

How to Place a Court Filing Order

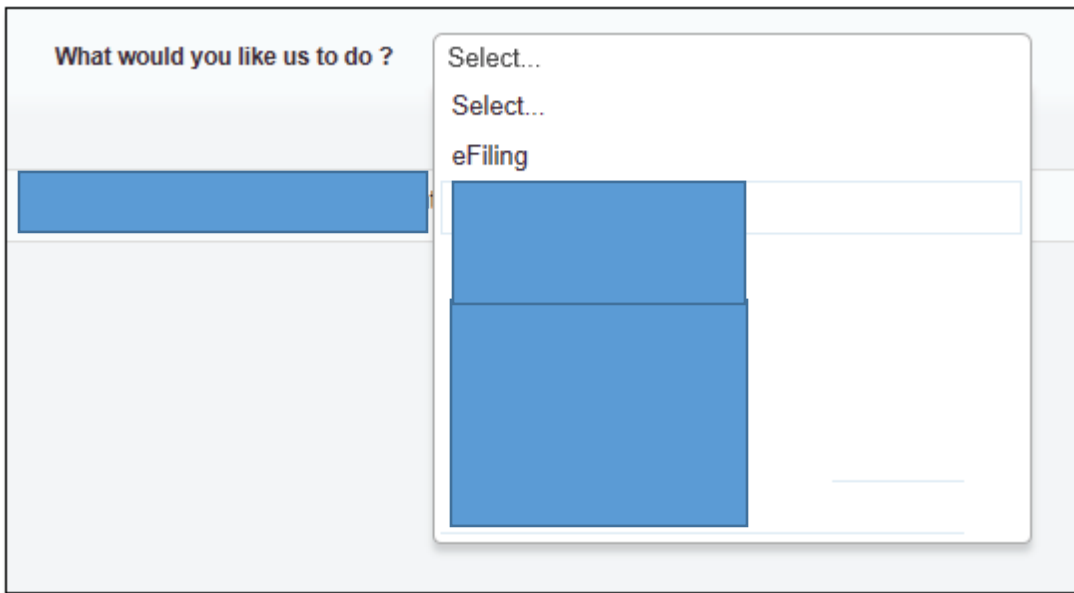
On the provided login page, type in your email, password and click on the "Login" button.

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

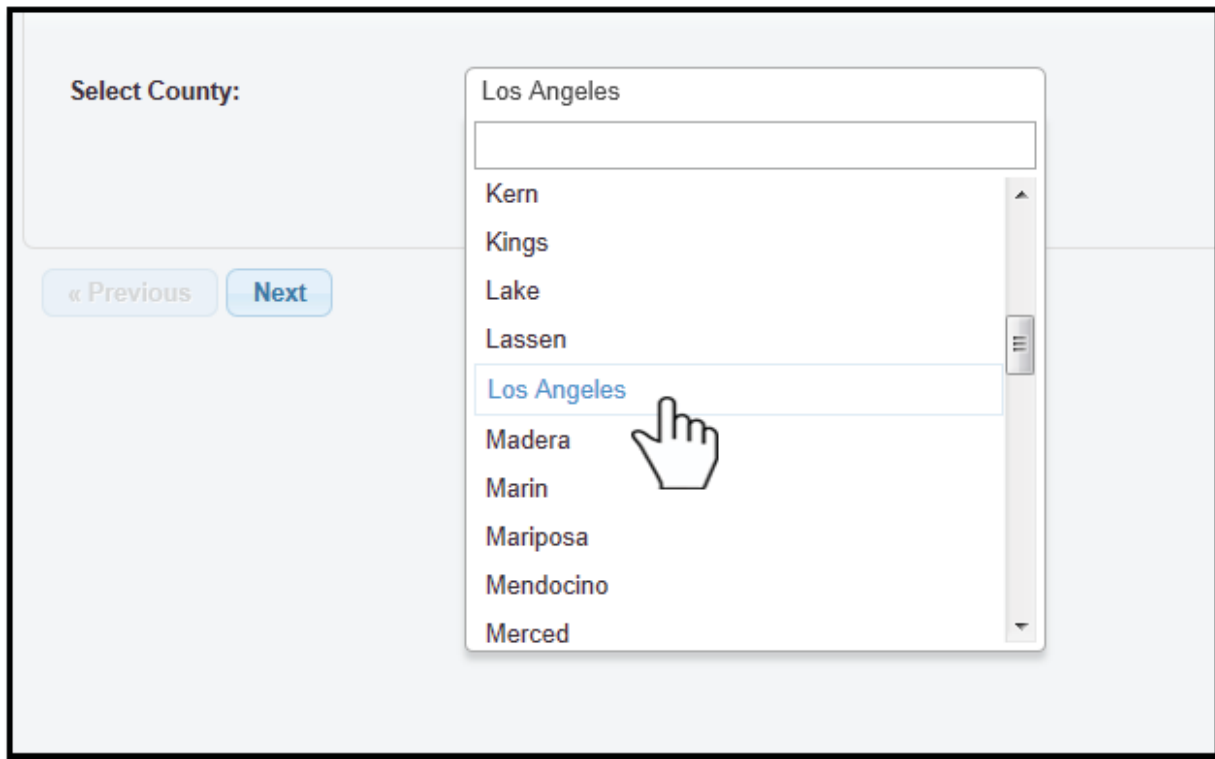
Once you are logged into the customer portal, click on "**Place an Order.**"



In the "What would you like us to do?" field, select "e-Filing."

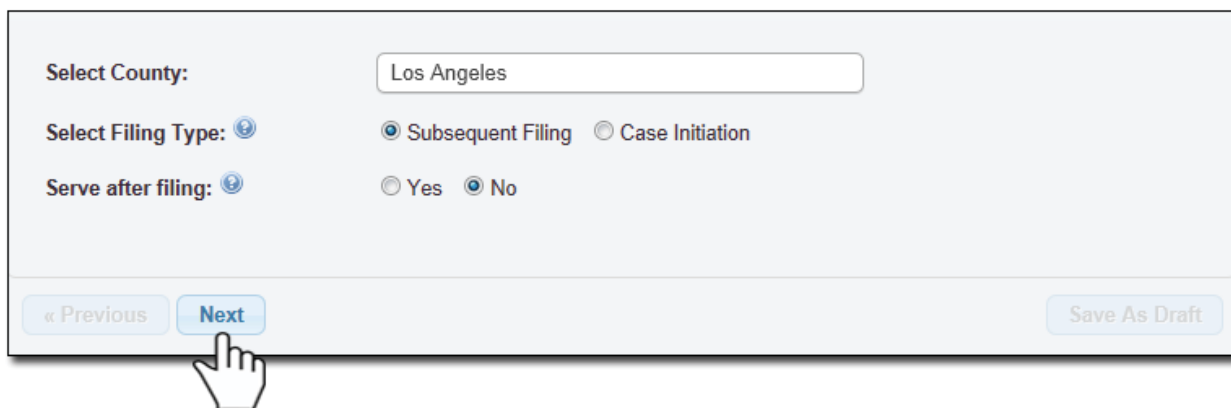


Select the County of where you would like your documents to be filed.



The screenshot shows a web form with a section titled "Select County:". Below the title is a dropdown menu currently displaying "Los Angeles". A list of counties is visible below the dropdown: Kern, Kings, Lake, Lassen, Los Angeles (highlighted with a mouse cursor), Madera, Marin, Mariposa, Mendocino, and Merced. To the left of the dropdown are two buttons: "« Previous" and "Next".

Select what filing type you would like to do by indicating if it is a Subsequent Filing (*there is already a case number*) or a *Case Initiation* (a new case; no case number exists.)
Click "**Next.**"



The screenshot shows a web form with the following fields and options:

- Select County:** A text box containing "Los Angeles".
- Select Filing Type:** Two radio buttons: "Subsequent Filing" (selected) and "Case Initiation".
- Serve after filing:** Two radio buttons: "Yes" and "No" (selected).

At the bottom of the form are three buttons: "« Previous", "Next" (with a mouse cursor pointing to it), and "Save As Draft".

If this is a **Subsequent Filing**, type in the Case Number and hit "**Enter.**"
Click "**Next.**"

Case Number:

Jurisdiction:

If this is a **Case Initiation Filing**, the Case Number will default to “**Not Assigned.**” Select the Jurisdiction. (example for Los Angeles Superior-wording may differ per court) Click on “**Next.**”

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

Case Number:

Jurisdiction:

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.

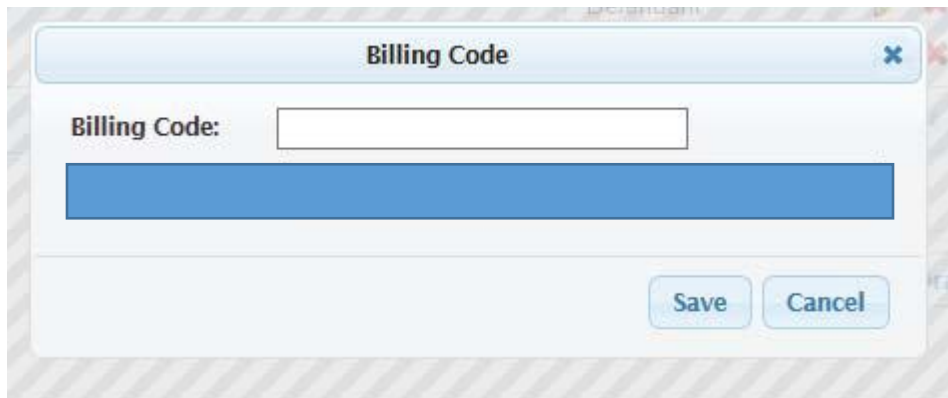
Click to add Party(s) if not listed below:

Lead Client	Name	Role
There are no Case Participants entered		

Show entries Showing 0 to 0 of 0 entries

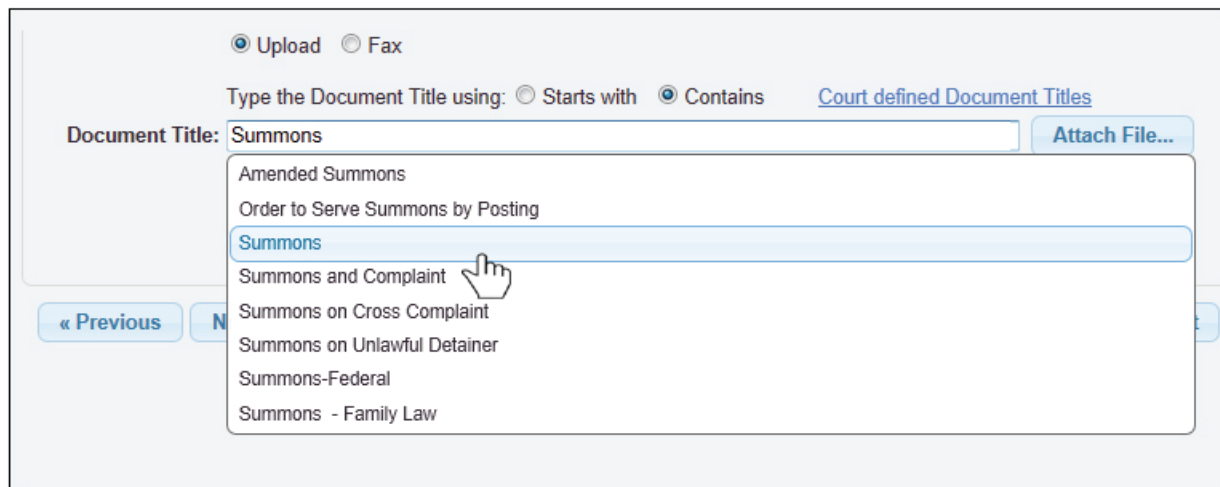
When the Add Party box appears, provide the name of the party involved, their role, and if they are your client.

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.



A dialog box titled "Billing Code" with a close button (X) in the top right corner. It contains a label "Billing Code:" followed by an empty text input field. Below the input field is a solid blue horizontal bar. At the bottom right of the dialog are two buttons: "Save" and "Cancel".

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.



The interface shows two radio buttons: "Upload" (selected) and "Fax". Below them are two radio buttons for "Type the Document Title using": "Starts with" and "Contains" (selected). A link "Court defined Document Titles" is visible. A text input field labeled "Document Title:" contains the text "Summons". To the right of the input field is an "Attach File..." button. A dropdown menu is open below the input field, listing several document titles: "Amended Summons", "Order to Serve Summons by Posting", "Summons" (highlighted with a mouse cursor), "Summons and Complaint", "Summons on Cross Complaint", "Summons on Unlawful Detainer", "Summons-Federal", and "Summons - Family Law". On the left side, there is a "« Previous" button and a partially visible "N" button.

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. (You may also enter your own document title by typing in the title and hitting “**Enter.**”) Indicate if you will want to advance the court fees by clicking on “**Yes**” or “**No.**” Click “**Next.**”

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

Document Title:

Title	
Summons (1 page)	✖
Complaint (3 pages)	✖
Civil Case Cover Sheet (1 page)	✖

Authorize Rapid Legal to pay court fees: Yes No Court fees will be paid to the court clerk if required.

Under the Order Details tab Type in any Special Instructions to the Court Clerk (if any) and indicate who needs to be notified regarding this case. Click “**Next.**”


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

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"/> Bhumika Garg
<input type="checkbox"/> Bill Davidheiser	<input type="checkbox"/> Dan Kushner
<input type="checkbox"/> Daniel Flores	<input type="checkbox"/> David Saldana

A Confirmation notice will appear indicating your order was received.

<p style="text-align: center;">Thank you for your order(s)</p> <p>Your order number(s): 1042687-01, 1042687-02, 1042687-03</p> <p>You can print the Order Confirmation and/or Routing Pages by clicking the appropriate Print button.</p> <p>If you would like further assistance, please contact our Customer Support at (800) 366-5445 Monday - Friday between the hours of 8:15am to 5:15pm PDT.</p> <p style="text-align: center;">Print Confirmation(s) Back to Manage Cases</p> <p style="text-align: center;"></p> <p>Previous Submit Save As Draft</p>	<p style="text-align: right;">File & Serve (New Case)</p> <p>County: Los Angeles Serve Entity: Tony Wilkins - Individual Tony's Restaurant - Fictitious All Parties will be served at the same address</p> <p>Case Info: Case Number: New Case Jurisdiction: Los Angeles CA, 111 N Hill St (State, Superior) Attorney Of Record: Drake Steele</p> <p>Case Participants: Tony's Restaurant, Defendant Food Gourmet Inc., Plaintiff (Client)</p> <p>Document(s): Summons (1 page) Complaint (3 pages) Civil Case Cover Sheet (1 page) Serve Info:</p> <p>Order Details: Notify: Jonathan Nil Special Instructions: Special Instructions:</p>
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