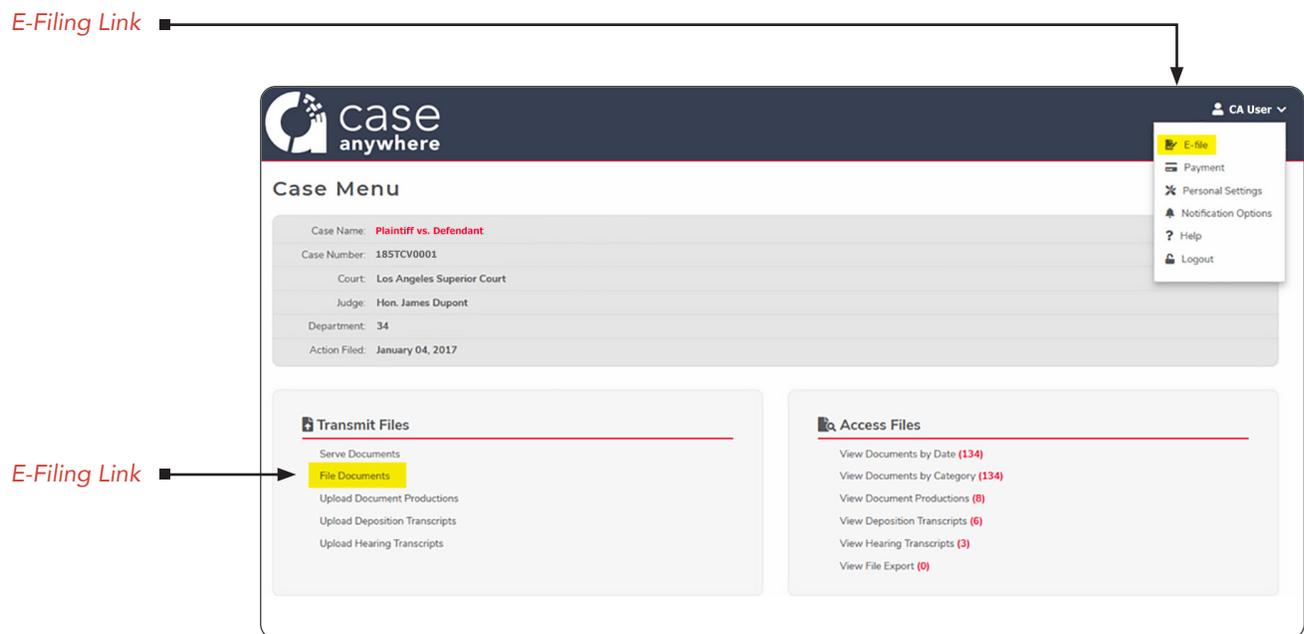


E-Filing User Guide: New Account Setup | User Set Up

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 **Transmit Files** section of the **Case Menu** page. Alternatively, you can visit <https://caseanywhere.legalconnect.com>.



- 2 You will then be redirected to Case Anywhere's e-Filing module login screen.

Secure Login

Email Address:

Password:

Remember me

[Forgot password?](#) or [New user?](#)

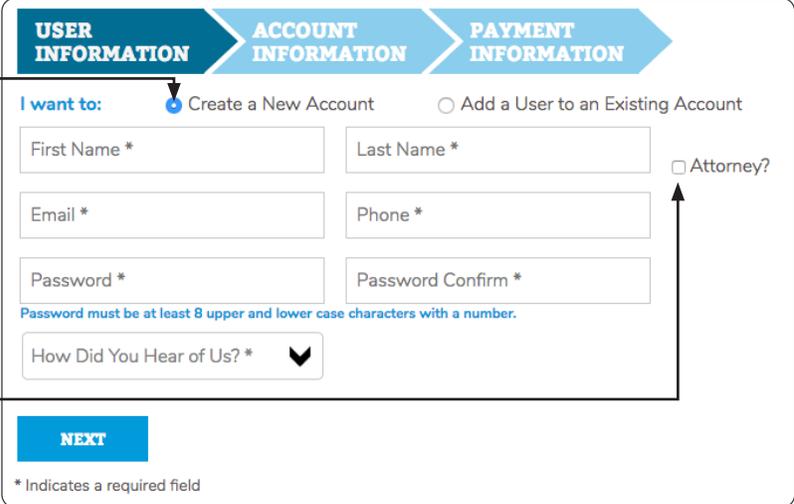
Please Note: This login is not the same as your Case Anywhere general login. You will need to create a new account for e-Filing by clicking the **"New User?"** link.

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.

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 * Attorney?

Email * Phone *

Password * Password Confirm *

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

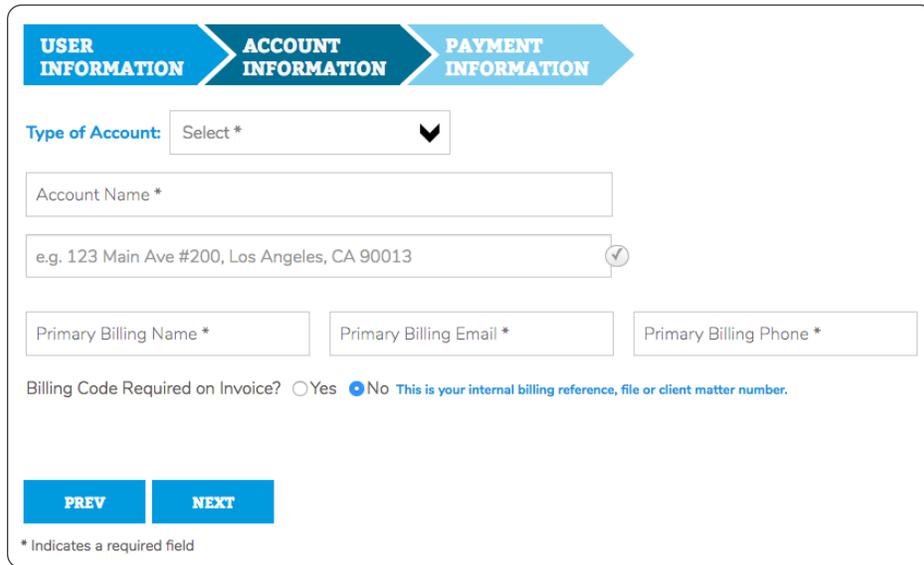
How Did You Hear of Us? * ▼

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.

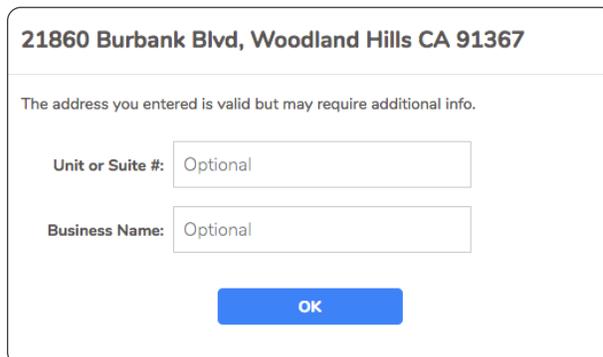


The screenshot shows a three-step wizard: USER INFORMATION, ACCOUNT INFORMATION (current step), and PAYMENT INFORMATION. The form includes the following fields and options:

- Type of Account: Select * (dropdown menu)
- Account Name * (text input)
- e.g. 123 Main Ave #200, Los Angeles, CA 90013 (text input with a checkmark icon)
- Primary Billing Name * (text input)
- Primary Billing Email * (text input)
- Primary Billing Phone * (text input)
- Billing Code Required on Invoice? Yes No This is your internal billing reference, file or client matter number.
- Navigation buttons: PREV and NEXT
- 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.

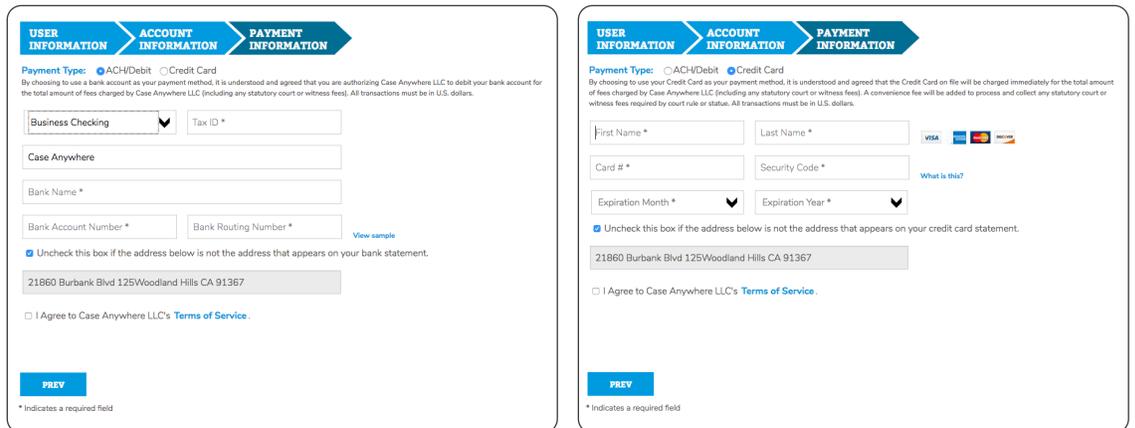


The dialog box displays the address: **21860 Burbank Blvd, Woodland Hills CA 91367**. Below the address, it states: "The address you entered is valid but may require additional info." There are two optional input fields:

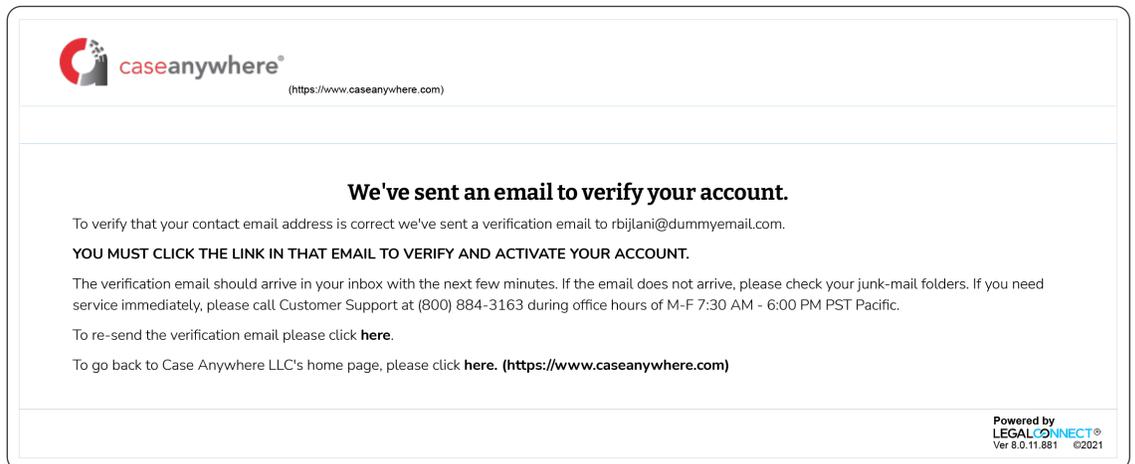
- Unit or Suite #: Optional
- Business Name: Optional

An OK button is located at the bottom center of the dialog.

- 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**.



- 6 A verification email will be sent to the email address provided.



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 John Justice,

Thank you for registering with Case Anywhere LLC!

Important Account Information

Your login email is: johnjustice2019@gmail.com

Your Customer Account #: **115200**

Your Customer Zip Code is: **91367**

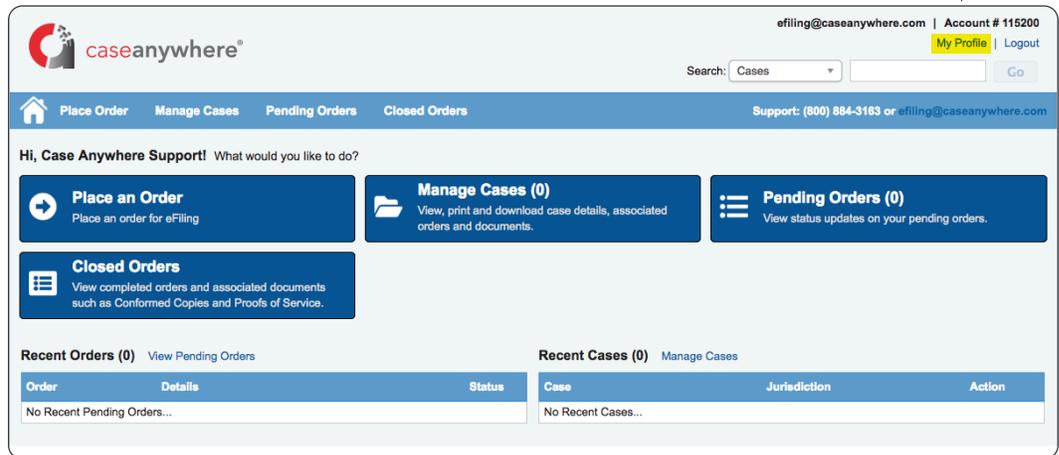
This concludes **Section One: Creating a New Case Anywhere E-Filing Account**

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.

- 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.

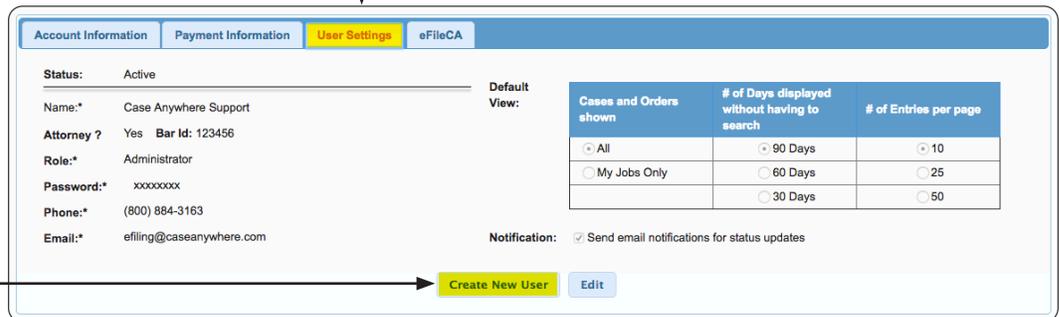
My Profile link



The screenshot shows the Case Anywhere dashboard. In the top right corner, the user is logged in as 'efiling@caseanywhere.com' with account number '115200'. A 'My Profile' link is highlighted in yellow. Below the navigation bar, there are several main action buttons: 'Place an Order', 'Manage Cases (0)', 'Pending Orders (0)', and 'Closed Orders'. At the bottom, there are sections for 'Recent Orders (0)' and 'Recent Cases (0)'. A red arrow points from the 'My Profile link' text to the 'My Profile' link in the screenshot.

- 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 in yellow. Below the account information, there are sections for 'Default View' and 'Cases and Orders shown'. At the bottom, there is a 'Notification' section with a checked box for 'Send email notifications for status updates'. A 'Create New User' button is highlighted in yellow. A red arrow points from the 'User Settings link' text to the 'User Settings' tab, and another red arrow points from the 'Create New User link' text to the 'Create New User' button.

Create New User link

3

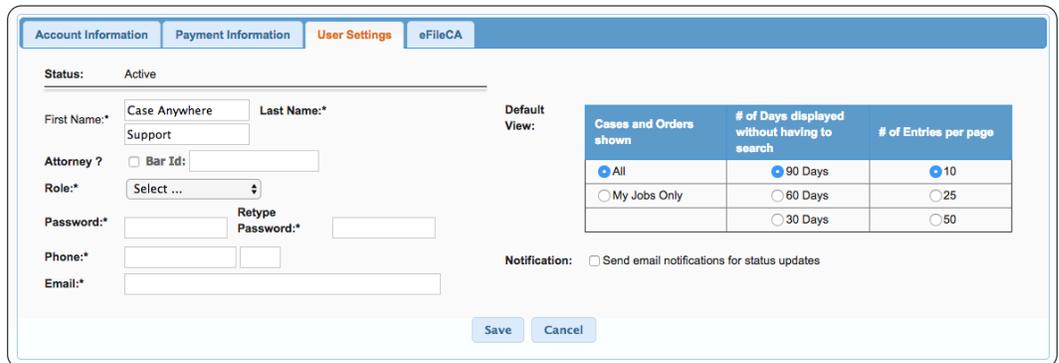
Next, enter the new user's information. Assign a temporary password to the user. Click Save.

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 letter, one lowercase letter and one number. 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** | eFileCA

Status: Active

First Name:* Case Anywhere Last Name:* Support

Attorney? Bar Id:

Role:*

Password:* Retype Password:*

Phone:*

Email:*

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

Your Customer Account #: **115200**

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**