

Overview

LegalConnect's user interface has been recently enhanced to provide users a more intuitive and user-friendly experience. These enhancements comprise the introduction of a prominent primary navigation, increased spacing, and larger fonts to improve the user experience. Importantly, **these improvements do not affect any of the existing workflows.**

1. Screen Layout and Left Navigation:

- Once logged in, you will notice the account Dashboard's new look and feel.

The screenshot displays the LegalConnect user interface with three key areas highlighted by red boxes and blue arrows:

- PRIMARY LEFT NAVIGATION:** A vertical sidebar on the left containing four circular icons: a home icon, a folder icon, a list icon, and a document icon.
- SEARCH BAR:** A horizontal search bar at the top center, featuring a dropdown menu set to 'Cases', a text input field, and a 'Go' button.
- PLACE ORDERS & MANAGE CASES:** A horizontal row of three blue buttons: 'Place an Order' (with a plus icon), 'Manage Cases (1)' (with a folder icon), and 'Pending Orders (62)' (with a list icon).

Below these buttons, the interface is divided into two main sections:

- Recent Orders (62):** A table with columns for Order, Details, and Status. It lists five orders with their respective details and statuses.
- Recent Cases (1):** A table with columns for Case, Jurisdiction, and Action. It lists one case with its details and a 'Place Order' action.

At the bottom of the page, there is a footer with 'User Terms and Privacy Policy' on the left and 'Powered by LEGALCONNECT® Ver 9.0.3.12 ©2023' on the right.

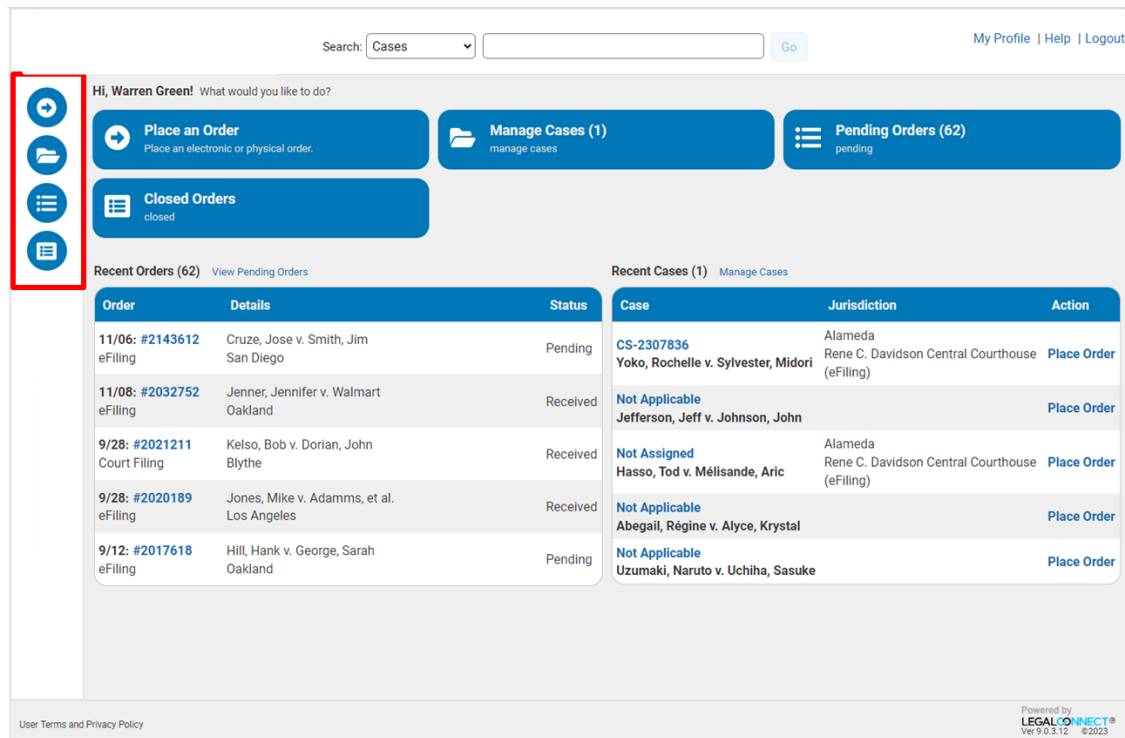
Order	Details	Status
11/06: #2143612 eFiling	Cruze, Jose v. Smith, Jim San Diego	Pending
11/08: #2032752 eFiling	Jenner, Jennifer v. Walmart Oakland	Received
9/28: #2021211 Court Filing	Kelso, Bob v. Dorian, John Blythe	Received
9/28: #2020189 eFiling	Jones, Mike v. Adamms, et al. Los Angeles	Received
9/12: #2017618 eFiling	Hill, Hank v. George, Sarah Oakland	Pending

Case	Jurisdiction	Action
CS-2307836 Yoko, Rochelle v. Sylvester, Midori	Alameda Rene C. Davidson Central Courthouse (eFiling)	Place Order
Not Applicable Jefferson, Jeff v. Johnson, John		Place Order
Not Assigned Hasso, Tod v. Mélisande, Aric	Alameda Rene C. Davidson Central Courthouse (eFiling)	Place Order
Not Applicable Abegail, Régine v. Alyce, Krystal		Place Order
Not Applicable Uzumaki, Naruto v. Uchiha, Sasuke		Place Order

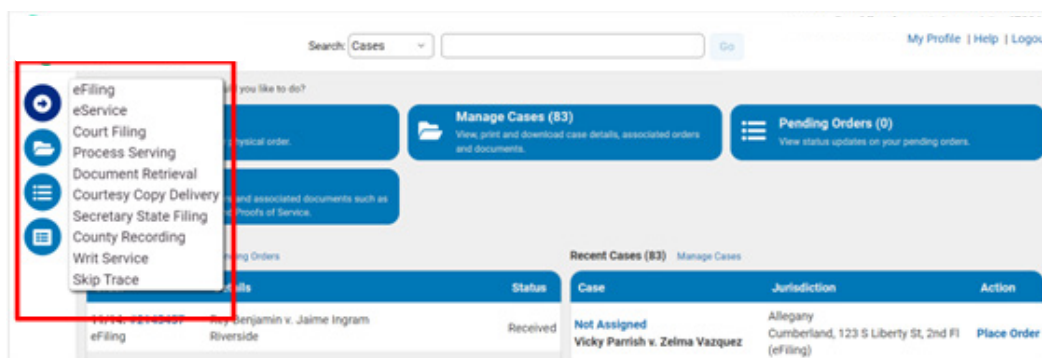
2. Primary Navigation

Click an icon in the primary navigation to:

- Place an Order
- Manage Cases
- Pending Orders
- Closed Orders



- The sub-menus will allow you to easily navigate the different sections.



3. How to Search

The **search bar** is positioned in the center of the page.

To use the search function, from the dropdown menu select from one of the categories:

- Cases
- Pending Orders
- Closed Orders

Place the cursor in the search bar and enter one of the following to search by:

- Case Name
- Case Number
- Billing Code

The screenshot displays the LEGALCONNECT user interface. At the top, a search bar is highlighted with a red rectangle, containing a dropdown menu set to 'Cases' and a 'Go' button. Below the search bar, the user is greeted with 'Hi, Warren Green! What would you like to do?'. The interface features several action buttons: 'Place an Order' (with a subtext 'Place an electronic or physical order.'), 'Manage Cases (1)' (with a subtext 'manage cases'), 'Pending Orders (62)' (with a subtext 'pending'), and 'Closed Orders' (with a subtext 'closed').

Below these buttons, there are two tables. The first table, titled 'Recent Orders (62)', has columns for 'Order', 'Details', and 'Status'. It lists five orders with their respective details and statuses. The second table, titled 'Recent Cases (1)', has columns for 'Case', 'Jurisdiction', and 'Action'. It lists one case with its details and a 'Place Order' action.

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4. How to Manage Cases and Documents

To filter cases by activity:

In the “Case Name or Case Number” search box, enter keywords or numbers.

Search: Cases Go My Profile | Help | Logout

Cases (80) Activity From: 08/10/2023 To: 11/08/2023

Case	County	Jurisdiction	Last Activity	Action
<input type="text" value="Case Name or Case Number"/>	<input type="text" value="County"/>	<input type="text" value="Jurisdiction"/>	<input type="text" value=""/>	
• Cuevas, Gale v. Hart, Gaston Not Applicable	Autauga	Prattville, 134 N Court St, #114	08/25/2023	Place Order
• Amy Green vs. THE 12 MOVEMENT, LLC 30-2016-00877556-CU-OE-WJC	Orange	West Justice Center	08/17/2023	Place Order

Orders Documents Case

Order #	Order Type	Court/Party	Status	Order Date	Closed Date	Client	Billing Code	Invoice
• 2121605-02	eServe	THE 12 CM, INC.	Closed	Aug 17, 2023	Aug 17, 2023			View
• 2121605-01	eFiling	Westminster	Closed	Aug 17, 2023	Aug 17, 2023			View

• Floyd, Nickolas v. Moss, Rocky
28-2022-6125256-CU

Sacramento Gordon D. Schaber Central Courthouse 11/02/2023 [Place Order](#)

5. How To Manage Pending Orders

Click on the “Pending Orders” icon.

Enter a keyword or number into the appropriate search box:

- Order Date
- Order #
- Order Type
- Case
- Name & Location
- Status

Search: Cases Go [My Profile](#) | [Help](#) | [Logout](#)

Order Date	Order #	Order Type	Case	Name & Location	Status
09/05/2022	2015637	Court eFiling	Wilbur Haas v. Andrew Chang Not Assigned	Central Courthouse (eFiling) 330 W. BROADWAY San Diego CA 92101	Pending
09/08/2022	2016533	Court eFiling	D'Ambrosio - Other Probate 30-2021-01224000-PR-OP-CJC	Central Justice Center 700 Civic Center Drive West Santa Ana CA 92701	Received
09/09/2022	2016864	Court eFiling	John Molina vs Bianca Oliver 21STUD03187	Los Angeles (eFiling) 111 N Hill S Los Angeles CA 90012	Pending

Order #: 2015637 **Case Name:** Wilbur Haas v. Andrew Chang **Status:** Pending **Ordered By:** Jonathan Nill **Ordered Type:** eFiling

Status Updates:

Date	Status
Sep 05, 2022 04:32 AM	E-File submitted electronically with the clerk of the court.
Sep 05, 2022 04:32 AM	Assignment received online

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6. How to Manage Closed Orders

Click on the “Closed Orders” icon.

Enter a keyword or number into the appropriate search box:

- Closed Date
- Order #
- Order Type
- Case
- Name & Location
- Status

Search: Cases Go

[My Profile](#) | [Help](#) | [Logout](#)

Closed Orders (6)

Filter by Case Name or Case Number

Filter by Jurisdiction Or Serve Entity & Address

Closed Date	Order #	Order Type	Case	Name & Location	Status
08/17/2023	2154677	Court eFiling	Amy Green vs. Muriel Kaufman 28-2019-0856-CU-OE	West Justice Center 8141 13th St Westminster CA 92683	Closed
08/17/2023	2121605	eService	Kendra Campos vs. Nell Mcknight 30-2016-0086-CU-OE	West Justice Center 8141 13th St Westminster CA 92683	Closed
09/18/2023	2129532	ON DEMAND Court Filing	Joan Rivera vs Robyn Richmond, et al. 29TRSD9854	Central District Western Division (U.S. Courthouse 312 N Spring St. Rm. G-8 Los Angeles CA 90012	Closed
10/06/2023	2135540	Court eFiling	Wieslaw Kowalski vs Jacob Jacobs 16CECG02004	B.F. Sisk Central Courthouse (eFiling) 1130 O St. Fresno CA 93724	Closed
10/24/2023	2140356-01	Court eFiling	Nichole Herrold vs Leonel Verduzco 17CECG09959	B.F. Sisk Central Courthouse (eFiling) 1130 O St. Fresno CA 93724	Closed
10/31/2023	2142226	Court eFiling	Corrine Kerr, et al. vs Mara Hayes 21STLC07013	Spring Street Courthouse (Civil eFiling) 312 North Spring Street Los Angeles CA 90012	Closed

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