

USERGUIDE

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."**

 Place an Order Place an order for Court Filing, Service of Process, Document Retrieval and more...	 Manage Cases View, print and download case details, associated orders and documents such as Conformed Copies and Proofs of Service. Plus, place orders on existing cases...
 View Pending Orders View the latest status updates of your pending orders or view and complete saved drafts...	 View Closed Orders View your completed orders and their associated documents such as Conformed Copies, Proofs of Service and more...

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



The screenshot shows the 'Place Order' page with a navigation bar containing 'Incoming', 'Pending', 'Executed', 'Closed', 'Cases', and 'Place Order'. Below the navigation bar, the customer information is 'Customer: 93871 - Countrywide Process, LLC'. The 'What would you like us to do?' field has a dropdown menu open, listing options: 'Select...', 'eFiling', 'Court Filing', 'Process Serving', 'Document Retrieval', 'Courtesy Copy Delivery', 'Secretary of State Filing', 'County Recorder' (highlighted), and 'Skip Trace'.

- 3 Select the County of where you want your document to be recorded.



The screenshot shows the 'Order Info' tab with a navigation bar containing 'Order Info', 'Case Info', 'Case Participants', 'Documents', and 'Order Details'. Below the navigation bar, the 'Select County:' field has a dropdown menu with 'Los Angeles' selected. The 'Jurisdiction:' field has a dropdown menu with 'Los Angeles County Recorders - 12400 Imperial Highway, Norwalk' selected.

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4 Enter in the Case Number if any, County and jurisdiction of where the documents were filed.

Order Info
Case Info
Case Participants
Documents
Order Details

Case Number:

Check here if you do not have a Case Number.

County:

Jurisdiction:

Select...

LA County Civil Service Commission 500 West Temple Street, Room 522, Los Angeles

Los Angeles County Recorders 12400 Imperial Highway, Norwalk

« Previous
Next »

Or, if no case number is available, click on Check box & Click on “Next.”

Order Info
Case Info
Case Participants
Documents
Order Details

Case Number:

Check here if you do not have a Case Number.

5 When the Add Party box appears, click on the “Add Party” button. Provide the name of the party involved, their role, and if they are your client.

Order Info
Case Info
Case Participants
Documents
Order Details

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

Lead Client	Name	Role	
There are no Case Participants entered			

Show entries Showing 0 to 0 of 0 entries

First
Previous
Next
Last

Add Party

Organization Person

Role:*

Name:*

Is this your Lead Client ? Yes No

Billing Code:

« Previous
Next »

Save
Cancel
Save As Draft

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.

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6 Important Note: The documents must be emailed by replying to the Order Confirmation Email which you will receive after placing the order.

Step 1. Type in the Document Title of what you want to record in the field box.

You may also search for your Document Title by entering in Keywords.

Step 2. You must Authorize Countrywide Process to advance your court fees.

Click on "Next."

 Mail Existing Documents

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

Document Title:



Accept

Court Fees: Check provided with documents

Check #:

Amount:



Countrywide Process 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).

7 Next you will need to choose the level of service and provide any special instructions to either Countrywide Process or the County Recorder.

When would you like this recorded?

Record by **Tomorrow 5:00 PM** (Urgent) *

Record by **Wednesday 5:00 PM** (Priority) *

Record by **Thursday 5:00 PM** (Routine) *

* Prices listed and service times displayed are only an estimate based on the information provided.

Service delivery times are based on the receipt of documents via mail.

If you need your order processed sooner than the times listed above, please call us at (888) 962-9696.

Special Instructions:

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

Mariam Blutyán

Roz Blutyán

Shaunt Demirchyan

Shaunt Demirchyan

System Administrator

Tina Demirchyan

By submitting this order it is understood and agreed that you are authorizing Countrywide Process, LLC to ACH debit the bank account or charge the credit card on file for the total amount of fees charged by Countrywide Process (including any statutory court or witness fees).

« Previous

Submit



Save As Draft

- 8 There is no need to print the Routing Pages, unless you want to keep a physical copy for your records or you have no access to a scanner and plan to mail the hard copies of your documents. When done, click on Back to Manage Cases to place your next order.

Thank you for your order(s)

Your order number(s): **3667543**

Please print Routing Page(s) by clicking the button below and **Email** your document(s) to Countrywide Process.

If you would like further assistance, please contact our Customer Support at (888) 962-9696 Monday - Friday between the hours of M-F 9 AM to 5:00 PM Pacific.

[Print Routing Pages](#)

[Print Confirmation\(s\)](#)

[Back to Manage Cases](#)

- 9 Before emailing the documents, please assure your documents are scanned in Black & White **Not in Color, Please** & Reply to the Order Confirmation Email you receive from donotreply@countrywideprocess.mail.legalconnect.com