

eFiling Center for Orange Superior Civil & Probate/Mental Health

<u>For Orange</u>	<u>Family Law – Click here</u> <u>For All other California eFilir</u>	o <mark>r Los Angeles Civil -</mark> urts – Click here	<u>Click here</u>
& COURT OF CAL	eFilings		inistration
TY OF ONLY	Case Initiation (New Case Filing) Subsequent Filing (Search for Existing Case) UD Subsequent Filing (Search for Existing UD Case) Drafts	eFiling History Policies	Billing Report

Hello and Welcome to the DDS Legal Support Orange County Superior court e Filing Portal. The purpose of this video is to walk you through the necessary steps to submit your document for filing.

Under the e Filings tab, you will see selections Case Initiation, Subsequent Filing, UD

Subsequent Filing and **Drafts**. Case Initiation is used for brand new cases that do not have a court case number yet and for this demonstration will be the selection I use. Subsequent Filing selection is used for cases that have already been filed and have a case number issued. UD Subsequent Filing selection is used for Unlawful Detainer actions that have an existing case number. Drafts is the location transaction will be stored in the event you begin a transaction but stop before the transaction is completely submitted.

I will begin by selecting Case Initiation

eFiling Center for Orange Superior Civil & Probate/Mental Health

<u> For Orange Family Law – Click here</u>

<u> For Los Angeles Civil – Click here</u>

For All other California eFiling Courts - Click here

Step 1. Court Information Attach D	Document	Step 3. Parties Information	Step 4. Service of Process	Step 5. Statutory Filing Fee Information	Step 6. Payment Information	Step 7. Review Filing	Step 8. Confirm Submission
Court Information							
Enter all required informatio	n (identifie	d in bold), then clie	k Next.				
Court:		0	C Superior Cour	t			
Case Category:		C	Civil - Unlimited	~			
Jurisdictional Amount:		C	Over \$25,000	~			
Case Type:		C	Civil Rights			~	
Court Location:		(Central Justice Co	enter (700 W. C	ivic Center, Sant	a Ana, CA 92702	2)
Are you an attorney repre	esenting a	litigant?: C	Yes 🔍 No				
Is this a "Complex Litigat	ion" case	type?: C	Yes ONO				
Client/Matter Information:		t	est order				
Message to the Clerk:							
					li		
Case Data							
Personal Injury Case							
Monetary Remedy Punitive Remedy							
Declaratory Or Injunctive	e Remedy						
		Save	Delete	Next >>			

Step 1.

Court Information is where you will begin answering questions that will establish jurisdiction and court location. Begin by filling in Case Category, Jurisdictional Amount, Case Type, Court Location, are you an attorney representing a litigant and is this a complex case. Those selections are mandatory and must be completed to move forward. The additional areas under court information are optional. Client/Matter information would be used if you assign your cases a name or number for reference. Message to clerk would be anything you would like the reviewing clerk to see or note while processing. For example, note to clerk: "The plaintiff and defendant share the same name, and this is not a typo".

Case Data is also mandatory information, and you must select what type of remedy you are seeking.

At this point you can select **Next** button to proceed to Step 2. **Save** button will store your transaction in drafts. You may also select the **Delete** button which will clear all data that you filled in.

Step 2.

Start by searching for the name of the document you want to send to the court. searching complaint will give me the selections below I then can select case initiation complaint. You can repeat this process until you finish uploading all your documents.

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After I have completed uploading all my documents, I then must select **Cancel Add.** Selecting cancel add now gives me the opportunity to review all uploaded documents. **Previous** button takes me back to step 1. **Save** button is stores transaction in drafts. **Delete** button completely deletes

transaction. **Attach More** button allows you to add more documents. **Next** button will take you to step 3.

	eFilir	ng Center for	Orange Super	ior Civil & Pro	bate/Mental	Health			
	<u>For Orange</u>	e Family Law	– Click here	For Lo	s Angeles Civ	il – Click he	<u>re</u>		
		For All o	ther California	eFiling Courts	– Click here				
	Step 2. Attach Document			Step 5. Statutory Filing Fee Information	Step 6. Payment Information	Step 7. Review Filing		Step 8. Confirm Submission	
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Note – Document size total should be under 65mb.

eFiling Center for Orange Superior Civil & Probate/Mental Health

For Orange Family Law – Click here	<u> For Los Angeles Civil – Click here</u>
For All other California eFili	<u>ng Courts – Click here</u>

Step 1. Court Information	Step 2. Attach Document	Step 3. Parties Information	Step 4. Service of Process	Step 5. Statutory Filing Fee Information	Step 6. Payment Information	Step 7. Review Filing	Step 8. Confirm Submission
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Defendant/Respond Party to add party		ey (if you are an at	torney representing	a litigant). Once yo	u have entered the	required informati	on, click on Save
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							Add Name
Party's Addre	55						
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Street Suffix:	Select	*	Unit Number:				
City:			State:	Select		Zip:	
Email:							
Phone:			Select.				
Fax:							
			Save Party	Cancel Add			

Step 3.

Under party information fill in all BOLD fields that are mandatory and any non-bold fields are optional. Alternative names can be added using **Add Name** button. After completing Party Name and Party's Address field you will need to select **Save Party** button. **Cancel Add** button will clear all entered data. After saving all your party's and adding your attorney information you will be taken to the screen below. At this time, you may review and make changes by selecting **Edit**, **Delete** or **Add Party** buttons. When you are ready select **Next** button to be taken to step 4

	For Orange	e Family Law	- Click here	For Lo	<u>s Angeles Civ</u>	<u>il – Click here</u>		
		For All o	other California	eFiling Courts	- Click here			
Step 1. Court Information	Step 2. Attach Document	Step 3. Parties Information	Step 4. Service of Process	Step 5. Statutory Filing Fee Information	Step 6. Payment Information	Step 7. Review Filing	Step 8. Confirm Submissio	on
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Parties In Ca Name john s doe jane s doe Attorneys					Plaintiff			
Parties In Ca Name john s doe jane s doe Attorneys Name john doe Sr.					Plaintiff Defendant			

Step 4.

Is optional and it allows you to request DDS Legal Support have one of its Process Servers handle the service of your documents. You can also choose to have us file your Proof of Service after service has been effecuated . If you choose to have us serve your documents simply add as many party's as you like and when you are ready select **Next** button. If you choose to decline this option simple select Next button without inputing any names. Your other choices would be to go to the **previous** step, **Save** for future completion or **delete** transaction

eFiling Center for Orange Superior Civil & Probate/Mental Health

<u> For Orange Family Law – Click here</u>

<u> For Los Angeles Civil – Click here</u>

For All other California eFiling Courts - Click here

Step 1.	Step 2.				Step 6.	Step 7.	Step 8.
Court Informatio	n Attach Document			Statutory Filing	Payment	Review Filing	Confirm
		Information	Process	Fee Information	Information		Submission

john s doe vs. jane s doe : Civil - Unlimited : Civil Rights : Central Justice Center DDS Legal will professionally serve pursuant to all applicable State codes and/or Federal statutes.

This step is optional. Click Next to skip and go to the next step if you do not want your eFiling served.

Special Instr	uction						
							//
Process Serv	ice						
Name	Туре	Address	City	State	Zip Code	-	_
jane s doe	Residential		Costa Mesa	California (CA)	92626	Edit	Delete
					✓File Proof of Service	Ad	d Party



Step 5.

Any fees due that the court can assess from this transaction will be shown in step 5 and you will need to check the **Select** box before moving to step 6

	For Orange	<u>Family Law</u>	– Click here	For Lo	<mark>s Angeles Civ</mark>	<u>vil – Click here</u>						
<u>For All other California eFiling Courts – Click here</u>												
Step 1.	Step 2. Attach Document	Step 3. Parties	Step 4. Service of Process	Step 5. Statutory Filing Fee Information	Step 6. Payment Information	Step 7. Review Filing	Step 8. Confirm Submission					
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Step 6.

Is an informational page advising you that DDS Legal Support will be paying for your court fees and your obligation for repayment. It also discloses that other fees may arise from the court after reviewing your documents and the court will process these payments with DDS Legal Support.

	eFilir	ng Center fo	r Orange Supe	rior Civil & Pro	bate/Menta	Health	
	For Orange	e Family Law	– Click here	For Lo	s Angeles Civ	<u>il – Click here</u>	
		For All o	ther California	eFiling Courts	- Click here		
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Step 1. Court Information	Step 2. Attach Document	Step 3. Parties Information	Step 4. Service of Process	Step 5. Statutory Filing Fee Information	Step 6. Payment Information	Step 7. Review Filing	Step 8. Confirm Submission
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				e all first appearance , stipulation court f			
	ees, determined and ponsible for same fo			estimated on previous	page, the eFiling	party and/or attorn	ey acting on behalf of
collected to succes to DDS Legal. If th	sfully submit an eFil is happens, DDS Le	ing, the eFiling p gal will initiate a i	arty and/or attorney refund request with	ssfully submit an eFili y acting on behalf of e the court and credit t tefund approval or der	Filing party, is sti he eFiling party a	Il responsible for the nd/or attorney actin	same fees, payable g on behalf of eFiling
			<< Previous	s Next >>			

Step 7.

Is another informational page that allows you to review all the data you entered in your transaction. If at any point you need to make changes simply hit the previous button to the appropriate page or click on the step tab. When you are ready just hit the **Submit** button. Do not click the submit button more than once as it may cause multiple transactions to be sent to the court.

For Orange Fan	nily Law	- Click	here		For Los	Angeles Civil	– Click he	re	
!	For All of	ther Cal	ifornia e	Filing C	ourts -	Click here			
d later a later	-			Charles F.		Share C	Chun 7	Charles of	
1. Step 2. Step Information Attach Document Partie Inform		Step 4 Service Process	of	Step 5. Statutory Fee Infor		Step 6. Payment Information	Step 7. Review Filin	g Confirm Submis	n
s doe vs. jane s doe : Civil - Unlimit	ed : Civil R	ights : Ce	entral Justi	ce Cente	r				
iew Filing									
e review your eFiling below and the	en if entrie	s are cor	rect then c	lick on "	Submit" t	to submit your eF	iling to the (Court.	
1: Court Information									
Case Title:			jane s doe	_					
Court Name:			t of Californi	a, County	of Orang	e			
Division Name: Subdivision Name:		 Unlimite Rights 	BC						
Location Name:		ral Justice	Center						
Complex Litigation:	No	and subdice	- searchar						
Elder Abuse:	No								
Are you represented by an attorney	? No								
Client/Matter Information:	test	order							
Message to the Clerk:									
Case Data									
Personal Injury Case									
Monetary Remedy	~								
Punitive Remedy Declaratory Or Injunctive Remedy									
beclaratory or injunctive kernedy									
2: Attach Document									
Number of Attachments:	3								
Documents:		plaint				plaint		Document	
		Case Cov	er Sheet Jed and File	a		Case Cover Sheet	Attach Attach		
	Sum	mons issu	led and rife		Sum	mons	Attacr	imenu	
3: Parties Information									
	Nan		Party Ro		ng Party				
Involved Party(s):		doe s doe	Attorney Defendant	Yes No					
		s doe	Plaintiff	Yes					
4: Service of Process									
	Name	Туре	A	ddress	City	State	Zip	Instruction	
eFile Serve Entity(s):									Ser
	jane s	Resider		900 ristol	Costa	California	92626		No
	doe	rearder	St		Mesa	(CA)	32020		
								1	x \$4
5: Statutory Filing Fee Informa Fees:		plaint or o	other 1st pag	per				-	
5: Statutory Filing Fee Informa Fees:	Com		other 1st pap rt and Relate		0.001			_	\$43

Step 8.

Is verification that order order is now at the court for processing. Processing times very based on documents and you can always check the status by clicking the efiling history located under the administrator tab on the home page of the OC eFiling portal.

	EGAL SUPPOR	2		• PROCESS • DN OFFICER •		۲Y	
			r Orange Supe	erior Civil & Pro		al Health vil – Click here	
	<u>For Orange</u>			a eFiling Courts		<u>vii – ciick here</u>	
					1		
Step 1. Court Information	Step 2. Attach Document	Step 3. Parties Information	Step 4. Service of Process	Step 5. Statutory Filing Fee Information	Step 6. Payment Information	Step 7. Review Filing	Step 8. Confirm Submission
Confirm Subn	ne s doe : Civil - U nission g DDS Legal's eFilin		Rights : Central J	ustice Center			
		5/13/2024 8:54 AM					
	Filing disposition:	Received					
Court Tra	ansaction Number: Message:			ived by the Court and	has passed tech	nical	

Return to Orange Superior Civil/Probate Home