

# E-filing User Guide: Los Angeles Superior Court

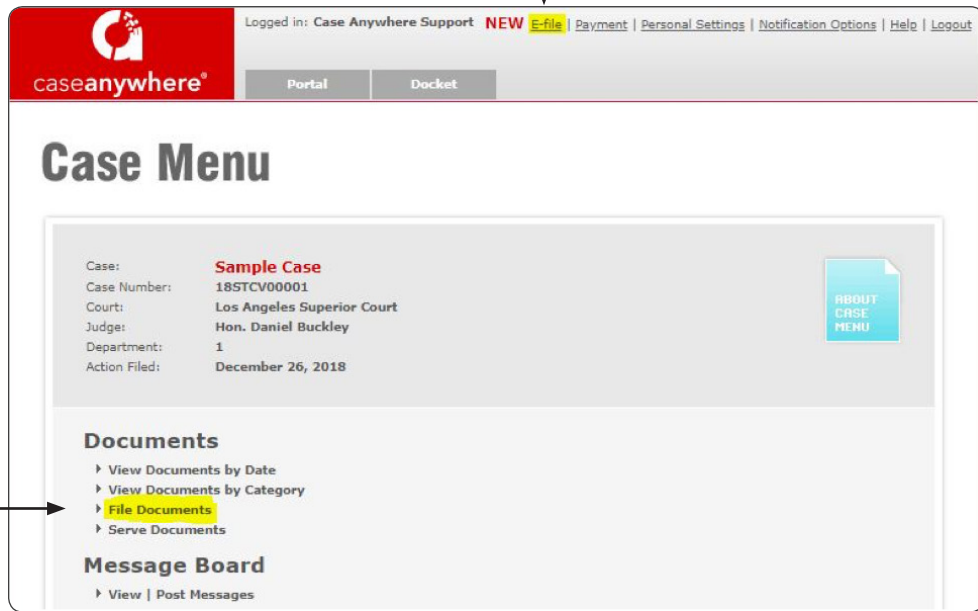
## Section One: Creating a New Case Anywhere E-filing Account

1

From your Case Anywhere account, click the **"E-file"** link located at the top of the page. For LA Superior Court cases hosted on Case Anywhere, you can also click the "File Documents" link under the **Documents** section of the **Case Menu** page. Alternatively, you can visit <https://caseanywhere.legalconnect.com>.


E-filing Link

E-filing Link



2

You will then be redirected to Case Anywhere's e-filing module log-in screen.



**Please Note:** This login is not the same as your Case Anywhere general login. You will need to create a new account for e-filing by clicking the **"New User?"** link.

3

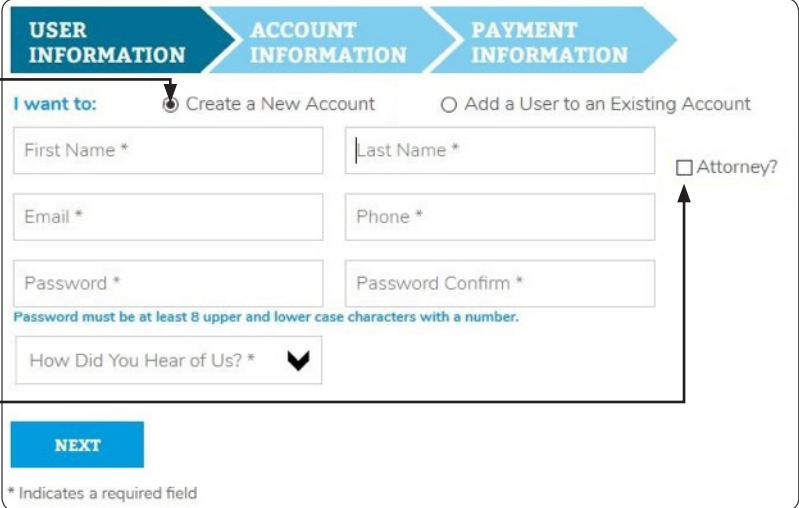
You will now be presented with the Account Registration wizard. Be sure the **"Create a New Account"** option is selected. This initial **User Information** will be used to create the Administrator account for your firm. Administrators can always be added/removed/reassigned at a later time, so feel free to use your information even if you will not ultimately be the firm administrator. Please keep your password in a safe place.

**Please Note:** If your firm has already created an account, ask your firm administrator to add you as a user to your firm's account ([see](#) Section Two of this guide). If you do not know if your firm has already created an account, or the name of your firm's administrator, please contact Case Anywhere at (800) 884-3163 or [efiling@caseanywhere.com](mailto:efiling@caseanywhere.com).

**Please Note:** If you are an attorney, check the box next to **"Attorney?"** and enter your State Bar number. If you are **not** an attorney, you will need to add an attorney to your firm's e-filing account **before** you can e-file a document. We will cover adding additional users later in this guide.

Create a new account

Click if you are an Attorney



**USER INFORMATION** **ACCOUNT INFORMATION** **PAYMENT INFORMATION**

I want to: ☒ Create a New Account ☐ Add a User to an Existing Account

First Name \* Last Name \*

Email \* Phone \*

Password \* Password Confirm \*

Password must be at least 8 upper and lower case characters with a number.

How Did You Hear of Us? \*

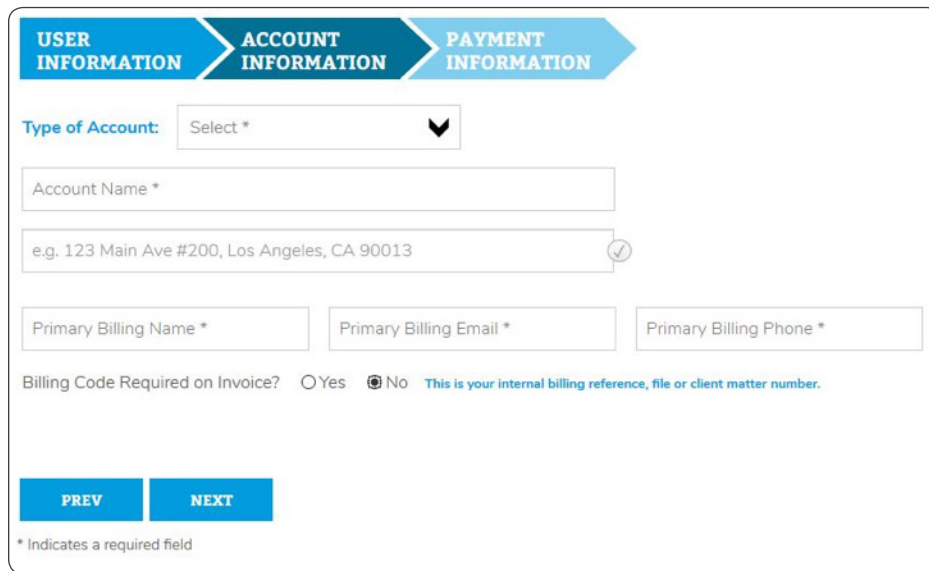
☐ Attorney?

**NEXT**

\* Indicates a required field

4

Next, enter your firm's **Account Information**. This information is applied to all documents filed under this account. In the **"Account Name"** field, please list your organization. If your firm requires a billing code on its invoices and you select "Yes" on this screen, you will be prompted to enter the billing code prior to completing an e-filing transaction.

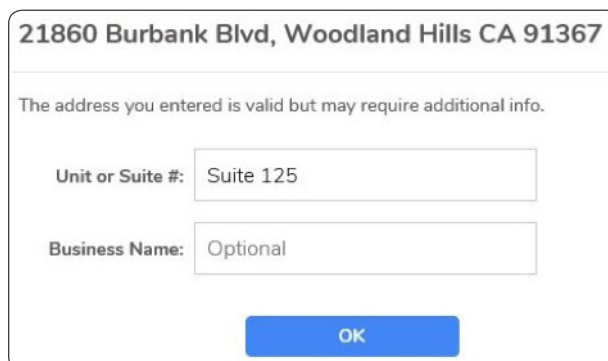


The screenshot shows the 'ACCOUNT INFORMATION' step of a three-step wizard. The steps are 'USER INFORMATION', 'ACCOUNT INFORMATION', and 'PAYMENT INFORMATION'. The 'ACCOUNT INFORMATION' step is active. It contains the following fields and options:

- Type of Account:** A dropdown menu with 'Select \*' and a downward arrow.
- Account Name \*:** A text input field.
- Address:** A text input field with the example 'e.g. 123 Main Ave #200, Los Angeles, CA 90013' and a checkmark icon.
- Primary Billing Name \*:** A text input field.
- Primary Billing Email \*:** A text input field.
- Primary Billing Phone \*:** A text input field.
- Billing Code Required on Invoice?:** Radio buttons for 'Yes' and 'No' (selected). A note states: 'This is your internal billing reference, file or client matter number.'
- Navigation:** 'PREV' and 'NEXT' buttons.
- Footnote:** '\* Indicates a required field'

**Please Note:** Only one credit card can be assigned to an account. If, for example, your firm has multiple locations and each location uses a different credit card, you may need to create an account for each location.

When entering your address on the previous step, the wizard will verify the address and may require that you enter additional information.



The screenshot shows a dialog box titled '21860 Burbank Blvd, Woodland Hills CA 91367'. It contains the following information and fields:

- Message:** 'The address you entered is valid but may require additional info.'
- Unit or Suite #:** A text input field with 'Suite 125' entered.
- Business Name:** A text input field with 'Optional' entered.
- Action:** An 'OK' button.

**5**

Next, enter your firm's **Payment Information**, which will be used to pay all fees associated with the electronic filing of your document. You have two options for Payment Type. Choose either ACH/Debit or Credit Card and complete the required information. After you've read our Terms of Service, please check the box next to **"I Agree to Case Anywhere LLC's Terms of Service"** to accept our terms. Once the box is checked, the **FINISH** button will appear. Click **FINISH**.

USER INFORMATION

ACCOUNT INFORMATION

PAYMENT INFORMATION

**Payment Type:** ☒ ACH/Debit ☐ Credit Card  
By choosing to use a bank account as your payment method, it is understood and agreed that you are authorizing Case Anywhere LLC to debit your bank account for the total amount of fees charged by Case Anywhere LLC (including any statutory court or witness fees). All transactions must be in U.S. dollars.

Business Checking ▼ Tax ID \*

Account Name \*

Bank Name \*

Bank Account Number \* Bank Routing Number \* [View sample](#)

☒ Uncheck this box if the address below is not the address that appears on your bank statement.  
 21860 Burbank Blvd Ste 125 Woodland Hills CA 91367

☒ I Agree to Case Anywhere LLC's [Terms of Service](#)

**PREV FINISH**


\* Indicates a required field

USER INFORMATION

ACCOUNT INFORMATION

PAYMENT INFORMATION

**Payment Type:** ☐ ACH/Debit ☒ Credit Card  
By choosing to use your Credit Card as your payment method, it is understood and agreed that the Credit Card on file will be charged immediately for the total amount of fees charged by Case Anywhere LLC (including any statutory court or witness fees). A convenience fee will be added to process and collect any statutory court or witness fees required by court rule or statute. All transactions must be in U.S. dollars.

First Name \* Last Name \* 

Card # \* Security Code \* [What is this?](#)

Expiration Month \* ▼ Expiration Year \* ▼

☒ Uncheck this box if the address below is not the address that appears on your credit card statement.  
 21860 Burbank Blvd Ste 125 Woodland Hills CA 91367

☒ I Agree to Case Anywhere LLC's [Terms of Service](#)

**PREV FINISH**

\* Indicates a required field

You will now receive a confirmation email which contains your login email and your firm's account number. To log in, use the login email and password created when completing the account registration wizard.

**Submit your order within minutes!**

**Hi Case Anywhere Support,**

Thank you for registering with Case Anywhere LLC!

**Important Account Information**

Your login email is: [support@caseanywhere.com](mailto:support@caseanywhere.com)

Your Customer Account #: **ABC123**

Your Customer Zip Code is: **91367**

This concludes **Section One: Creating a New Case Anywhere E-filing Account**

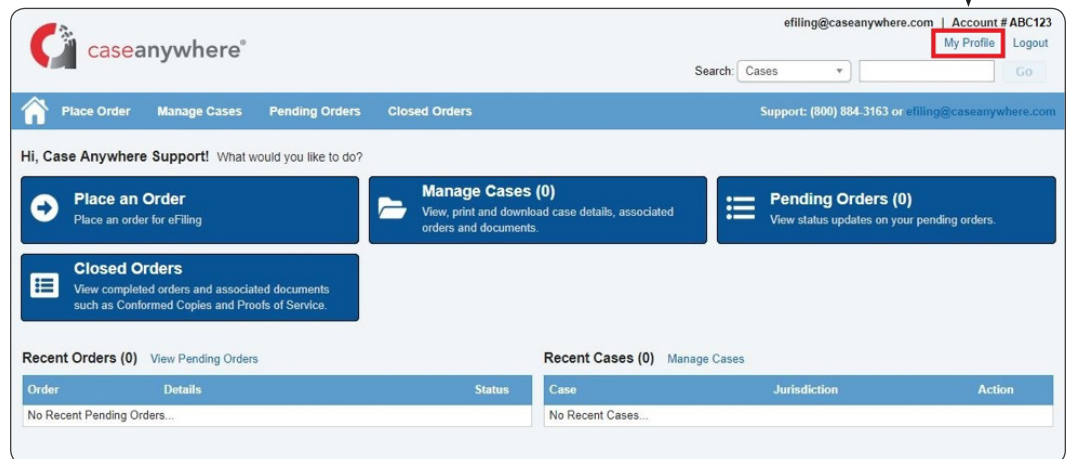
## Section Two: Adding Users to your Existing Case Anywhere E-Filing Account

You will need to add at least one attorney to your firm's Case Anywhere E-Filing Account before you can e-file with the court. If you are an attorney and set up your firm's account, please skip to **Section Three: E-Filing a Document in an Existing Case** if no other members of your organization need to be added at this time. Otherwise, please proceed below.

1

Log in to your Case Anywhere E-Filing Account using the login email and password created when completing the account registration wizard. You'll then be presented with the Dashboard. Click on the My Profile link in the top right corner of the page.

My Profile link

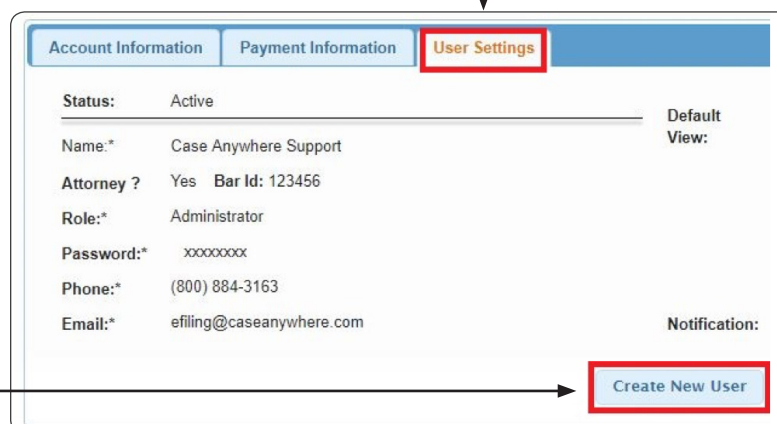


The screenshot shows the Case Anywhere E-Filing Dashboard. In the top right corner, the 'My Profile' link is highlighted with a red box. An arrow points from the 'My Profile link' text to this box. The dashboard includes a search bar, navigation tabs for 'Place Order', 'Manage Cases', 'Pending Orders', and 'Closed Orders', and a main content area with buttons for 'Place an Order', 'Manage Cases (0)', 'Pending Orders (0)', and 'Closed Orders'. Below these are sections for 'Recent Orders (0)' and 'Recent Cases (0)'.

2

Click on "User Settings", then click on "Create New User"

User Settings link



The screenshot shows the 'User Settings' page. The 'User Settings' tab is highlighted with a red box. An arrow points from the 'User Settings link' text to this box. Below the tabs, there are fields for 'Status' (Active), 'Name' (Case Anywhere Support), 'Attorney?' (Yes), 'Bar Id' (123456), 'Role' (Administrator), 'Password' (xxxxxxx), 'Phone' ((800) 884-3163), and 'Email' (efiling@caseanywhere.com). A 'Create New User' button is highlighted with a red box at the bottom right. An arrow points from the 'Create New User link' text to this box.

Create New User link

3

Next, enter the new user's information. Assign a temporary password to the user. Click Save.

**Please Note:** You are required to provide the user with a temporary password, as the system will not provide it to them. The password must be at least 8 characters with at least one uppercase and one lowercase letter. The user will be able to change their password after logging in with their temporary password.

**Please Note:** The "Role" of a user is either Staff or Administrator. A Staff user can only make changes to their own user profile, whereas an Administrator user can make changes to the firm's account, billing information and the profiles of any users within that account.

**Please Note:** The options referenced in the "Default View" table affect how information is displayed on the Dashboard for this user. The information included in the tables can be left in their default state.

**Please Note:** Be sure to check the "Notification" check box if you wish for this user to receive status updates from us regarding court filings.

Account Information

Payment Information

User Settings

Status: Active

First Name:\* John

Last Name:\* Justice

Attorney ? ☒

Bar Id: 123456

Role:\* Administrator

Password:\* .....

Retype Password:\* .....

Phone:\* (800) 884-3163

Email:\* johnjustice2019@gmail.com

Default View:

Cases and Orders shown	# of Days displayed without having to search	# of Entries per page
<input checked="" type="radio"/> All	<input checked="" type="radio"/> 90 Days	<input checked="" type="radio"/> 10
<input type="radio"/> My Jobs Only	<input type="radio"/> 60 Days	<input type="radio"/> 25
	<input type="radio"/> 30 Days	<input type="radio"/> 50

Notification: ☒ Send email notifications for status updates

Save

Cancel

4

After clicking Save, the new user will receive an email containing their login email.

**Submit your order within minutes!**

**Hi John Justice,**

Thank you for registering with Case Anywhere LLC!

**Important Account Information**

Your login email is: [johnjustice2019@gmail.com](mailto:johnjustice2019@gmail.com)

Your Customer Account #: **ABC123**

Your Customer Zip Code is: **91367**

To add additional users to your firm's Case Anywhere E-Filing Account, simply repeat Step Two for each user as necessary.

This concludes **Section Two: Adding Users to your Existing Case Anywhere E-Filing Account**

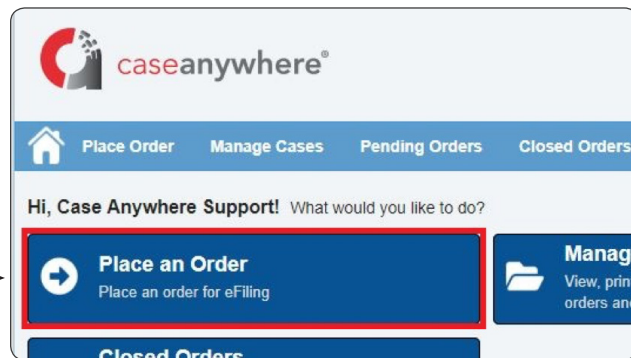
## Section Three: E-Filing a Document in an Existing Case

The below instructions will guide you through e-filing a document in a case which has already been filed with the Los Angeles Superior Court. For instructions on initiating a new case in the Los Angeles Superior Court, please proceed to **Section Four: Initiating a New Case**.

1

From the Dashboard, click **"Place an Order"**

Place an Order link

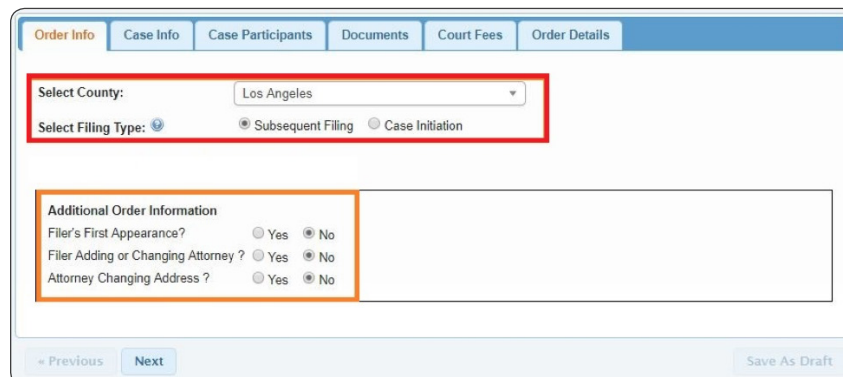


2

You should now find yourself on the Order Info tab. From here, select Los Angeles from the drop-down menu, select **"Subsequent Filing"**, then click Next.

**Please Note:** The **"Additional Order Information"** fields are legacy fields that can be left in the default **"No"** position. We have been informed that these fields will be removed in the future.

**Please Note:** If after clicking "Next" you receive an error message indicating an eFileCA verification failure, this means that no attorney has been associated with your account. Please review **Section Two: Adding Users to your Existing Case Anywhere E-Filing Account** to resolve this error.





3

On the **Case Info** tab, select the appropriate Case Category and Search Type and enter your case number in the search field. Then, click Search.



On the next screen, the results of a search of the Court's records are displayed. Confirm that the displayed information matches the case you are trying to file in. If so, click Next.



4

On the **Case Participants** tab, the Court's internal record of the Case Participants, including parties and their attorneys of record, is displayed. You have the option to add your firm and your represented party(ies) to the court record if they are not currently displayed.

Add participants



**Please Note:** If your firm requires billing reference codes, an additional column will appear on the **Case Participants** tab (see below). Check the box next to your client and, when prompted, enter your billing reference code.

Click a Party and/or an Attorney

Lead Client	Name	Role
<input type="checkbox"/>	joseph antonelli, law offices of	attorney
<input type="checkbox"/>	kevin t. barnes, law offices of	attorney
<input type="checkbox"/>	autozone, inc.	defendant
<input type="checkbox"/>	downey, nicole	plaintiff

If, on the **Case Participants** tab, you are entering information for an attorney for the first time, the system may ask for additional details. If you receive the below error, click OK and provide any additionally requested information.



**Add Attorney**

Type: ☒ Attorney Info

**Message**

There is no Court ID for this Attorney name. Please fill in Contact Info below.

OK

Contact Info:

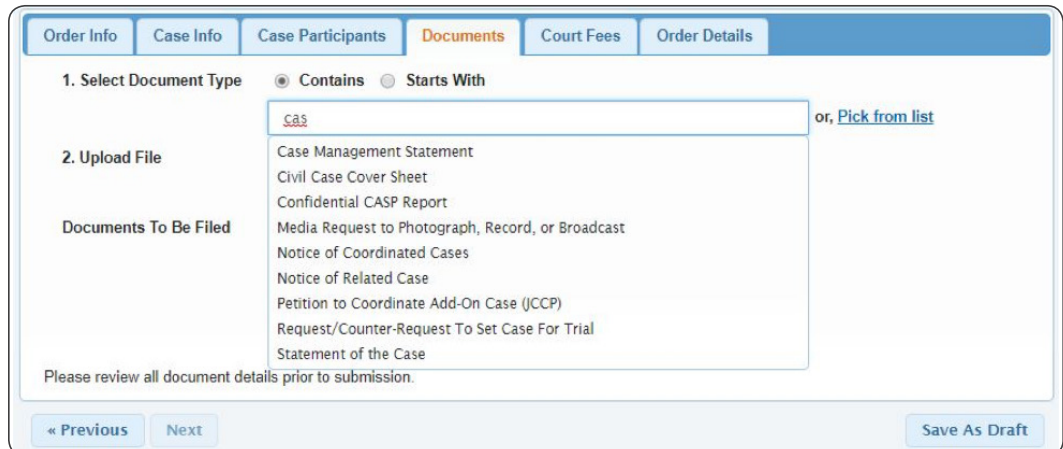
5

You should now find yourself on the **Documents** tab. Here, you will select the documents you wish to file from your computer. Each document is required to be uploaded individually. Repeat this process as many times as necessary until all your documents are uploaded.

- Make your selection from the Court provided list of documents that most accurately describes the document you are filing. We recommend typing just the first few letters of the document to retrieve the largest selection of categories. You may also search by using the "Pick from list" option.
- Click the "Browse" button to select the document from your computer.

**Please Note:**

- This list of categories is provided by the Court, not Case Anywhere, and cannot be edited. Please make your selection carefully as an incorrect selection may result in rejection by the Court.
- Each individual electronic file submitted must be less than 15 MB and the aggregate size of all submitted documents must be less than 75 MB.
- Document Types with **(name extension)** included in the title will allow you to include additional detail as described in the following step.



Order Info Case Info Case Participants **Documents** Court Fees Order Details

1. Select Document Type ☒ Contains ☐ Starts With

2. Upload File

Documents To Be Filed

or, [Pick from list](#)

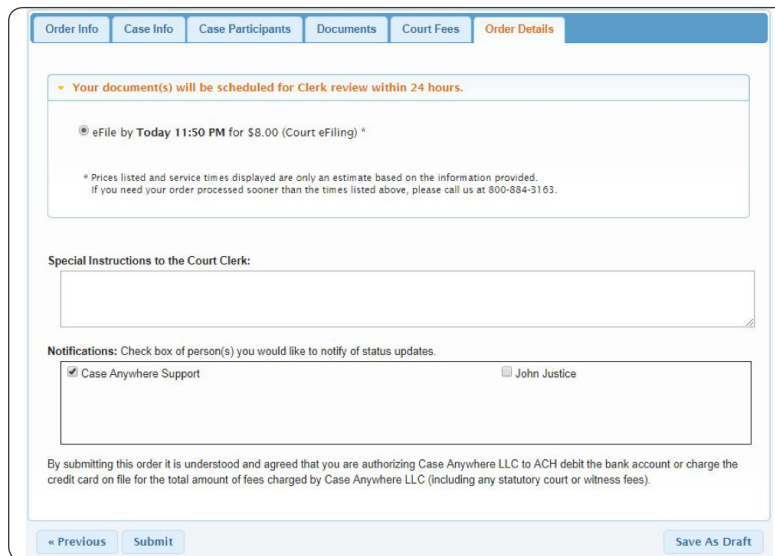
- Case Management Statement
- Civil Case Cover Sheet
- Confidential CASP Report
- Media Request to Photograph, Record, or Broadcast
- Notice of Coordinated Cases
- Notice of Related Case
- Petition to Coordinate Add-On Case (JCCP)
- Request/Counter-Request To Set Case For Trial
- Statement of the Case

Please review all document details prior to submission.

< Previous Next Save As Draft

6

On the **Order Details** tab, you will be presented with Case Anywhere's transaction fee and the latest possible time your e-filing can be submitted to the Court. You must complete your order to Case Anywhere before 11:50 p.m. Pacific Time to have it submitted to the Court on that same day. If you have any special instructions to provide the Court Clerk, you can enter them in the provided field. You can also modify who will receive status updates for this filing. Click Submit when you are ready to transmit this order to the Court.



Order Info Case Info Case Participants Documents Court Fees **Order Details**

• Your document(s) will be scheduled for Clerk review within 24 hours.

• eFile by Today 11:50 PM for \$8.00 (Court eFiling) \*

\* Prices listed and service times displayed are only an estimate based on the information provided.  
If you need your order processed sooner than the times listed above, please call us at 800-884-3163.

Special Instructions to the Court Clerk:

Notifications: Check box of person(s) you would like to notify of status updates.

☒ Case Anywhere Support ☐ John Justice

By submitting this order it is understood and agreed that you are authorizing Case Anywhere LLC to ACH debit the bank account or charge the credit card on file for the total amount of fees charged by Case Anywhere LLC (including any statutory court or witness fees).

« Previous Submit Save As Draft

After submitting your order, you will be presented with the Order Confirmation page. Your order number(s) will appear on this page, and you will have the option to print the order confirmation for your records. You will also receive the Order Confirmation by email notification. If you have any questions for us regarding your order, please refer to this order number.

Once your order has been successfully transmitted to and received by the Court, the Court will issue a transaction number. You will receive the Court's transaction number through a subsequent email notification. The Court's processing time will vary and is beyond the control of Case Anywhere. If you have any questions for the Court regarding your filing, please refer to this transaction number.

Once the Court has acted by either accepting, partially accepting, or rejecting your filing(s), you will receive a third and final notification email which will inform you of the Court's action. At this time your credit card will be charged, and you will be able to download your conformed copies.

This concludes **Section Three: E-Filing a Document in an Existing Case**

## Section Four: Initiating a New Case

The below instructions will guide you through the initiation of a new case with the Los Angeles Superior Court. The steps below are largely the same as **Section Three: E-Filing a Document in an Existing Case**. However, you will need to submit new information to the Court record.

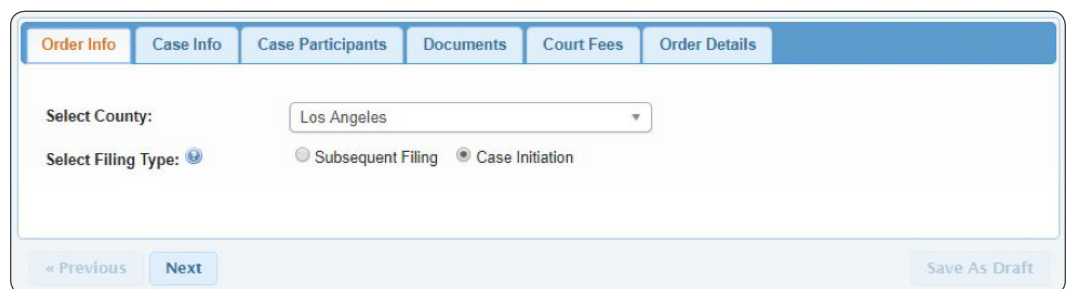
1

From the Dashboard, select **"Place an Order"**



You should now find yourself on the **Order Info** tab. From here, select Los Angeles from the drop-down menu, select **"Case Initiation"**, then click Next.

**Please Note:** If after clicking "Next" you receive an error message indicating an eFileCA verification failure, no attorney has been associated with your account. Please review **Section Two: Adding Users to your Existing Case Anywhere E-Filing Account to resolve this error**.



Order Info Case Info Case Participants Documents Court Fees Order Details

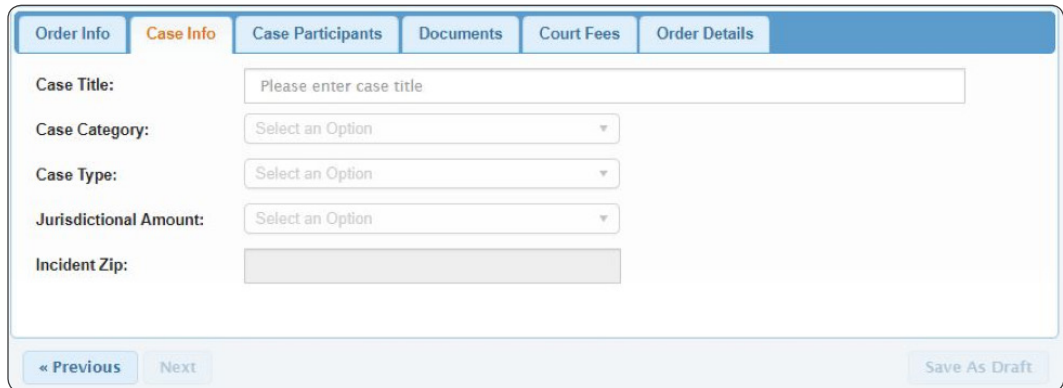
Select County: Los Angeles

Select Filing Type: ☐ Subsequent Filing ☒ Case Initiation

« Previous Next Save As Draft

**2**

On the **Case Info** tab, you will enter the basic case information. Similar information is requested on the Civil Case Cover Sheet and Civil Case Cover Sheet addendum forms.



Order Info	Case Info	Case Participants	Documents	Court Fees	Order Details
<b>Case Title:</b> <input type="text" value="Please enter case title"/>					
<b>Case Category:</b> <input type="text" value="Select an Option"/>					
<b>Case Type:</b> <input type="text" value="Select an Option"/>					
<b>Jurisdictional Amount:</b> <input type="text" value="Select an Option"/>					
<b>Incident Zip:</b> <input type="text"/>					
<div>« Previous   Next   Save As Draft</div>					

From the **Case Participants** tab onward, the steps outlined in **Section Three: E-Filing a Document in an Existing Case** should be followed. Please refer to those steps in the previous section for further information.

Thank you for choosing Case Anywhere as your electronic filing service provider.

This concludes **Section Four: Initiating a New Case and the E-filing User Guide: Los Angeles Superior Court**

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For additional resources regarding electronic filing with the Los Angeles Superior Court, please visit the court's civil e-filing resources page at <http://www.lacourt.org/division/efiling/efiling2.aspx>.

For a current list of known technical issues with Los Angeles Superior Court electronic filing, please visit <https://legalconnect.com/support/lacivil/>.

For general assistance in using your Case Anywhere E-Filing Account, please contact us at (800) 884-3163, or by email at [efiling@caseanywhere.com](mailto:efiling@caseanywhere.com).

For updates regarding the status of your filings, please contact the civil clerical operations team at your assigned courthouse. Courthouse information can be found at <http://www.lacourt.org/courthouse>.