

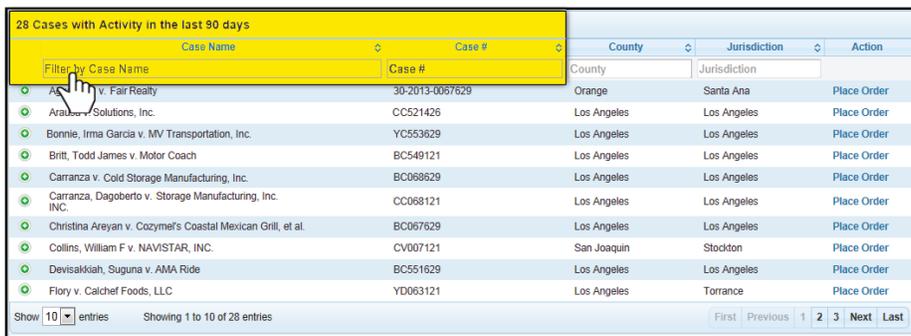
On the provided login page, type in your email and password and click on the “Login” button.

**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.”



- 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.



- 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.

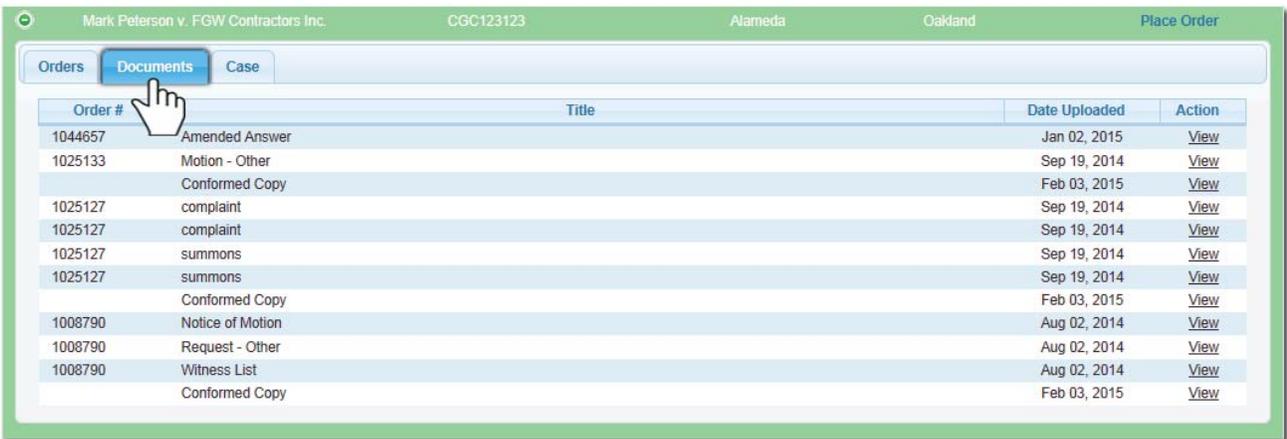


The **Orders** tab will show all of the associated orders that are **Pending** or **Closed** in the case. Click on the  icon of an Order to view its summary.



| Order #    | Order Type             | Status | Order Date   | Closed Date  | Client         | Billing Code |
|------------|------------------------|--------|--------------|--------------|----------------|--------------|
| 1008765-01 | Court Filing           | Closed | Aug 01, 2014 | Aug 01, 2014 | Anita Pasillas | 3515         |
| 1008765-02 | Courtesy Copy Delivery | Closed | Aug 01, 2014 | Aug 02, 2014 | Anita Pasillas | 3515         |
| 990100     | Process Serving        | Closed | Jun 11, 2014 | Jun 11, 2014 | Anita Pasillas | 3515         |
| 941047     | Court Filing           | 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.



Case #: CGC123123  
 Case Name: Peterson, Mark V. FGW Contractors Inc.  
 Jurisdiction: Central Courthouse - Rene C. Davidson

Client: FGW Contractors Inc.  
 Billing Code: 123

**New Order Notifications**

Daniel Ashley  
 Jonathan Nill

[Select All](#) [Deselect All](#) [Save](#)

[Edit Case](#) [Hide Case](#)



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

Place Order Manage Cases Pending Orders Closed Orders

Search for: All Cases and Orders

11 Cases with Activity in the last 90 days

| Case Name           | Case # | County | Jurisdiction | Action |
|---------------------|--------|--------|--------------|--------|
| Filter by Case Name | Case # | County | 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.

Peterson, Mark v. FGW Contractors Inc. CGC123123 Alameda Oakland Place Order

Orders Documents Case

| Order #    | Order Type      | Status   | Order Date   | Closed Date  | Client               | Billing Code |
|------------|-----------------|----------|--------------|--------------|----------------------|--------------|
| 1050956-02 | Process Serving | Executed | Feb 09, 2015 |              | FGW Contractors Inc. | 123          |
| 1050956-01 | Court Filing    | Closed   | Feb 09, 2015 | Feb 09, 2015 | FGW Contractors Inc. | 123          |
| 1050954    | Court Filing    | Closed   | Feb 09, 2015 | Feb 09, 2015 | FGW Contractors Inc. | 123          |
| 1050952    | Court Filing    | Closed   | Feb 09, 2015 | Feb 09, 2015 | FGW Contractors Inc. | 123          |

Orders Documents Summary

Order #: 1050952 Case Name: Peterson, Mark v. FGW Contractors Inc.  
 Status: Closed Client: FGW Contractors Inc.  
 Ordered By: Jonathan Nill Billing Code: 123  
 Ordered Type: Court Filing

Status Updates:

| 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.

Search for: All Cases and Orders

11 Cases with Activity in the last 90 days

| Case Name                                   | Case #       | County       | Jurisdiction | Action      |
|---|--------------|--------------|--------------|-------------|
| Filter by Case Name                         | Case #       | County       | Jurisdiction |             |
| Diamond Jim's Jewellery v. Williams, Marcus | Not Assigned | Alameda      | Oakland      | Place Order |
| Gonzalez, Maryann v. Gonzalez, William      | FAM54788541  | Contra Costa | Martinez     | Place Order |
| Hawthorne, William v. Rachlin, Deanna       | CVS54633789  | Los Angeles  | Los Angeles  | Place Order |
| Horton, Michael v. Milton, Melvin           | CVS5785458   | Riverside    | Riverside    | Place Order |
| Jacobs, Steve v. Mcellroy, Henry            | CGC5478963   | Los Angeles  | Pomona       | Place Order |
| Peterson, Mark v. FGW Contractors Inc.      | CGC123123    | Alameda      | Oakland      | Place Order |
| Porter, Allan v. A1 Car Classic Restoration | CGC54287595  | Sacramento   | Sacramento   | Place Order |
| Quinn, Jennifer v. Frys Electronic Store    | CVS5785458   | Los Angeles  | Los Angeles  | Place Order |
| Samuels, Howard v. Experian Credit Agency   | CVS5785458   | Alameda      | Oakland      | Place Order |
| Twin Towers Group LLP v. Connors, Jared     | Not Assigned | Riverside    | Riverside    | Place Order |

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