

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 status 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

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 2 m	

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

Select County:	Select Kings Lake Lassen Los Angelos Madora 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 Cor	unty Recorders - 1	✓ 12400 Imperial High	way, Norwalk	Ţ
« Previous	Next					Save As Draft

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 Numb	er:	Not Applicable			
		🗹 Check here if you do	not have a Case I	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	Person	
Role:*	Requester	~	
Name:*	Person	Middle Name	Recording
Is this your Lead Client ?	◉Yes ○No		
Billing Code:	1234		

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.

order into	Case Info	Case Participants	Documents	Order Details
	Upload	🔿 Mail 🔿 Existing	Documents	
	Type the D	ocument Title using: C	Starts with 🔘	Contains Court defined Document
ocument Ti	tle: Grant Dee	ed		
	Uploa	d from Computer		
	nd NetD	ocuments		
	💿 iMan	age		

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: O 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

fich house you are this recorded.			
O Record by Tomorrow 5:00 PM for \$95.00 (Urg	gent) *		
O Record by Friday 5:00 PM for \$75.00 (Priority)*		
O Record by Tuesday 5:00 PM for \$55.00 (Rout	ine) *		
* Disclaimer: The timelines above are based on submission to the co- volume of intake by each county recorder office. The submitter is s	ounty recorder's office by Direct Legal Support and not when the documen solely responsible for the image content. Direct Legal shall not be liable fr	nt(s) will be recorded by the county recorder. Timetables vary from county to county or any loss caused by submitter's annotations or other manipulation of the image.	depending on th
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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	
stem Administrator •	
internal Reference Number (Optional)	
Payment Method:	
Direct Legal Demo#1541	
Direct Legal Demo#1541 Open Credit: Your account will be billed for this order	
Direct Legal Demo#1541 Open Credit: Your account will be billed for this order	
Direct Legal Demo#1541 Open Credit: Your account will be billed for this order	