

Create Account

From the home page click “create account”



The screenshot shows the eFILING PORTAL header with the slogan "Connect. File. Serve." and a navigation menu. The login section includes fields for Username and Password, a "Remember Me" checkbox, and "Login" and "Create an account" buttons. The "Create an account" button is circled in red.

Welcome to American LegalNet

eFiling for Superior Court of California, County of Orange

American LegalNet, the premier provider of “Desktop to Courthouse” workflow technologies, is an eFiling Service Provider (EFSP) for Civil and Small Claims litigants for the Superior Court of California, County of Orange. Through the Orange County eFiling Portal, legal documents can be filed in compliance with the California state-wide electronic filing standards (2GEFS). The eFiling Portal also integrates with the court’s CCMS system.

eFile multiple documents in a single case for \$9.00 per transaction. Volume discounts are available, contact us for more details.

Now offering eServe for as low as 89 cents which will allow you to electronically serve and file documents all in the same transaction!

Join us for a Free User Training Webinar

Click [here](#) to sign up for a Free User Training Webinar

Click [here](#) to access the Quick User Guide

Click [here](#) for Frequently Asked Questions



Connect. File. Serve
submit your documents
securely, reliably and timely

CREATE YOUR FREE
EFILING ACCOUNT

Logo of the Superior Court of California, County of Orange.



Request for Information

[Select Product] [v]

[Your name *]

[Your title *]

[Your company *]

[Your phone number *]

[Your email address *]

[Select Firm Size *] [v]

[Select State/Province *] [v]

[Comment]

SUBMIT



Quick User Guide

Create Your Account

Transactions are \$9.00/per filing. Contact us for volume discounts as well as Judicial Council and Orange County form sets in fillable MS Word and PDF formats.

Account Information

Are you an Attorney Yes No

First Name:

Last Name:

Firm Name:

Phone Number: home

Email:

Confirm Email:

New Password

Confirm Password

Member Agreement

I have read, fully understood and accept the [Member Agreement](#).

Payment Information

First Name:

Last Name:

Address:

City: State: CALIFORNIA (CA) Zip:

Credit Card Type:

Credit Card Number:

Security Code:

Expiration Date: 01 / 2013

Save

Fill out all the necessary information and click "Save". You may now log in and begin.



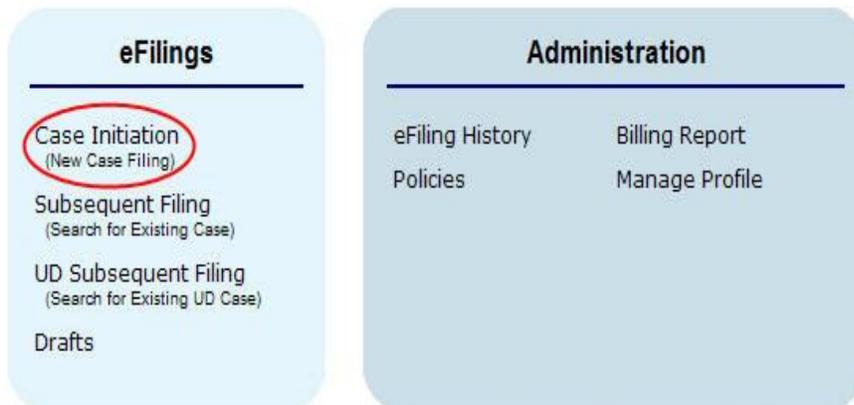
When you log in, it will bring you to “eFiling Center” tab to begin eFiling.



The screenshot shows the eFiling Portal interface. At the top left is the eFILING PORTAL logo with the tagline "Connect. File. Serve.". On the top right, it says "Welcome sgranados" with a "Logout" link. Below the header is a navigation bar with buttons for Home, eFiling Center, Official Forms, Products, About Us, Support, and Contact Us. The main content area is divided into several sections: "eFilings" (Case Initiation, Subsequent Filing, UD Subsequent Filing, Drafts), "Administration" (eFiling History, Policies, Billing Report, Manage Profile), "Miscellaneous" (Quick User Guide, Frequently Asked Questions, Free User Training Webinar), and "SMART DOCKETS" (Critical Dates Anytime, Anywhere) with a play button icon. There is also a circular logo for the Superior Court of California, County of Orange.

e-File to start a New Case “Case Initiation”

You will use case initiation to file documents to create a new case. Click on “Case Initiation” to begin your filing.



This image shows a close-up of the "eFilings" and "Administration" sections from the screenshot above. In the "eFilings" section, the "Case Initiation (New Case Filing)" link is circled in red. The "Administration" section contains links for "eFiling History", "Policies", "Billing Report", and "Manage Profile".

Step 1: Court Information

Step 1. Court Information	Step 2. Parties Information	Step 3. Attach Document	Step 4. Fee Information	Step 5. Payment Information	Step 6. Review Filing	Step 7. Confirm Submission
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Court Information

Enter all required information (identified in bold), then click **Next**.

Court:

Case Category:

Jurisdictional Amount:

Case Type:

Court Location:

Are you an attorney representing a litigant?: Yes No

Is this a "Complex Litigation" case type?: Yes No

Client/Matter Information:

Message to the Clerk:

Step 2: Parties Information

Home	eFiling Center	Official Forms	Products	About Us	Support	Contact Us
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Step 1. Court Information	Step 2. Parties Information	Step 3. Attach Document	Step 5. Fee Information	Step 6. Payment Information	Step 7. Review Filing	Step 8. Confirm Submission
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Civil - Unlimited : PI/PD/WD - Auto : Central Justice Center

Parties In Case

Name	Role		
No records to display.			

Attorneys

Name	Role		
No records to display.			



Quick User Guide

1. Add Plaintiff/Petitioner

Party Information

Enter all required information (identified in **bold**) for each Party in this filing. Each filing must include at least one Plaintiff/Petitioner, one Defendant/Respondent and one Attorney (if you are an attorney representing a litigant). Once you have entered the required information, click on **Save Party** to add party to filing.

Add a Plaintiff/Petitioner Add a Defendant/Respondent Add an Attorney

- Person
 Organization or Firm

Party's Role:

New Individual

First Name: **Middle:** **Last Name:** **Suffix:**

Alternate Names

No records to display.

[Add Name](#)

2. If there are no alternate names to add (AKA, ALIAS, DBA) scroll down to fill in the address

Party's Address

Street Number: **Street Name:**
Street Suffix: **Unit Number:**
City: **State:** **Zip:** --
Email:
Phone:
Fax:

[Save Party](#)

[Cancel Add](#)

3. Click "Save Party"

4. Add Defendant/Respondent



Party Information

Enter all required information (identified in **bold**) for each Party in this filing. Each filing must include at least one Plaintiff/Petitioner, one Defendant/Respondent and one Attorney (if you are an attorney representing a litigant). Once you have entered the required information, click on **Save Party** to add party to filing.

- Add a Plaintiff/Petitioner Add a Defendant/Respondent Add an Attorney
- Person
 Organization or Firm

Party's Role:

New Individual

First Name: Middle: Last Name: Suffix:

Alternate Names

No records to display.

Add Name

Save Party

Cancel Add

- If no alternate names, click "Save Party"
- Add Attorney (If Applicable)

Party Information

Enter all required information (identified in **bold**) for each Party in this filing. Each filing must include at least one Plaintiff/Petitioner, one Defendant/Respondent and one Attorney (if you are an attorney representing a litigant). Once you have entered the required information, click on **Save Party** to add party to filing.

- Add a Plaintiff/Petitioner Add a Defendant/Respondent Add an Attorney
- Add you or your firm as a party to this filing
 Person
 Firm
 Search Person
 Search Firm

Party's Role:

New Individual

First Name: Middle: Last Name: Suffix:

Alternate Names

No records to display.

Add Name

- If no alternate names, scroll down and fill out address



Party's Address

Street Number: Street Name:

Street Suffix: Unit Number:

City: State: Zip: --

Email:

Phone:

Fax:

Bar Number:

8. Click "Save Party"
9. Once you add all the parties to the case, click "Next"

Step 3: Attach Documents

Step 1. Court Information	Step 2. Parties Information	Step 3. Attach Document	Step 5. Fee Information	Step 6. Payment Information	Step 7. Review Filing	Step 8. Confirm Submission
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Joe Brown vs. Mary Smith : Civil - Unlimited : PI/PD/WD - Auto : Central Justice Center

Attached Document List

Attach Type	Name	Title	Type	Size (kB)			
No records to display.							
0.0 kB							

1. Select name of document

Attachment Type: Lead Document Additional Document

Category:

Name:

Title:

File:



Quick User Guide

- Once you select your document click “Browse” and upload your file from your desktop. Then click “Attach” to upload.

Step 1. Court Information	Step 2. Parties Information	Step 3. Attach Document	Step 5. Fee Information	Step 6. Payment Information	Step 7. Review Filing	Step 8. Confirm Submission
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Joe Brown vs. Mary Smith : Civil - Unlimited : PI/PD/WD - Auto : Central Justice Center

Document information has been saved.

Attached Document List						
Attach Type	Name	Title	Type	Size (kB)		
Lead Document	Complaint	Complaint	pdf	7	Edit	Delete View

7.8 kB

[Attach More](#)

[<< Previous](#)

[Save](#)

[Delete](#)

[Next >>](#)

- To attach more documents click on “Attach More”

Attachment Type: Lead Document Additional Document

Search and select documents by name.

Document Name:

[Search](#)

Select	Category	Name
Select	Cover Sheets	Civil Case Cover Sheet

Page size: 10

1 items in 1 pages

Category:

Name:

Title:

File: [Browse...](#)

[Attach](#)

[Cancel Add](#)

- Type document name in the search box and select the document that you wish to file.
- Then follow same steps above and “Browse” and “Attach” document.



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Step 1. Court Information Step 2. Parties Information Step 3. Attach Document Step 5. Fee Information Step 6. Payment Information Step 7. Review Filing Step 8. Confirm Submission

Joe Brown vs. Mary Smith : Civil - Unlimited : PI/PD/WD - Auto : Central Justice Center

Document information has been saved.

Attached Document List						
Attach Type	Name	Title	Type	Size (kB)		
Lead Document	Complaint	Complaint	pdf	7	Edit	Delete View
Attachment	Civil Case Cover Sheet	Civil Case Cover Sheet	pdf	7	Edit	Delete View
Attachment	Summons	Summons	pdf	7	Edit	Delete View

23.5 kB

[Attach More](#)

<< Previous Save Delete Next >>

6. Click "Next" once all your documents are uploaded

Step 5: Fee Information

Step 1. Court Information Step 2. Parties Information Step 3. Attach Document Step 5. Fee Information Step 6. Payment Information Step 7. Review Filing Step 8. Confirm Submission

Joe Brown vs. Mary Smith : Civil - Unlimited : PI/PD/WD - Auto : Central Justice Center

Fee Information

Select a single fee, or multiple fees. Then click **Next**.
For more information about the fee schedule, click [here](#).

Select	Name	Cost	Quantity
	Complaint or other 1st paper	\$435.00	1 <input type="text"/>

Total: \$0.00

<< Previous Save Delete Next >>

1. Select document for the appropriate fees, select quantity, and click "Next"



Step 6: Payment Information

Step 1. Court Information	Step 2. Parties Information	Step 3. Attach Document	Step 5. Fee Information	Step 6. Payment Information	Step 7. Review Filing	Step 8. Confirm Submission
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Joe Brown vs. Mary Smith : Civil - Unlimited : PI/PD/WD - Auto : Central Justice Center

Payment Selection

Select One : Visa MasterCard
 AmEx

Fee Information

Filing Fees:	
Complaint or other 1st paper	1 x \$435.00
eFiling Portal Service Fees:	\$9.00
Credit Card Processing Fee:	
Total Filing Cost:	\$444.00

1. Select payment type

Payment Information

Note: The above filing fee is only an estimate and may be adjusted by the Court Clerk. The following "Do Not Exceed" value will set a maximum charge for your filing. However, if your adjusted filing fees exceed this value, then your filing will be automatically rejected.

Use my Credit Card.
(Check this option if you want to allow the court to charge your credit card for any fee adjustments.)

Do Not Exceed:

Save my billing address information *(the credit card information will not be stored).*

First Name:

Last Name:

Address:

City: State: CALIFORNIA (CA) Zip:

Credit Card Type:

Credit Card Number:

Security Code:

Expiration Date: 01 / 2013

<< Previous Save Delete Next >>

2. Fill in "Do Not Exceed" box (ex: 430) and fill out payment info and click "Next".

Step 7: Review Filing

This step will show you all the information that you added from steps 1-6. Verify that it is all correct and then hit "Submit".

Step 8: Confirm Submission

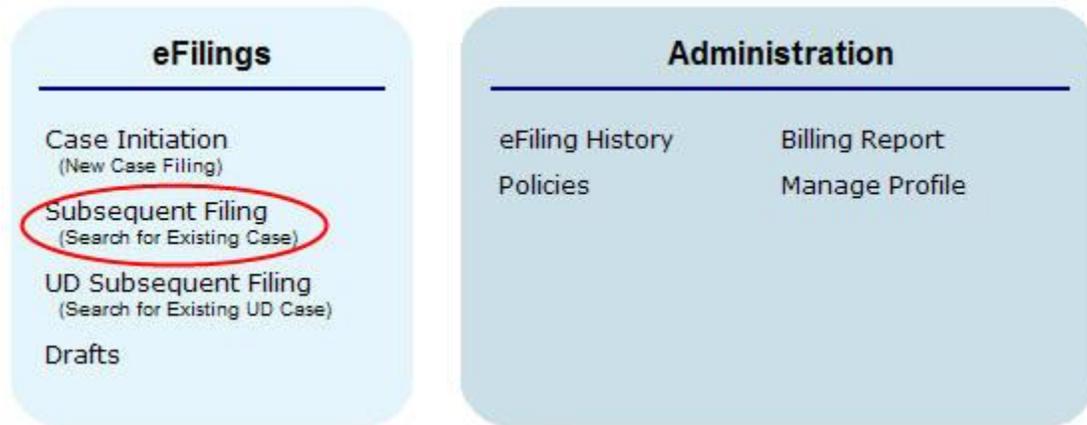
You will see a confirmation number on the screen if the filing was successfully submitted to the court. If you do not see a confirmation number on the screen or see an error message please call customer support.



e-File on an Existing Case “Subsequent Filing”

You use subsequent filing when you already have an existing case number, even if you have not ever e-filed or filed on this case.

Click on “Subsequent Filing” to begin your filing.



Select “search for existing case” to bring up the search box.
Select your case and fill out the necessary information.

Step 1: Court Information

1. Select “search for existing case” to bring up the search box.



Court Information

Enter all required information (identified in bold), then click **Next**.

Search for Existing Case Information

2. Type in your case number to search and select “Partial Search” if you do not know your whole case number. (Tip: you can also search by court location, parties names etc.)



Case Search

Select a **Search Category** method and enter additional search criteria.
No more than 75 results will be returned.

- Use **Exact Search** and provide the complete information requested for unique and fast result.
- Use **Partial Search** and provide at least any three characters. This may give you a large result and a longer search time.
- Use **Starts With** and provide at least the first three characters.

Search Category: 

Case Category: 

Court Location: 

Case Number:

Exact Search Partial Search Starts With

3. Fill out the required information and click “next”.

Sanders vs. Walsh : Civil - Unlimited : Defamation : Central Justice Center

Court Information

Enter all required information (identified in bold), then click **Next**.

Court:

Case Category: 

Case Type: 

Court Location: 

Is this a "Complex Litigation" case type?: Yes No

Case Title:

Case Number:

Client/Matter Information:

Message to the Clerk:

Step 2: Parties Information

Parties In Case			
Name	Role	Is Filer	
Cheryl Sanders - Attorney: Law Offices of Timothy P. Miller	Plaintiff	<input checked="" type="checkbox"/>	
Cheryl Sanders - Attorney: Law Offices of Timothy P. Miller	Defendant	<input type="checkbox"/>	
John Doe 1	Defendant	<input type="checkbox"/>	
John Doe 2	Defendant	<input type="checkbox"/>	
John Doe 3	Defendant	<input type="checkbox"/>	
John Doe 4	Defendant	<input type="checkbox"/>	
John Doe 5	Defendant	<input type="checkbox"/>	
Constance Jean Walsh - Attorney: Kevin Doran	Defendant	<input type="checkbox"/>	
Delia Zendajas - Attorney: Haynes and Boone, LLP	Defendant	<input type="checkbox"/>	
Wiggin Out Salons, Inc. - Attorney: Kevin Doran	Defendant	<input type="checkbox"/>	

Attorneys			
Name	Role		
Kevin Doran	Attorney		
Haynes and Boone, LLP	Attorney		
Law Offices of Timothy P. Miller	Attorney		

Add Party

1. Select the filer by putting a check mark next to their name.
2. Click "next".

<< Previous Save Delete Next >>



Step 3: Attach Documents

Attachment Type: Lead Document Additional Document

Search and select documents by name.

Document Name:

[Search](#)

Select	Category	Name
Select	Cover Sheets	Civil Case Cover Sheet

Page size:
1 items in 1 pages

Category:
 Name:
 Title:
 File:

[Attach](#)

[Cancel Add](#)

1. Type in document name in search field and click “search”.
2. Select your document name.
3. Browse to your desktop or computer and select document to upload.
4. Click “attach”.

Step 1. Court Information	Step 2. Parties Information	Step 3. Attach Document	Step 4. EService	Step 5. Fee Information	Step 6. Payment Information	Step 7. Review Filing	Step 8. Confirm Submission
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Sanders vs. Walsh : Civil - Unlimited : Defamation : Central Justice Center

Document information has been saved.

Attached Document List

Attach Type	Name	Title	Type	Size (kB)			
Lead Document	Motion	Motion	pdf	363	Edit	Delete	View

363.7 kB

[Attach More](#)

[<< Previous](#)

[Save](#)

[Delete](#)

[Next >>](#)

5. Once you have your document uploaded you may select “attach more” if you have more, otherwise click “next”.



Step 4: eService

Step 1. Court Information	Step 2. Parties Information	Step 3. Attach Document	Step 4. EService	Step 5. Fee Information	Step 6. Payment Information	Step 7. Review Filing	Step 8. Confirm Submission
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Sanders vs. Walsh : Civil - Unlimited : Defamation : Central Justice Center

This step is optional. Click "Next" to skip and go to the next step if you do not want to electronically serve your documents.

Attorney of Record or Self-Represented Litigant submitting eService

EServe Submitter : Self Represented (Sarah Granados - sgranados@americanlegalnet.com)
 On Behalf Of Attorney

eService Recipients

Name	Role	Email	EService
Cheryl Sanders - Attorney:	Defendant	cherylsandersc@aol.com	<input checked="" type="checkbox"/>
Cheryl Sanders - Attorney:	Plaintiff	cherylsandersc@aol.com	<input type="checkbox"/>

eCopy Recipients

FirstName	MiddleName	LastName	Email		
No records to display.					
First Name:	<input type="text"/>	Middle:	<input type="text"/>	Last Name:	<input type="text"/>
			Email:	<input type="text"/>	<input type="button" value="Delete"/> <input type="button" value="Add"/>

This step is optional. You may click "next" to skip this step.

1. Select who is serving the documents.
2. Select who you want to serve.
3. Add any names and emails if you wish to courtesy copy anyone.
4. Click "Next"



Step 5: Fee Information

Step 1. Court Information	Step 2. Parties Information	Step 3. Attach Document	Step 4. EService	Step 5. Fee Information	Step 6. Payment Information	Step 7. Review Filing	Step 8. Confirm Submission
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Sanders vs. Walsh : Civil - Unlimited : Defamation : Central Justice Center

Fee Information

Select a single fee, or multiple fees. Then click **Next**.

For more information about the fee schedule, click [here](#).

Select	Name	Cost	Quantity
<input checked="" type="checkbox"/>	Motion or other (not 1st) paper requiring a hearing	\$60.00	1 <input type="text"/>

Total: \$60.00

1. Select the appropriate fees. (There is a drop down for if you are filing multiples)
2. Select "next".

Step 6: Payment Information

Step 1. Court Information	Step 2. Parties Information	Step 3. Attach Document	Step 4. EService	Step 5. Fee Information	Step 6. Payment Information	Step 7. Review Filing	Step 8. Confirm Submission
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Sanders vs. Walsh : Civil - Unlimited : Defamation : Central Justice Center

Payment Selection

Select One : Visa Master Card
 AmEx

Fee Information

Filing Fees:

Motion or other (not 1st) paper requiring a hearing

1 x \$60.00

eFiling Portal Service Fees:

\$9.00

Credit Card Processing Fee:

Total Filing Cost:

\$69.00



Payment Information

Note: The above filing fee is only an estimate and may be adjusted by the Court Clerk. The following "Do Not Exceed" value will set a maximum charge for your filing. However, if your adjusted filing fees exceed this value, then your filing will be automatically rejected.

Use my Credit Card.
(Check this option if you want to allow the court to charge your credit card for any fee adjustments.)

Do Not Exceed:

Save my billing address information (the credit card information will not be stored).

First Name:

Last Name:

Address:

City:

State: CALIFORNIA (CA)

Zip:

Credit Card Type:

Credit Card Number:

Security Code:

Expiration Date:

<< Previous

Save

Delete

Next >>

1. Select payment type
2. Fill in the "Do Not Exceed" box with a whole rounded number (ex: 100) to meet the minimum amount due. (Tip: Put a greater amount authorized on your credit card if you owe any additional court fees that are due so your filing is not rejected)
3. Fill out the payment information, Name, Address and Credit Card info.
4. Select "Next"

Step 7: Review Filing

This step will show you all the information that you added from steps 1-6. Verify that it is all correct and then hit "Submit".

Step 8: Confirm Submission

You will see a confirmation number on the screen if the filing was successfully submitted to the court. If you do not see a confirmation number on the screen or see an error message please call customer support.



e-File on an Existing Unlawful Detainer Case “UD Subsequent Filing”

Unlawful Detainer Cases are confidential for the first 60 days. During this period if you are filing a document for an existing UD Case select “US Subsequent Filing” to begin filing.

eFilings

Case Initiation
(New Case Filing)

Subsequent Filing
(Search for Existing Case)

UD Subsequent Filing
(Search for Existing UD Case)

Drafts

Administration

eFiling History Billing Report

Policies Manage Profile

When its past the 60 days select “Subsequent Filing” to begin your filing.

eFilings

Case Initiation
(New Case Filing)

Subsequent Filing
(Search for Existing Case)

UD Subsequent Filing
(Search for Existing UD Case)

Drafts

Administration

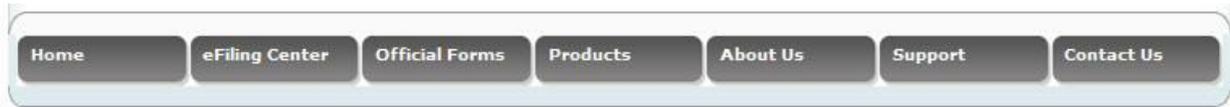
eFiling History Billing Report

Policies Manage Profile

Select “search for existing case” to bring up the search box.
Select your case and fill out the necessary information.

Step 1: Court Information

1. Select “search for existing case” to bring up the search box.



Step 1. Court Information	Step 2. Parties Information	Step 3. Attach Document	Step 4. EService	Step 5. Fee Information	Step 6. Payment Information	Step 7. Review Filing	Step 8. Confirm Submission
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Court Information

Enter all required information (identified in bold), then click **Next**.

[Search for Existing Case Information](#)

2. Type in your case number to search and select “Partial Search” if you do not know your whole case number. (Tip: you can also search by court location, parties names etc.)

Case Search

Select a **Search Category** method and enter additional search criteria.
No more than 75 results will be returned.

- Use **Exact Search** and provide the complete information requested for unique and fast result.
- Use **Partial Search** and provide at least any three characters. This may give you a large result and a longer search time.
- Use **Starts With** and provide at least the first three characters.

Search Category:

Case Category:

Court Location:

Case Number:

Exact Search Partial Search Starts With

3. Fill out the required information and click “next”.



Sanders vs. Walsh : Civil - Unlimited : Defamation : Central Justice Center

Court Information

Enter all required information (identified in bold), then click **Next**.

Search for Existing Case Information

Court: OC Superior Court

Case Category: Civil - Unlimited

Case Type: Defamation

Court Location: Central Justice Center (700 W. Civic Center, Santa Ana, CA 92702)

Is this a "Complex Litigation" case type?: Yes No

Case Title: Sanders vs. Walsh

Case Number: 30-2010-00435218-CU-DF-CJC

Client/Matter Information:

Message to the Clerk:



Step 2: Parties Information

Parties In Case			
Name	Role	Is Filer	
Cheryl Sanders - Attorney: Law Offices of Timothy P. Miller	Plaintiff	<input checked="" type="checkbox"/>	
Cheryl Sanders - Attorney: Law Offices of Timothy P. Miller	Defendant	<input type="checkbox"/>	
John Doe 1	Defendant	<input type="checkbox"/>	
John Doe 2	Defendant	<input type="checkbox"/>	
John Doe 3	Defendant	<input type="checkbox"/>	
John Doe 4	Defendant	<input type="checkbox"/>	
John Doe 5	Defendant	<input type="checkbox"/>	
Constance Jean Walsh - Attorney: Kevin Doran	Defendant	<input type="checkbox"/>	
Delia Zendajas - Attorney: Haynes and Boone, LLP	Defendant	<input type="checkbox"/>	
Wiggin Out Salons, Inc. - Attorney: Kevin Doran	Defendant	<input type="checkbox"/>	

Attorneys			
Name	Role		
Kevin Doran	Attorney		
Haynes and Boone, LLP	Attorney		
Law Offices of Timothy P. Miller	Attorney		

Add Party

1. Select the filer by putting a check mark next to their name.
2. Click "next".

<< Previous Save Delete Next >>



Step 3: Attach Documents

Attachment Type: Lead Document Additional Document

Search and select documents by name.

Document Name:

[Search](#)

Select	Category	Name
Select	Cover Sheets	Civil Case Cover Sheet

Page size:
1 items in 1 pages

Category:
 Name:
 Title:
 File:

[Attach](#)

[Cancel Add](#)

1. Type in document name in search field and click “search”.
2. Select your document name.
3. Browse to your desktop or computer and select document to upload.
4. Click “attach”.

Step 1. Court Information	Step 2. Parties Information	Step 3. Attach Document	Step 4. EService	Step 5. Fee Information	Step 6. Payment Information	Step 7. Review Filing	Step 8. Confirm Submission
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Sanders vs. Walsh : Civil - Unlimited : Defamation : Central Justice Center

Document information has been saved.

Attached Document List

Attach Type	Name	Title	Type	Size (kB)			
Lead Document	Motion	Motion	pdf	363	Edit	Delete	View

363.7 kB

[Attach More](#)

[<< Previous](#)

[Save](#)

[Delete](#)

[Next >>](#)

5. Once you have your document uploaded you may select “attach more” if you have more, otherwise click “next”.



Step 4: eService

Step 1. Court Information	Step 2. Parties Information	Step 3. Attach Document	Step 4. EService	Step 5. Fee Information	Step 6. Payment Information	Step 7. Review Filing	Step 8. Confirm Submission
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Sanders vs. Walsh : Civil - Unlimited : Defamation : Central Justice Center

This step is optional. Click "Next" to skip and go to the next step if you do not want to electronically serve your documents.

Attorney of Record or Self-Represented Litigant submitting eService

EServe Submitter : Self Represented (Sarah Granados - sgranados@americanlegalnet.com)
 On Behalf Of Attorney

eService Recipients

Name	Role	Email	EService
Cheryl Sanders - Attorney:	Defendant	cherylsandersc@aol.com	<input checked="" type="checkbox"/>
Cheryl Sanders - Attorney:	Plaintiff	cherylsandersc@aol.com	<input type="checkbox"/>

eCopy Recipients

FirstName	MiddleName	LastName	Email		
No records to display.					
First Name:	<input type="text"/>	Middle:	<input type="text"/>	Last Name:	<input type="text"/>
			Email:	<input type="text"/>	<input type="button" value="Delete"/> <input type="button" value="Add"/>

This step is optional. You may click "next" to skip this step.

1. Select who is serving the documents.
2. Select who you want to serve.
3. Add any names and emails if you wish to courtesy copy anyone.
4. Click "Next"



Step 5: Fee Information

Step 1. Court Information	Step 2. Parties Information	Step 3. Attach Document	Step 4. EService	Step 5. Fee Information	Step 6. Payment Information	Step 7. Review Filing	Step 8. Confirm Submission
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Sanders vs. Walsh : Civil - Unlimited : Defamation : Central Justice Center

Fee Information

Select a single fee, or multiple fees. Then click **Next**.
For more information about the fee schedule, click [here](#).

Select	Name	Cost	Quantity
<input checked="" type="checkbox"/>	Motion or other (not 1st) paper requiring a hearing	\$60.00	1

Total: \$60.00

1. Select the appropriate fees. (There is a drop down for if you are filing multiples)
2. Select "next".

Step 6: Payment Information

Step 1. Court Information	Step 2. Parties Information	Step 3. Attach Document	Step 4. EService	Step 5. Fee Information	Step 6. Payment Information	Step 7. Review Filing	Step 8. Confirm Submission
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Sanders vs. Walsh : Civil - Unlimited : Defamation : Central Justice Center

Payment Selection

Select One : Visa Master Card
 AmEx

Fee Information

Filing Fees:		
Motion or other (not 1st) paper requiring a hearing	1 x	\$60.00
eFiling Portal Service Fees:		\$9.00
Credit Card Processing Fee:		
Total Filing Cost:		\$69.00



Payment Information

Note: The above filing fee is only an estimate and may be adjusted by the Court Clerk. The following "Do Not Exceed" value will set a maximum charge for your filing. However, if your adjusted filing fees exceed this value, then your filing will be automatically rejected.

Use my Credit Card.
(Check this option if you want to allow the court to charge your credit card for any fee adjustments.)

Do Not Exceed:

Save my billing address information (the credit card information will not be stored).

First Name:

Last Name:

Address:

City:

State: CALIFORNIA (CA)

Zip:

Credit Card Type:

Credit Card Number:

Security Code:

Expiration Date:

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<< Previous

Save

Delete

Next >>

5. Select payment type
6. Fill in the "Do Not Exceed" box with a whole rounded number (ex: 100) to meet the minimum amount due. (Tip: Put a greater amount authorized on your credit card if you owe any additional court fees that are due so your filing is not rejected)
7. Fill out the payment information, Name, Address and Credit Card info.
8. Select "Next"

Step 7: Review Filing

This step will show you all the information that you added from steps 1-6. Verify that it is all correct and then hit "Submit".

Step 8: Confirm Submission

You will see a confirmation number on the screen if the filing was successfully submitted to the court. If you do not see a confirmation number on the screen or see an error message please call customer support.



Drafts:

This box will allow you to save all your filings you are working on, so you can come back at a different time to complete your filing.

eFilings

Case Initiation
(New Case Filing)

Subsequent Filing
(Search for Existing Case)

UD Subsequent Filing
(Search for Existing UD Case)

Drafts

Administration

eFiling History

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Draft eFilings				
Open	Step	Case Name	Case Number	Created Date
	Fee Information	Joe Brown vs. Mary Smith		1/10/2013 10:52:47 AM
	Parties Information	Sanders vs. Walsh	30-2010-00435218-CU-DF-CJC	1/9/2013 2:15:21 PM
	Fee Information	Mary Smith vs. joe smith		1/9/2013 2:04:25 PM

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Page size: 10

3 items in 1 pages



eFiling History:

This box will save all your filings you have done including all conformed copies that were returned by the court.

eFilings

- Case Initiation
(New Case Filing)
- Subsequent Filing
(Search for Existing Case)
- UD Subsequent Filing
(Search for Existing UD Case)
- Drafts

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- Policies
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Search filters

Status: Case Name:

Case Number: Court Transaction Number:

eFiling History

Open	Status	Case Name	Case Number	Court Transaction Number	Created Date
No records to display.					

Page size: 10 0 items in 1 pages



Billing Report:

This is where all your court fees paid and other fees for you to access to bill out fees to clients.

eFilings

- Case Initiation
(New Case Filing)
- Subsequent Filing
(Search for Existing Case)
- UD Subsequent Filing
(Search for Existing UD Case)
- Drafts

Administration

- eFiling History
- Policies
- Billing Report**
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Billing Report						
Open	Order ID	Trans. Status	Trans. Type	Trans. Message	Amount	Date created
No records to display.						
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Manage Profile:

This will allow you to update any of your account information, including; passwords, and email addresses.

eFilings	Administration
Case Initiation (New Case Filing)	eFiling History
Subsequent Filing (Search for Existing Case)	Billing Report
UD Subsequent Filing (Search for Existing UD Case)	Policies
Drafts	Manage Profile

Manage Profile

Are you an Attorney Yes No

First Name

Last Name

Firm Name

[Select CCMSID](#)

Bar Number

Phone Number home

Email

Date Created

Last Visit

Newsletter No Yes

Is Client Matter Required No Yes

Current Password

New Password

Confirm Password

