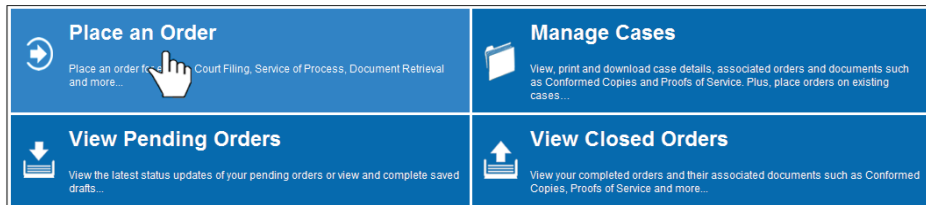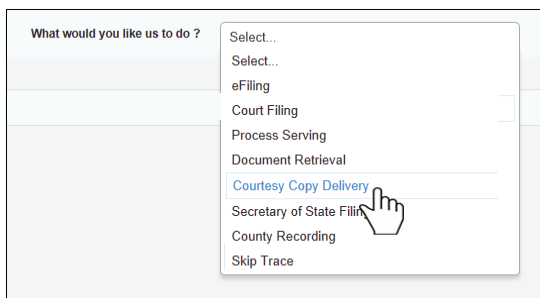On the provided login page, type in your email, password and click on the "Login" button.

Please note: *We recommend using any modern browser for the best experience*
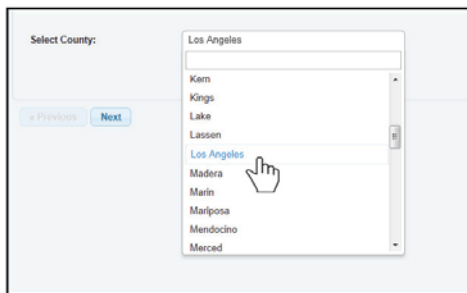
1 Once you are logged into the customer portal, click on **"Place an Order."**

Place an Order
Place an order for a... 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 **"Courtesy Copy Delivery."**

What would you like us to do ?

Select...
Select...
eFiling
Court Filing
Process Serving
Document Retrieval
Courtesy Copy Delivery
Secretary of State Filing
County Recording
Skip Trace
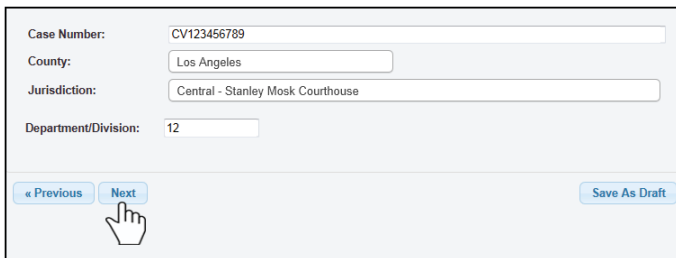
3 Select the County of the Jurisdiction where you would like your documents to be delivered.

Select County:

Los Angeles

Kern
Kings
Lake
Lassen
Los Angeles
Madera
Marin
Mariposa
Mendocino
Merced

« Previous   Next

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.**"

Case Number:	CV123456789
County:	Los Angeles
Jurisdiction:	Central - Stanley Mosk Courthouse
Department/Division:	12

« Previous   Next   Save As Draft

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

5 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).
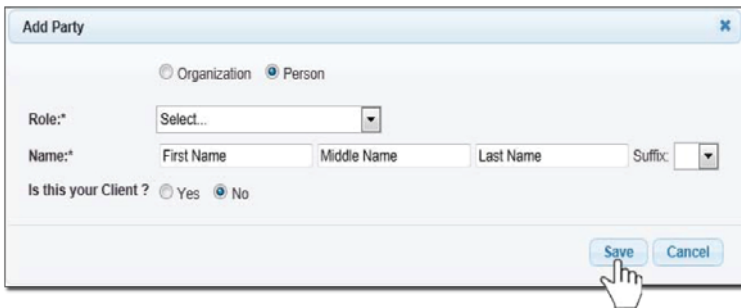
Click on the "**Add Party(s)**" button.

Click to add Party(s) if not listed below:	**Add Party(s)**	
Lead Client	**Name**	**Role**
There are no Case Participants entered		
Show 50 entries Showing 0 to 0 of 0 entries	First Previous Next Last	
« Previous Next		Save As Draft

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

Add Party ✕

○ Organization ● Person

Role:* Select... ▾

Name:* First Name   Middle Name   Last Name   Suffix: ▾
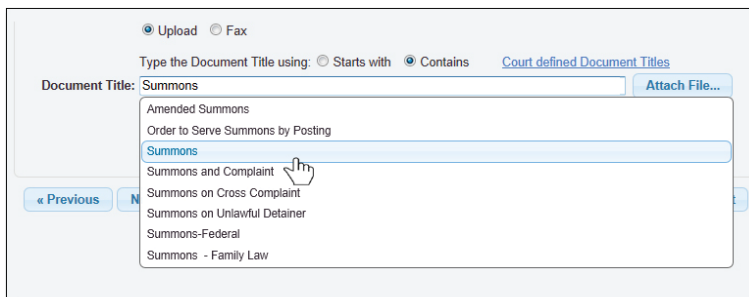
Is this your Client ? ○ Yes ● No

Save   Cancel

✔️ *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.*

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

● Upload ○ Fax

Type the Document Title using: ○ Starts with ● Contains   Court defined Document Titles
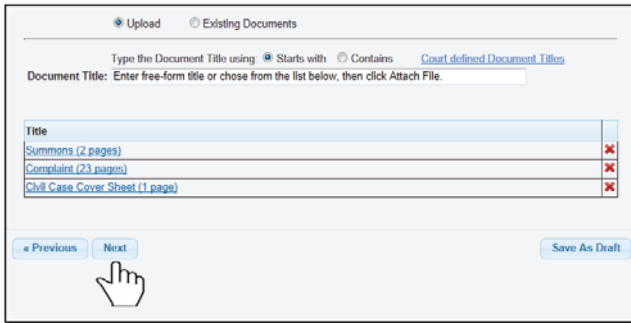
Document Title: Summons   Attach File...

Amended Summons
Order to Serve Summons by Posting
Summons
Summons and Complaint
Summons on Cross Complaint
Summons on Unlawful Detainer
Summons-Federal
Summons - Family Law

« Previous   N

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.
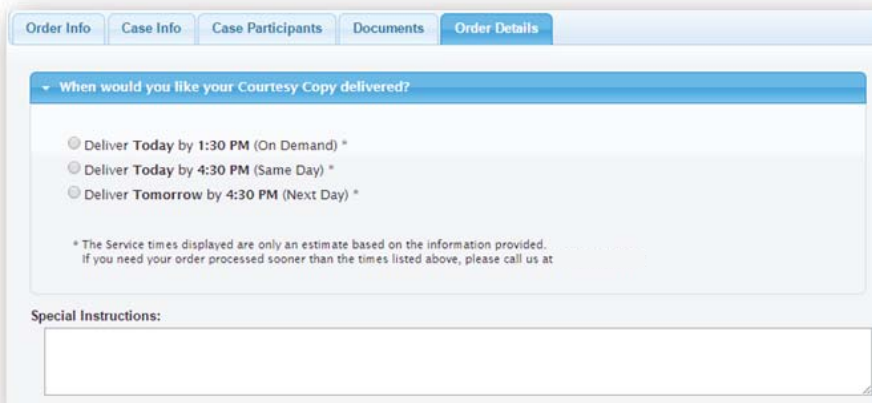

Click "**Next**."

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

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.

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.