caseanywhere®

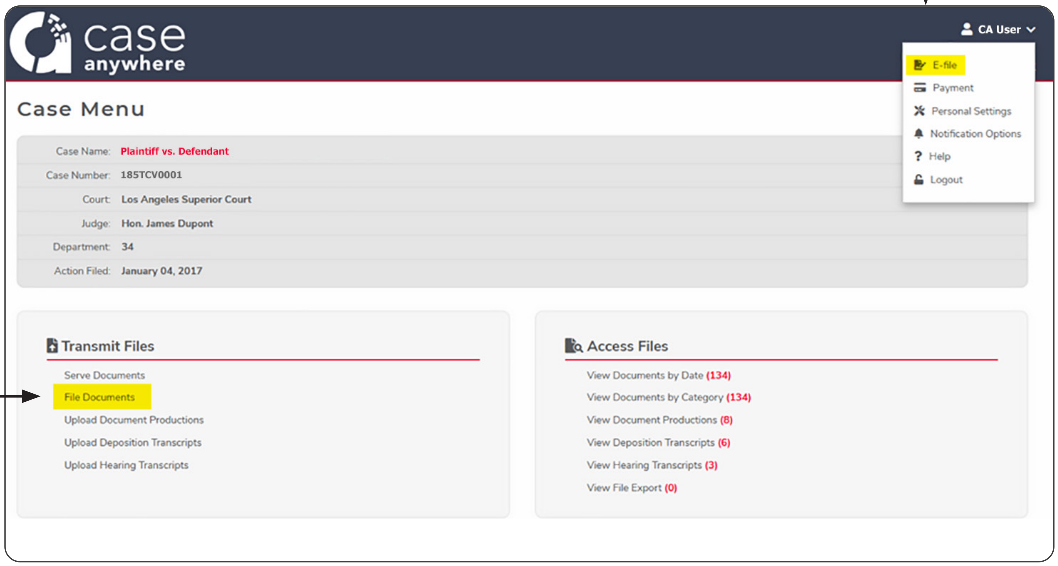
E-Filing User Guide: New Account Setup | User Set Up

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

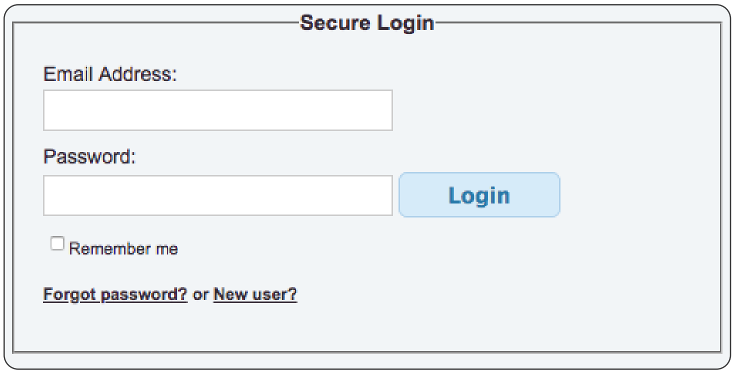
1 From your Case Anywhere account, click the **"E-File"** link located at the top of the page. For LA Superior Court cases hosted on Case Anywhere, you can also click the "File Documents" link under the **Transmit Files** section of the **Case Menu** page. Alternatively, you can visit https://caseanywhere.legalconnect.com.

E-Filing Link

E-Filing Link



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

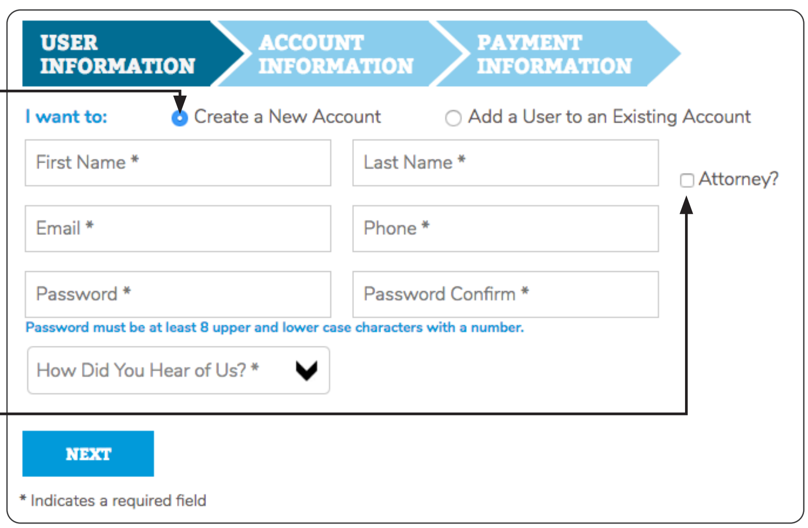
You will now be presented with the Account Registration wizard. Be sure the **"Create a New Account"** option is selected. This initial **User Information** will be used to create the Administrator account for your firm. Administrators can always be added/removed/reassigned at a later time, so feel free 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.

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.

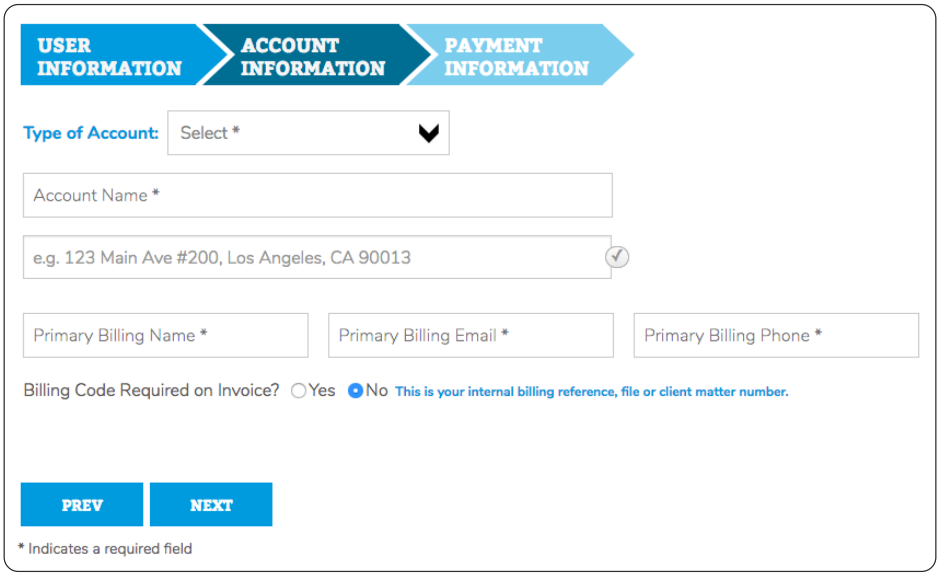
Create a new account

Click if you are an Attorney



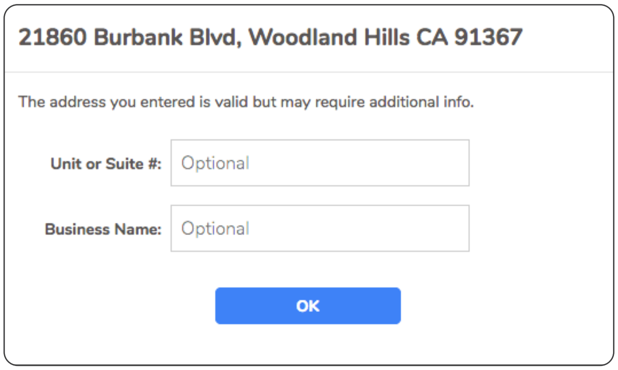
4

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.



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.

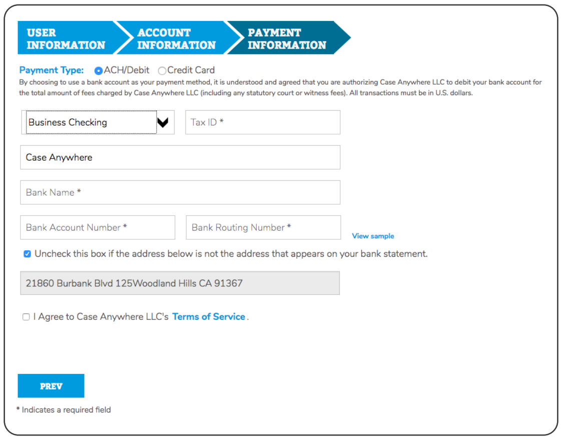
When entering your address on the previous step, the wizard will verify the address and may require that you enter additional information.

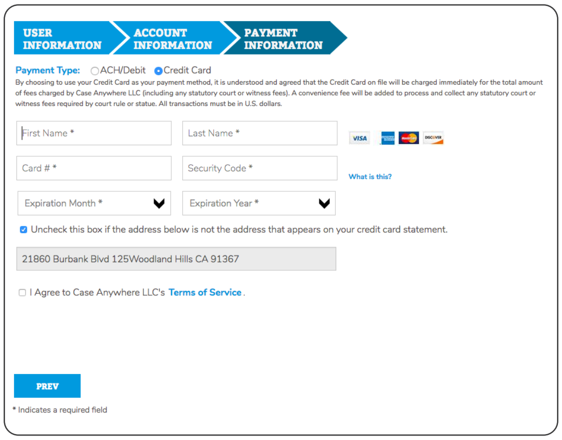


caseanywhere®

5

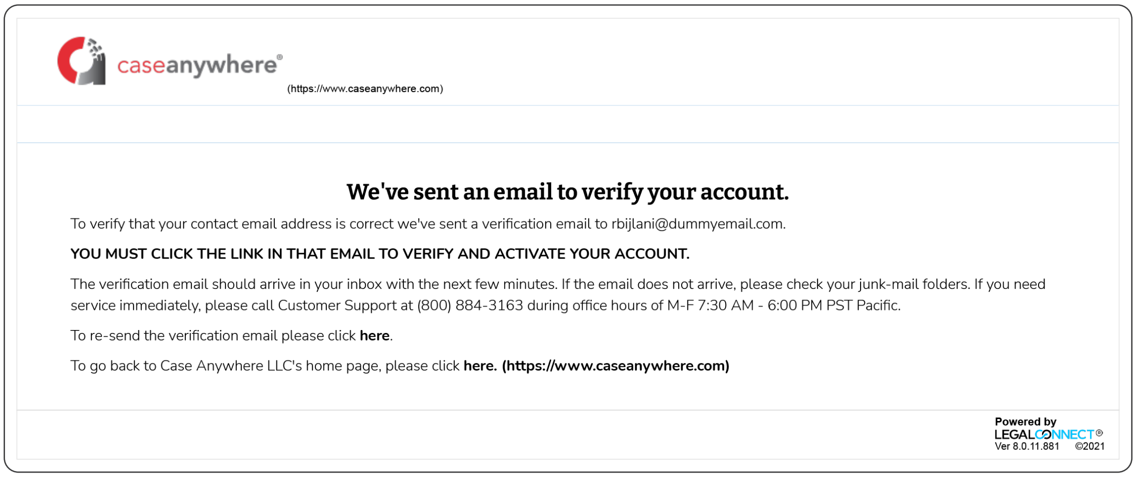
Next, enter your firm's **Payment Information**, which will be used to pay all fees associated with the electronic filing of your document. You have two options for Payment Type. Choose either ACH/Debit or Credit Card and complete the required information. After you've read our Terms of Service, please 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**

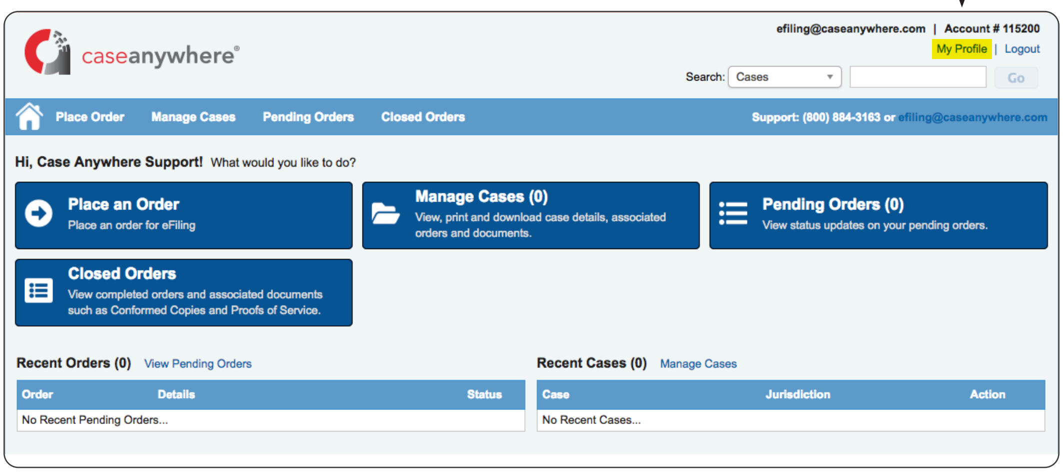
This concludes **Section One: Creating a New Case Anywhere E-Filing Account**

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.

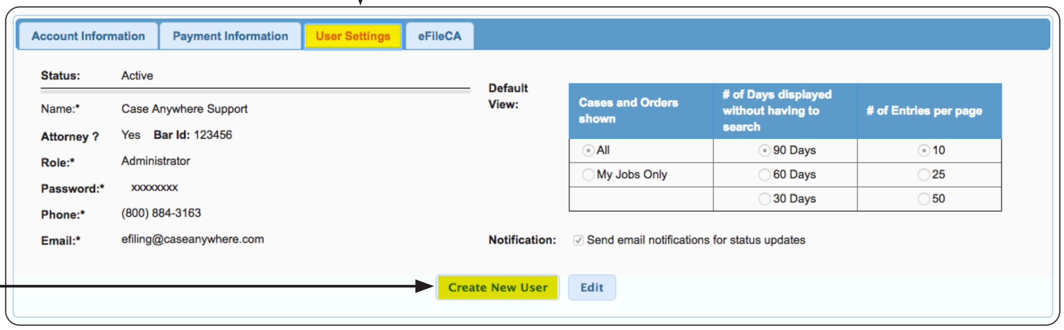
My Profile link



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

User Settings link

Create New User link



3

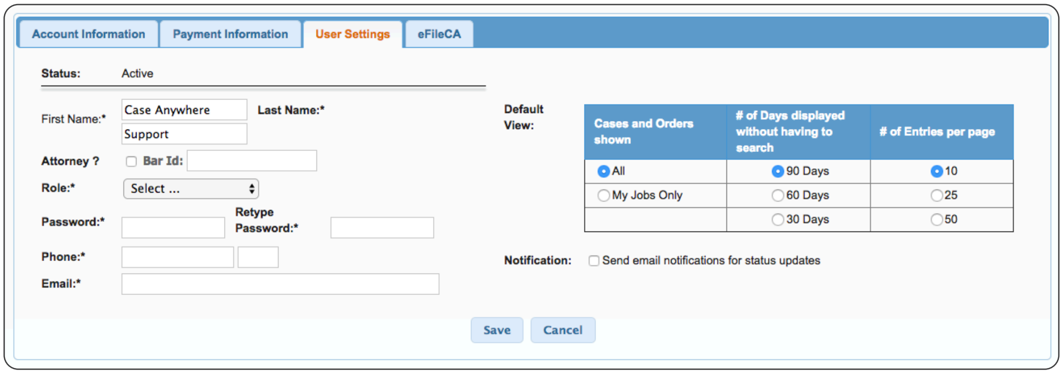
Next, enter the new user's information. Assign a temporary password to the user. Click Save.

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.



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**