

# E-Filing with Case Anywhere

Case Anywhere is an electronic filing service provider (EFSP) offering e-Filing in California courts to law firms and parties through a dedicated, self-service e-Filing portal. Our e-Filing capabilities complement our existing Litigation Hub software where users e-serve documents, access case records, and communicate with the court via a message board.

**The Litigation Hub and e-Filing portal are accessed through two different websites requiring separate login credentials.**

First time users to the Case Anywhere e-Filing portal will need to create a Firm Account.

**To register your Firm Account, visit this website:** <https://caseanywhere.legalconnect.com/registration>

The registration wizard will guide you through the steps necessary to set up your account.

- The individual creating the account will be deemed the account administrator. Administrators can be added, removed or changed at a later time.
- A payment method (credit card or ACH) must be saved to the account for payment of e-Filing fees.
- If the administrator is not an attorney, at least one attorney with a verified CalBar Number must also be registered under the firm account after initial set up is verified.

**Once your account is verified, proceed to your Customer Portal at:** <https://caseanywhere.legalconnect.com/Login>

We suggest that you bookmark this link for future use.

## Initiating and Tracking E-Filing Transactions from the Customer Portal:

- Place an Order (e-File your documents)
- Manage Cases – View recent orders and documents; place a new order from each case listing. Cases with activity during the last 90 days are saved.
- View Pending Orders – View and complete saved drafts; view the latest status updates from the court.
- View Closed Orders – View your completed orders, including conformed documents and notices returned from the court.

## Managing User and Account Information from the Customer Portal:

- Add new firm attorney and staff users – Go to 'My Profile' (located at top right of the screen under account number). Select 'Create New User' from the User Settings tab. (A new user can also add themselves via the registration webpage if the firm's account number is known).
- Update account information and payment method – The Firm Administrator can also update this information by accessing the 'My Profile' option.

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)