## USER**GUIDE**

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."



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

| That hours you mo us to do i | Select                    |
|------------------------------|---------------------------|
|                              | Select                    |
|                              | eFiling                   |
|                              | Court Filing              |
|                              | Process Serving           |
|                              | Document Retrieval        |
|                              | Courtesy Copy Delivery    |
|                              | Secretary of State Filing |
|                              | County Recording          |
|                              | Skip Trace Im             |

3

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





4 Enter in the Case Number (if any,) County and Jurisdiction of where the documents are to be recorded.

## Click on "Next."



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.

|   | Lead Client    |      | Click to add Party(s) if not listed below:<br>Name | Add Party(s) |       | Role     |      |          |
|---|----------------|------|--|--------------|-------|----------|------|----------|
|   |                |      | There are no Case Participants                     | entered      |       |          |      |          |
|   | Show 50 💌 entr | ries | Showing 0 to 0 of 0 entries                        |              | First | Previous | Next | Last     |
|   |                |      |  |              |       |          |      |          |
| " | Previous       | lext |  |              |       |          | 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.

6 Important Note: The County Recorders will only accept originals. The documents must be mailed to Rapid Legal.

Type in the name of the Document Title of what you want to record in the field box. You may search for your Document Title by entering in Keywords.

Indicate if you authorize Company to advance your court fees. Click on "Next."

|            | Type the Document Title using: O Starts with  Contains Court defined Document Titles |   |
|------------|--|---|
| locument   | Fitle: Enter free-form title or choose from the list below, then click Attach File.  |   |
|            |  |   |
| itle       |  |   |
| 7 pages)   |  | × |
|            | O Ranid Legal is authorized to advance court fees                                    |   |
| ourt fees: |  |   |



## **USERGUIDE**



The system will automatically select a service level.

| Complete Thurso     | ay by 10:00 PM (Two D       | ay) *                      |           |  |
|---------------------|-----------------------------|----------------------------|-----------|--|
| he Service times di | played are only an estimate | based on the information p | provided. |  |

10 A notice will appear informing you of when your documents must be received to be recorded the next court day.

You may indicate who needs to be notified regarding this service.

When you are ready to place the order, click on the "**Submit**" button and you will receive a Confirmation email.

| Record by Monday 4:30 PM (2 Day) *   |  |  |
|--|--|--|
| If you need your order processed sooner that   | mate based on the information provided.<br>In the times listed above, please call us at (800) 366-5445.            |  |
| ecial Instructions:  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| iffications: Chack boy of person(s) you would  | like in notify of status undates   |  |
| ifications: Check box of person(s) you would I<br>☑ Jonathan Nill  | like to notify of status updates.  |  |
| ifications: Check box of person(s) you would  <br>☑ Jonathan Nill<br>□ Barney Stinson  | like to notify of status updates.<br>□ alcarlo castanar<br>□ Bill Davidheiser                                      |  |
| <b>ifications:</b> Check box of person(s) you would I<br>☑ Jonathan Nill<br>□ Dan Kushner                                    | like to notify of status updates.<br>☐ alcarlo castanar<br>☐ Bill Davidheiser<br>☐ David Saldana                   |  |
| iffications: Check box of person(s) you would  <br>☑ Jonathan Nill<br>□ Barney Stinson<br>□ Dan Kushner<br>□ Dawn Ebert TEST | like to notify of status updates.<br>☐ alcarlo castanar<br>☐ Bill Davidheiser<br>☐ David Saldana<br>☐ Drake Steele |  |
| iffications: Check box of person(s) you would  <br>☑ Jonathan Nill<br>□ Barney Stinson<br>□ Dan Kushner<br>□ Dawn Ebert TEST | like to notify of status updates.<br>alcarlo castanar<br>Bill Davidheiser<br>David Saldana<br>Drake Steele         |  |

1 Before mailing the documents, click on "**Print Routing Pages**." Use the routing page as the cover page to your documents. Contact our customer support at (800) 366-5445 who will provide you with the address of where you will need to mail your documents.

| Thank you for your order(s)  | County Recording<br>County: Los Angeles<br>Jurisdiction: Norwalk, 12400 Imperial Hwy                   |
|--|--|
| Your order number(s): 1042552  | Case Info:<br>Case Number: CIV1245678<br>Jurisdiction: null  |
| You can print the Order Confirmation and/or Routing Pages by clicking the appropriate Print button.<br>If you would like further assistance, please contact our Customer Support at Monday - Friday between the<br>hours of 800am to 5:30pm POT. | Case Participants:<br>Wells Fargo Bank, Defendant<br>Silva, Aaron , Plaintiff (Client)<br>Document(s): |
| Print Confirmation(s) Back to Manage Cases   | Mechanics Lien<br>Order Details:<br>Notify:  |
|  | Jonathan Nill<br>Special Instructions:   |
| « Previous Submit Save As Dralt  |  |
|  |  |

