





On the provided login page, type in your email and 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 “Manage Cases.”


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

- 2 You may filter the cases with activity within the last 90 days (default view) by typing the Case Name or Case Number in the search box. The list of cases will be filtered as you type in your keywords or numbers.

28 Cases with Activity in the last 90 days

Case Name	Case #	County	Jurisdiction	Action
Arroyo v. Fair Realty	30-2013-0067629	Orange	Santa Ana	Place Order
Arroyo Solutions, Inc.	CC521426	Los Angeles	Los Angeles	Place Order
Bonnie, Irma Garcia v. MV Transportation, Inc.	YC553629	Los Angeles	Los Angeles	Place Order
Britt, Todd James v. Motor Coach	BC549121	Los Angeles	Los Angeles	Place Order
Carranza v. Cold Storage Manufacturing, Inc.	BC068629	Los Angeles	Los Angeles	Place Order
Carranza, Dagoberto v. Storage Manufacturing, Inc. INC.	CC068121	Los Angeles	Los Angeles	Place Order
Christina Areyan v. Cozymef's Coastal Mexican Grill, et al.	BC067629	Los Angeles	Los Angeles	Place Order
Collins, William F v. NAVISTAR, INC.	CV007121	San Joaquin	Stockton	Place Order
Devisakkiah, Suguna v. AMA Ride	BC551629	Los Angeles	Los Angeles	Place Order
Flory v. Calchef Foods, LLC	YD063121	Los Angeles	Torrance	Place Order

Show 10 entries Showing 1 to 10 of 28 entries


- 3 When your case appears, you may click on “Place Order” to create a new order on this case without re-entering the case information. You may also click on the  icon next to the case name to see orders and documents associated with the case.

1 Cases with Activity in the last 90 days

Case Name	Case #	County	Jurisdiction	Action
Mark Peterson v. FGW Contractors Inc.	CGC123123	Alameda	Oakland	Place Order

Show 10 entries Showing 1 to 1 of 1 entries

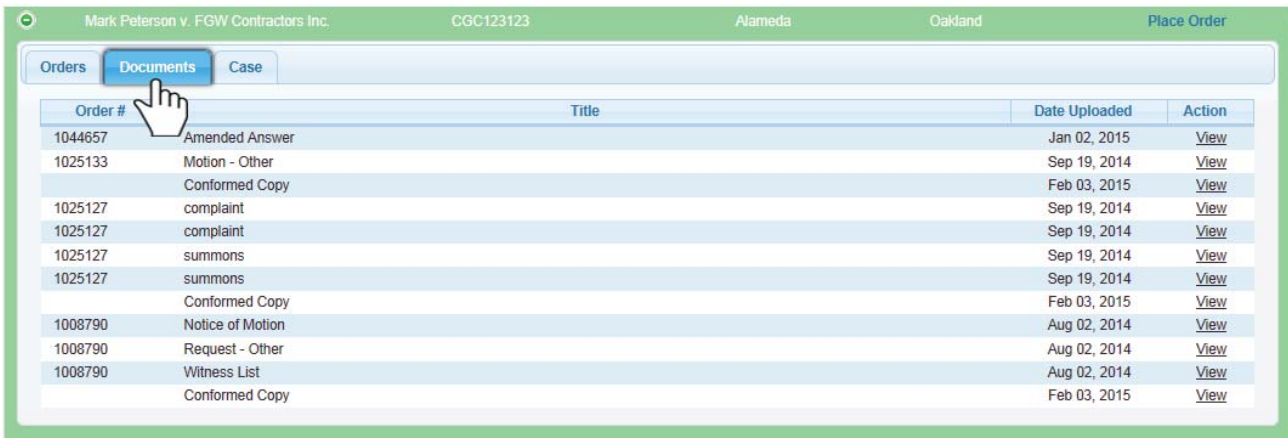
The **Orders** tab will show all of the associated orders that are **Pending** or **Closed** in the case.

Click on the  icon of an Order to view its summary.



Order #	Order Type		Status	Order Date	Closed Date	Client	Billing Code
1008765-01	Court Filing	San Bernardino	Closed	Aug 01, 2014	Aug 01, 2014	Anita Pasillas	3515
1008765-02	Courtesy Copy Delivery	Rancho Cucamonga	Closed	Aug 01, 2014	Aug 02, 2014	Anita Pasillas	3515
990100	Process Serving	Anita	Closed	Jun 11, 2014	Jun 11, 2014	Anita Pasillas	3515
941047	Court Filing	San Bernardino	Closed	Jan 25, 2014	Jan 25, 2014		

The **Documents** tab will contain all documents uploaded for the case, including documents uploaded for a specific order. You can view, download, or print the Conformed Copies and Proofs of Service by clicking on **“View.”**



Order #	Title	Date Uploaded	Action
1044657	Amended Answer	Jan 02, 2015	<a href="#">View</a>
1025133	Motion - Other	Sep 19, 2014	<a href="#">View</a>
	Conformed Copy	Feb 03, 2015	<a href="#">View</a>
1025127	complaint	Sep 19, 2014	<a href="#">View</a>
1025127	complaint	Sep 19, 2014	<a href="#">View</a>
1025127	summons	Sep 19, 2014	<a href="#">View</a>
1025127	summons	Sep 19, 2014	<a href="#">View</a>
	Conformed Copy	Feb 03, 2015	<a href="#">View</a>
1008790	Notice of Motion	Aug 02, 2014	<a href="#">View</a>
1008790	Request - Other	Aug 02, 2014	<a href="#">View</a>
1008790	Witness List	Aug 02, 2014	<a href="#">View</a>
	Conformed Copy	Feb 03, 2015	<a href="#">View</a>

Clicking on the **Case** tab will display the case information. You may edit the case information by clicking the **“Edit Case”** button. You can also hide a case from view within your account by clicking on the **“Hide Case”** button.




<p>Case #: Case Name: Jurisdiction:</p>	<p>CGC123123 Peterson, Mark V. FGW Contractors Inc. Central Courthouse - Rene C. Davidson</p>	<p>Client: Billing Code:</p> <p>FGW Contractors Inc. 123</p>	<p><b>New Order Notifications</b></p> <p><input type="checkbox"/> Daniel Ashley <input checked="" type="checkbox"/> Jonathan Nill</p> <p><a href="#">Select All</a> <a href="#">Deselect All</a> <a href="#">Save</a></p>
<p><a href="#">Edit Case</a> <a href="#">Hide Case</a></p>			



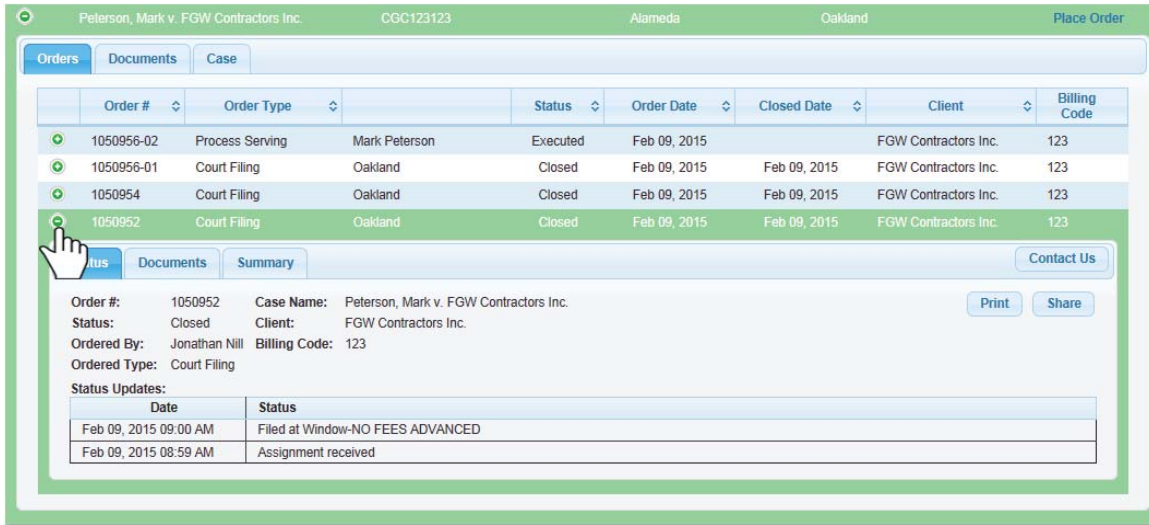
To find this case again, type in the Case Name or Number in the “**Search for**” field.



The screenshot shows the 'Manage Cases' tab selected. At the top, there are tabs for 'Place Order', 'Manage Cases', 'Pending Orders', and 'Closed Orders'. Below these is a search bar labeled 'Search for: All Cases and Orders' with a 'Go' button. A hand icon points to the search bar. Below the search bar is a section titled '11 Cases with Activity in the last 90 days'. This section contains a table with columns: Case Name, Case #, County, Jurisdiction, and Action. Below the table are filter boxes for 'Filter by Case Name', 'Case #', 'County', and 'Jurisdiction'.

4 To see the other orders related to this case, click on the  icon. Doing so will display the status, related documents, and a summary of the case.

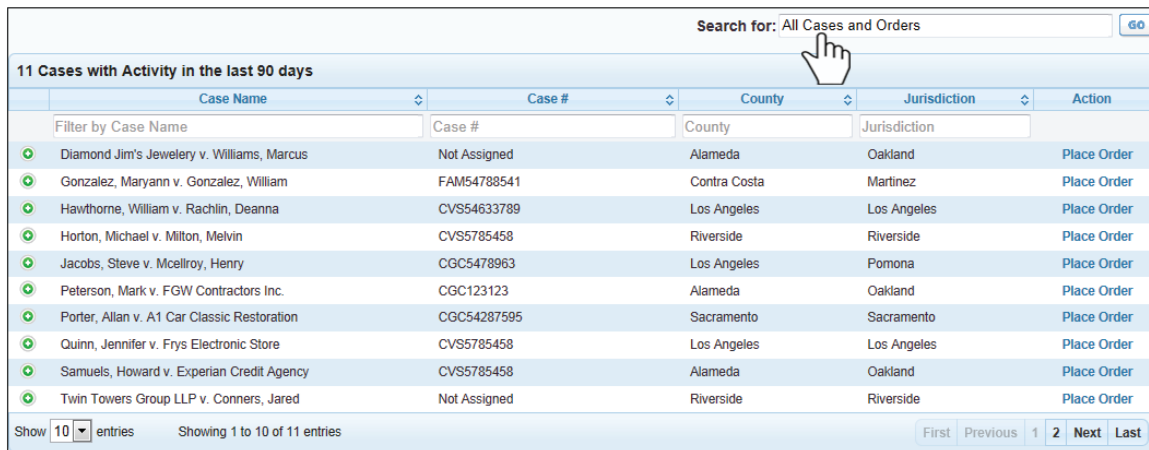
Please direct questions about any of the orders, e.g., Status, Proof of Service, or Missing Documents, to our Customer Support team by email by clicking on the “**Contact Us**” button.



The screenshot shows a detailed view for the case 'Peterson, Mark v. FGW Contractors Inc.' with case number CGC123123 in Alameda County, Oakland. It features tabs for 'Orders', 'Documents', and 'Case'. A table lists several orders, with order 1050952 highlighted. A hand icon points to the plus icon next to this order. Below the table, there are tabs for 'Orders', 'Documents', and 'Summary'. The 'Summary' tab is active, showing details for order 1050952, including case name, status, client, and a 'Status Updates' table. A 'Contact Us' button is also visible.

Date	Status
Feb 09, 2015 09:00 AM	Filed at Window-NO FEES ADVANCED
Feb 09, 2015 08:59 AM	Assignment received

5 For cases with no recent activity, you may also use the “**Search for**” field to search the firm’s entire database.



The screenshot shows the 'Manage Cases' tab with a search bar labeled 'Search for: All Cases and Orders' and a 'Go' button. A hand icon points to the search bar. Below is a section titled '11 Cases with Activity in the last 90 days' with a table containing columns: Case Name, Case #, County, Jurisdiction, and Action. Below the table are filter boxes for 'Filter by Case Name', 'Case #', 'County', and 'Jurisdiction'. At the bottom, there is a 'Show 10 entries' dropdown and a 'Showing 1 to 10 of 11 entries' indicator, along with navigation buttons: 'First', 'Previous', '1', '2', 'Next', 'Last'.