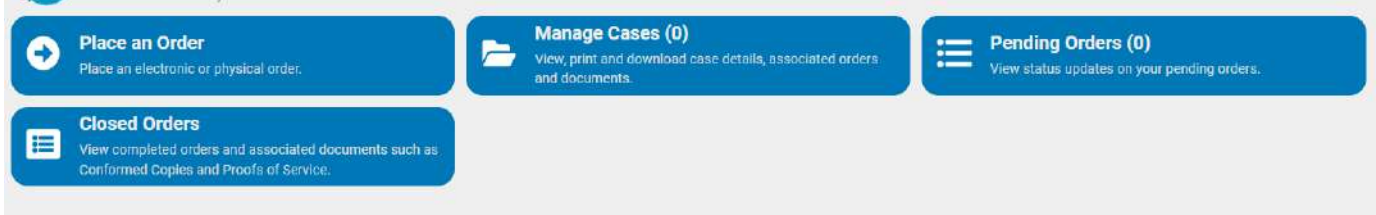


On the provided login page, type in your email, password and click on the "Login" button.

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

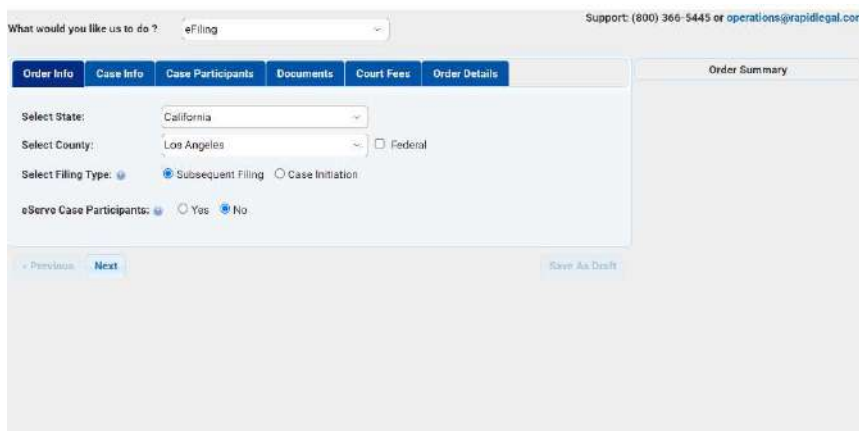
1 Once you are logged into the customer portal, click on **"Place an Order."**



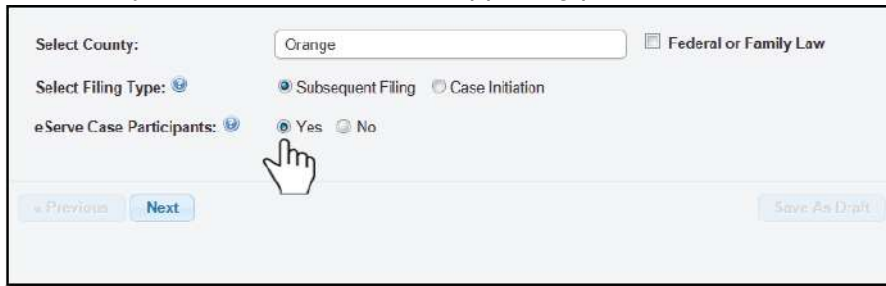
2 In the **"What would you like us to do?"** field, select **"eFiling."**



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

The screenshot shows the 'Order Info' section of the eFiling form. The 'What would you like us to do?' dropdown is set to 'eFiling'. The 'Select State' dropdown is set to 'California'. The 'Select County' dropdown is set to 'Los Angeles'. The 'Select Filing Type' section has 'Subsequent Filing' selected. The 'eServe Case Participants' section has 'No' selected. The 'Next' button is visible at the bottom.

Click Yes if you would like to eserve opposing parties



Select County: ☐ Federal or Family Law

Select Filing Type: ☒ Subsequent Filing ☐ Case Initiation

e Serve Case Participants: ☒ Yes ☐ No

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- 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.**”



Case Number: [Search](#)
(Ex: 30-2008-12345678-CL-BC-CJC or 050012345 or JCCP 1234)

Case Name: Ally Financial Inc. vs. Fernandez

Case Category: Civil - Limited Case Type: Rule 3.740 Collections

Deliver Courtesy Copy ? ☐ to Dept/Division ☐ to Alternate Location (Additional Order will be created)

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- 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](#) [1](#) [Next](#) [Last](#)

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- 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...](#)

[Previous](#) [Next](#)

- 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)

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.**”

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

1. Select Document Type ☒ Contains ☐ Starts With
 or, [Pick from list](#)

2. Upload File

Documents To Be Filed

[Proof of Non-Service \(Proof of Service - General\). \(8925579.pdf\). \(1 pages\)](#) COMPLETE ✕

FILED ON BEHALF OF *

REFERS TO *

DATE SERVED *

FILED BY REPRESENTATION *

☐ Lead Document

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 Direct Legal 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
Proof of Non-Service	Document Fee - \$0.00		\$0.00

Total Estimated Court Fees: \$0.00

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.

Order Info	Case Info	Case Participants	Documents	Court Fees	Serve Info	Order Details
The following parties require electronic service. To update contact information, please submit a "Change of E-Service Email" to the court.						
	Name & Role	Court's Electronic Service List	Additional Email Address(es)			
<input type="checkbox"/>	General Motors, LLC - Defendant					
<input type="checkbox"/>	The Erskine Law Group, P.C. - Attorney					
<input type="checkbox"/>	Muldoon, Kevin - Plaintiff					
Add Another e-Service Party						

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 **Tomorrow 11:45 PM PT** for \$49.95 (Court eFiling) * [Court eFiling \(Order placed on behalf of customer\)](#)

* 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) 675-5376.

Fee Summary:

Description	Amount	Total
Proof of Non-Service	\$0.00	
Total Estimated Court Fees		\$0.00
Concierge Court eFiling		\$49.95
Payment Processing Fee		\$0.00
eFiling Total		\$49.95

✓ When would you like this delivered?

☒ Deliver **Today** for \$2.00 (eService) *

* 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) 675-5376.

Fee Summary:

Description	Amount	Total
eService		\$2.00
Payment Processing Fee		\$0.00
eServe Total		\$2.00

- 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"/> elcerlo castenar
<input type="checkbox"/> Daniel Flores	<input type="checkbox"/> Priscilla Blanco
<input type="checkbox"/> Bill Davidheiser	<input type="checkbox"/> Suresh Pandihally
<input type="checkbox"/> Rose Tolloy	<input type="checkbox"/> Tereesa 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.



The screenshot shows a web interface for eFiling. The main heading is "Thank you for your order(s)". Below it, it lists order numbers: 1042687-01, 1042687-02, 1042687-03. A message states: "You can print the Order Confirmation and/or Routing Pages by clicking the appropriate Print button." Below this, there are two buttons: "Print Confirmation(s)" and "Back to Manage Cases". A hand cursor is pointing at the "Print Confirmation(s)" button. At the bottom left, there are buttons for "e Filings" and "Submit". At the bottom right, there is a button for "Serve As Usual". On the right side of the page, there is a sidebar titled "eFiling (New Case)" containing case details:

- 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 (1 page), Civil Case Cover Sheet (1 page)
- Serve Info:
- Order Details: Notify: Jonathan Hill, Special Instructions:
- Special Instructions: