

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.**"

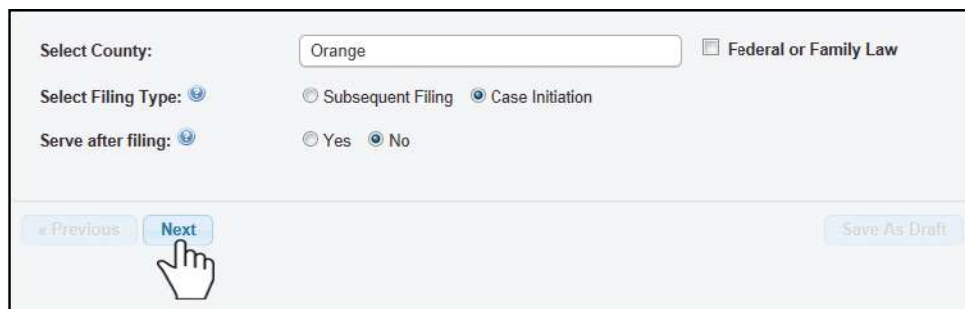


**2** In the "What would you like us to do?" field, select "**eFiling.**"



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

Click on "**Next.**"



The screenshot shows the "Select County" form with the following fields and options:

- Select County:** Orange
- Federal or Family Law
- Select Filing Type:**  Subsequent Filing  Case Initiation
- Serve after filing:**  Yes  No
- Buttons: Previous, **Next** (highlighted by a hand cursor), Save As Draft


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.

Order Info	Case Info	Case Participants	Documents	Court Fees	Serve Info	Order Details
Case Title:	<input type="text" value="Test"/>					
Case Category:	<input type="text" value="Civil - Limited"/>					
Case Type:	<input type="text" value="Antitrust/Trade Regulation"/>					
Jurisdictional Amount:	<input type="text" value="\$1 to \$10,000"/>					
Court Jurisdiction:	<input type="text" value="Central Justice Center"/>					
Complex Case?	<input type="radio"/> Yes <input checked="" type="radio"/> No (See GC-70616(a))					
<b>Additional Case Information</b>						
Remedies Sought:	<input type="checkbox"/> Monetary Remedy <input type="checkbox"/> Punitive Remedy <input type="checkbox"/> Declaratory or Injunctive Relief					
How many "Causes of Action" do you have:	<input type="text" value="1"/>					
Is it a Personal Injury Case?	<input type="radio"/> Yes <input checked="" type="radio"/> No					

- 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."

Case Category:	<input type="text" value="Civil - Unlimited"/>	Jurisdictional Amount:	<input type="text" value="Over \$25,000"/>
Case Type:	<input type="text" value="Breach of Contract/Warranty"/>		
Court Jurisdiction:	<input type="text" value="Central Justice Center"/>		
<b>Additional Case Information</b>			
Remedies Sought	<input checked="" type="checkbox"/> Monetary Remedy <input type="checkbox"/> Punitive Remedy <input type="checkbox"/> Declaratory or Injunctive Relief		
How many "Causes of Action" do you have:	<input type="text" value="1"/>		
Is it a Personal Injury Case?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
<input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Save As Draft"/>			

 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:  Unit #:

City:  State:  Zip:

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

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:

Lead Client	Name	Role
There are no Case Participants entered		

Show  entries Showing 0 to 0 of 0 entries

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:

- 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)

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**.”



1. Select Document Type  Contains  Starts With

Search for a Document Type or, [Pick from list](#)

2. Upload File

Documents To Be Filed

Complaint (Case Initiation).(892274401091892145801399Summons.pdf).(1 pages)	Lead Document	COMPLETE	✖
Civil Case Cover Sheet (Cover Sheets).(ResolveInvoicePDF3.pdf).(1 pages)		COMPLETE	✖

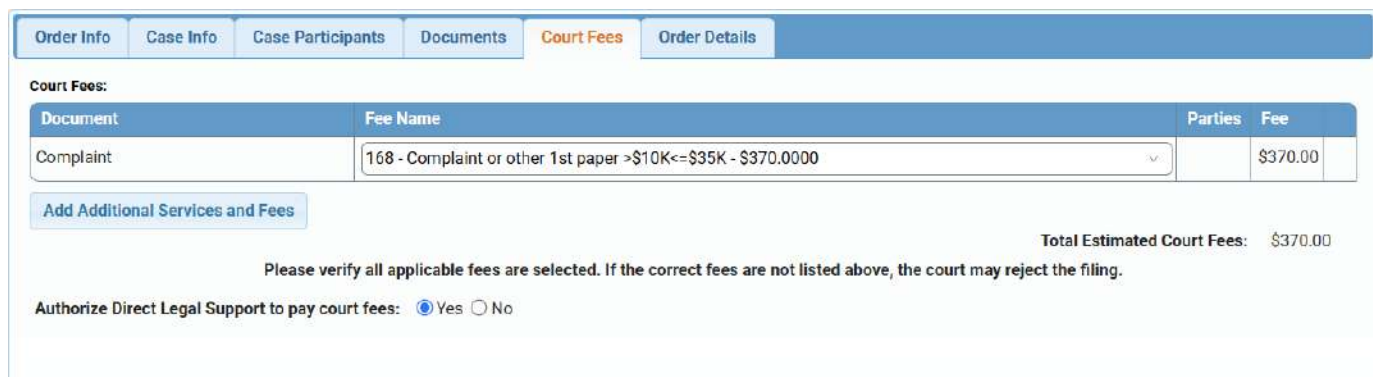
FILED ON BEHALF OF \*  
 Plaintiff: test

REFERS TO \*  
 Defendant: test

FILED BY REPRESENTATION \*  
 Castanar Law Inc.

Lead Document

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**.”



Order Info Case Info Case Participants Documents **Court Fees** Order Details

Court Fees:

Document	Fee Name	Parties	Fee
Complaint	168 - Complaint or other 1st paper >\$10K<=\$35K - \$370.0000		\$370.00

Total Estimated Court Fees: \$370.00

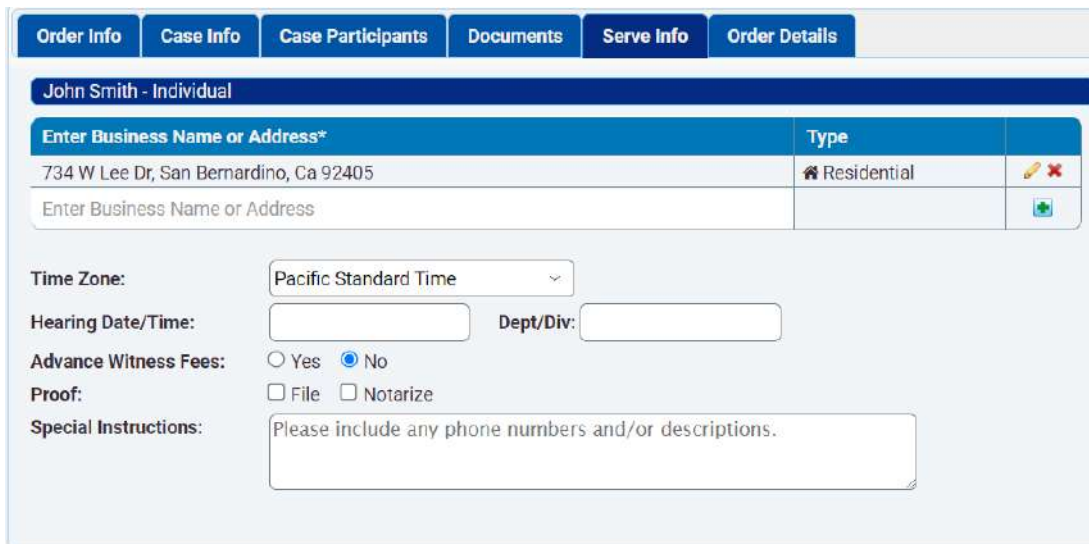
Please verify all applicable fees are selected. If the correct fees are not listed above, the court may reject the filing.

Authorize Direct Legal Support to pay court fees:  Yes  No

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.

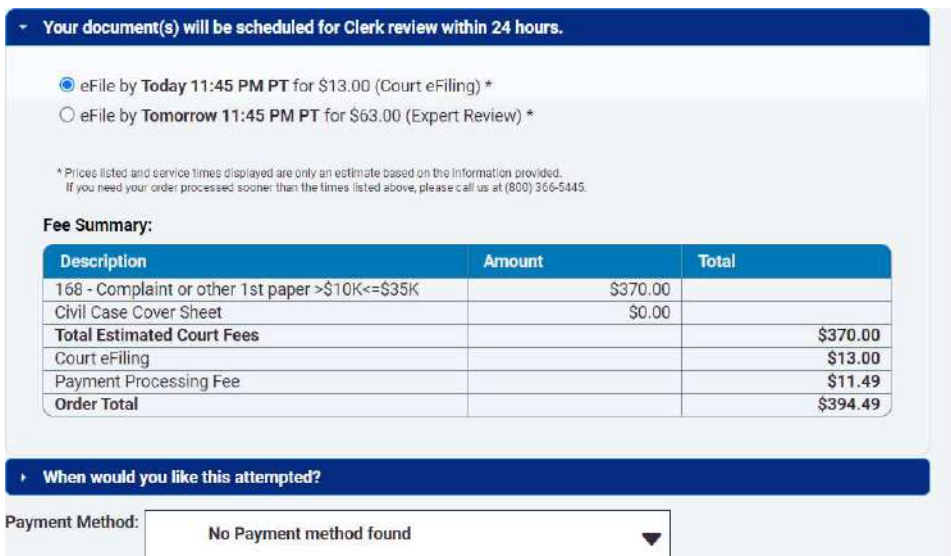
Select the Service Level, Address Type and the Address of where you would like us to serve the documents.

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



A notice will appear informing you of when your order will be dispatched. You may also pick your service level and type in any Special Instructions and indicate who needs to be notified regarding this case.

When you are ready to place the order, click on the "Submit" button.



**Your document(s) will be scheduled for Clerk review within 24 hours.**

eFile by **Today 11:45 PM PT** for \$13.00 (Court eFiling) \*  
 eFile by **Tomorrow 11:45 PM PT** for \$63.00 (Expert Review) \*

\* Prices listed and service times displayed are only an estimate based on the information provided.  
If you need your order processed sooner than the times listed above, please call us at (800) 366-5445.

**Fee Summary:**

Description	Amount	Total
168 - Complaint or other 1st paper >\$10K<=\$35K	\$370.00	
Civil Case Cover Sheet	\$0.00	
<b>Total Estimated Court Fees</b>		<b>\$370.00</b>
Court eFiling		<b>\$13.00</b>
Payment Processing Fee		<b>\$11.49</b>
<b>Order Total</b>		<b>\$394.49</b>

**When would you like this attempted?**

Payment Method: No Payment method found

- 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 castenar
<input type="checkbox"/> Daniel Flores	<input type="checkbox"/> Pricilla Bianco
<input type="checkbox"/> Bill Davidheiser	<input type="checkbox"/> Suresh Pandhally
<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 Wallers - 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 (2 pages)  
Civil Case Cover Sheet (1 page)

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