover Sheet (1 page)

Serve Info:

Order Details:
Notify:
Jonathan Hill
Special Instructions:

Special Instructions: