

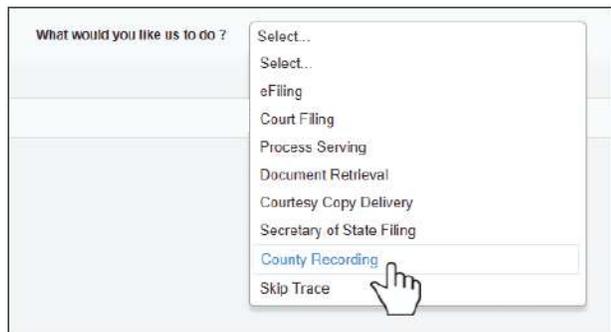
In order to avoid submission errors, we require that the documents be uploaded, so that we can compare them with the originals received in the mail, and so that nothing is submitted out of order. We will only submit original documents scanned and uploaded by our personnel.

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

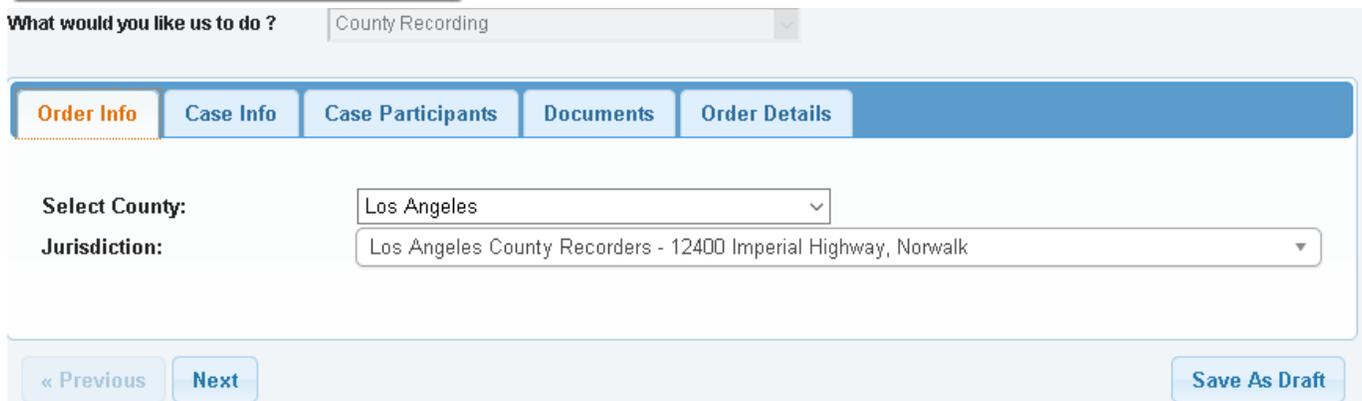
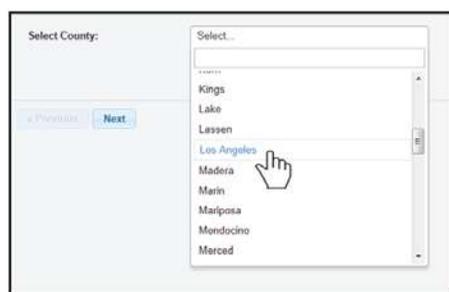
**1** Once you are logged into the customer portal, click on **"Place an Order."**



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



**3** Choose the **County** of where you want your document to be recorded and then **click next**.



#### Step 4.

Click on the "Check Box" indicating you do not have a case number and Click "Next".

Order Info **Case Info** Case Participants Documents Order Details

Case Number:   
 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**

Organization  Person

Role:\*

Name:\*

Is this your Lead Client ?  Yes  No

Billing Code:

#### Step 6.

Type in the Name of the Document you would like to Record. Then, Upload your Document from your computer or Case Management Software.

What would you like us to do ?

Order Info Case Info Case Participants **Documents** Order Details

Upload  Mail  Existing Documents

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

Document Title:

- NetDocuments
- iManage
- Clio

Step 7. Once your document is uploaded, indicate you authorize Direct Legal to advance your recording fees and Click "Next".

**Title**  
Grant Deed (2 pages)

Court fees:  Direct Legal Support is authorized to advance Court Fees.  
 Fees not required / do not pay Court Fees (your filing will be rejected if a Court Fee is required).

## Step 8. Select Your Service Level

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
<b>County Recorders Total</b>		<b>\$0.00</b>

## Step 9. Add any Special Instructions you would like. Choose the contacts you would like to receive updates on your order and click "Submit"

**Special Instructions:**

**Notifications:** [System Administrator](#) 

System Administrator ▾

**Internal Reference Number (Optional)**

**Payment Method:**

 **Direct Legal Demo#1541**  
Open Credit: Your account will be billed for this order.

« Previous   Submit   Save As Draft