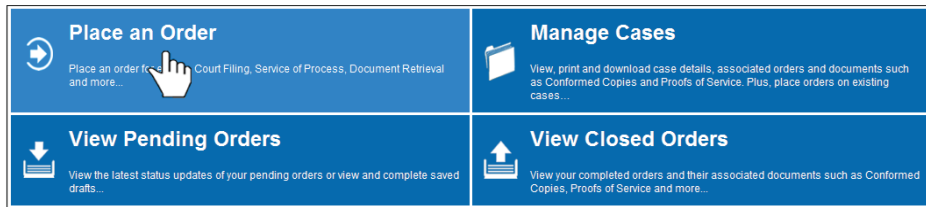


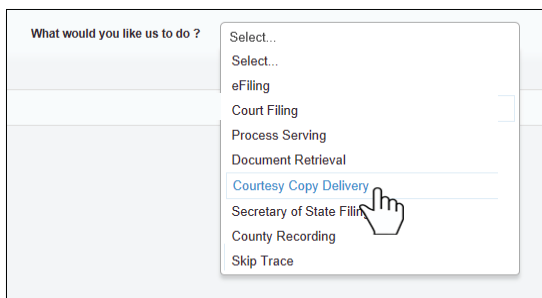
On the provided login page, type in your email, password and click on the "Login" button.

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

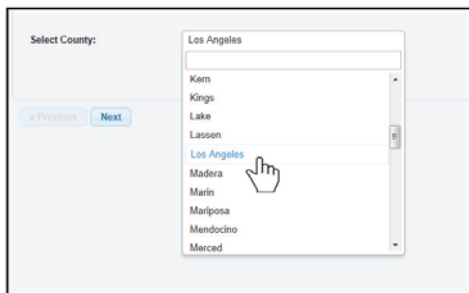
1 Once you are logged into the customer portal, click on **"Place an Order."**



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



3 Select the County of the Jurisdiction where you would like your documents to be delivered.



4 Type in the Case Number and click **"Enter"** on your keyboard.

Select the Jurisdiction and the Department/Division of where you will want the documents to be delivered. Click **"Next."**

The screenshot shows a form with the following fields: Case Number (CV123456789), County (Los Angeles), Jurisdiction (Central - Stanley Mosk Courthouse), and Department/Division (12). At the bottom, there are buttons for '« Previous', 'Next' (with a hand cursor), and 'Save As Draft'.



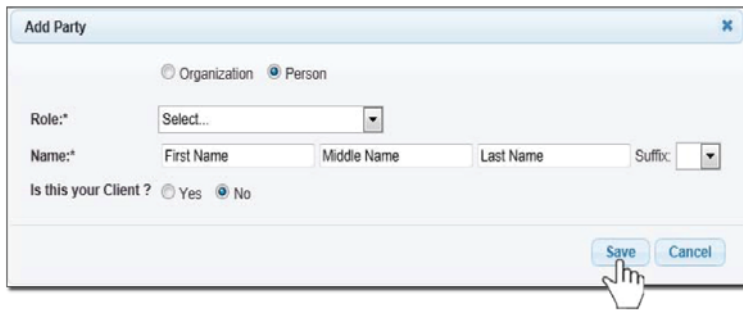
If at anytime you would like to save your order as a Draft, Please click on **“Save As Draft.”**

- Next, you’ll need to enter the case participants such as the Plaintiff and Defendant in the case. You will only need to add the lead party(s).

Click on the **“Add Party(s)”** button.

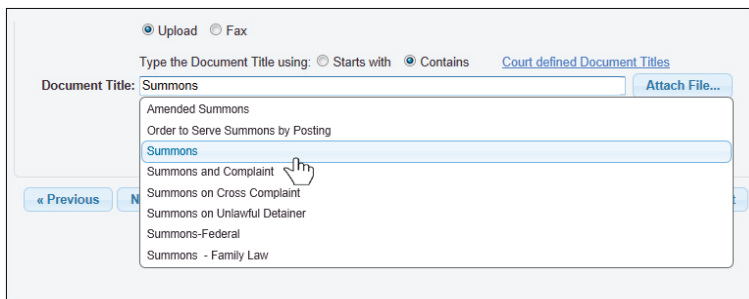


When the Add Party box appears, provide the name of the party involved, their role, and if they are your client.



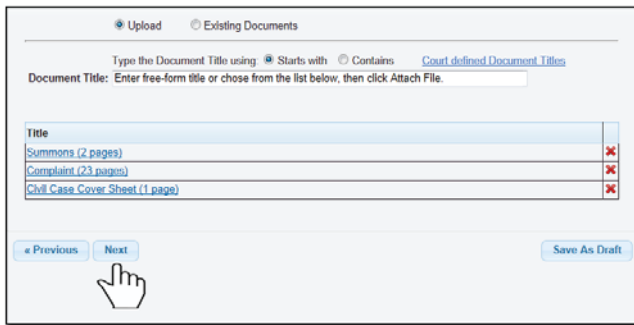
If you select **“Yes”** to indicate that this is your client, a **“Billing Code”** may be required to proceed. The **“Billing Code”** is your firm’s internal, billing, or client matter number code on a particular case.

- 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. (You may also enter your document title by typing in the title and hitting **“Enter.”**)



Each document is recommended 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.

Click **“Next.”**



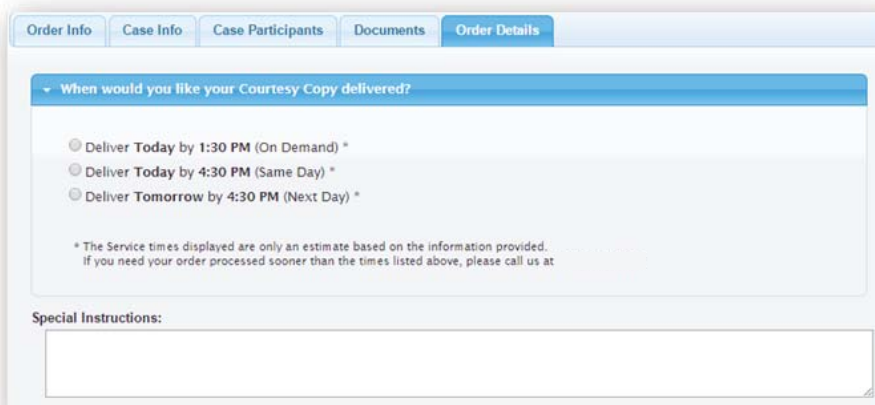
The screenshot shows a web interface for uploading documents. At the top, there are two radio buttons: "Upload" (selected) and "Existing Documents". Below this, there are two radio buttons for "Type the Document Title using": "Starts with" (selected) and "Contains". A link "Court defined Document Titles" is also present. A text input field is labeled "Document Title: Enter free-form title or chose from the list below, then click Attach File." Below the input field is a table with three rows:

Title	
Summons (2 pages)	X
Complaint (23 pages)	X
Civil Case Cover Sheet (1 page)	X

At the bottom of the interface, there are three buttons: "Previous", "Next" (with a hand cursor over it), and "Save As Draft".



You may now pick your service level and enter any special instructions.



The screenshot shows the "Order Details" section of a web interface. It has a tabbed navigation bar with "Order Info", "Case Info", "Case Participants", "Documents", and "Order Details" (selected). Below the tabs is a section titled "When would you like your Courtesy Copy delivered?" with three radio button options:

- Deliver Today by 1:30 PM (On Demand) *
- Deliver Today by 4:30 PM (Same Day) *
- Deliver Tomorrow by 4:30 PM (Next Day) *

Below the options is a note: "* The 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 [redacted]". At the bottom, there is a "Special Instructions:" label followed by a large empty text input field.

- 7 A notice will appear allowing you to select when the documents will be attempted for service. You may indicate who needs to be notified regarding this service.

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

When would you like your Courtesy Copy delivered?

Deliver by **Today 10:45 AM** (On Demand) *
 Deliver by **Today 12:00 AM** (Same Day) *
 Deliver by **Tomorrow 12:00 AM** (Next Day) *

* The 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.

Special Instructions:

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

<input checked="" type="checkbox"/> Jonathan Nill	<input type="checkbox"/> alcarlo castanar
<input type="checkbox"/> Barney Stinson	<input type="checkbox"/> Bill Davidheiser
<input type="checkbox"/> Dan Kushner	<input type="checkbox"/> David Saldana
<input type="checkbox"/> Dawn Ebert TEST	<input type="checkbox"/> Drake Steele

[<< Previous](#) [Submit](#) [Save As Draft](#)

- 8 If you are sending the documents via FAX or Mail, click on “**Print Routing Pages.**” Include the routing page, to use as the cover page, along with your documents. The FAX number will be located on the top of the page.

If mailing, contact our customer support who will provide you with the address of where you will need to mail your documents.


Thank you for your order(s)

Your order number(s): **1042544**

You can print the Order Confirmation and/or Routing Pages by clicking the appropriate Print button.

If you would like further assistance, please contact our Customer Support

[Print Confirmation\(s\)](#) [Back to Manage Cases](#)



[<< Previous](#) [Submit](#) [Save As Draft](#)

Courtesy Copy Delivery

County: Los Angeles

Case Participants:
ACME Inc., Defendant
Smith, John, Plaintiff (Client)

Document(s):
Summons (2 pages)
Complaint (23 pages)
Civil Case Cover Sheet (1 page)

Order Details:
Notify:
Jonathan Nill
Special Instructions: