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eFiling Center for Orange Superior Civil & Probate/Mental Health

[For Orange Family Law – Click here](#)

[For Los Angeles Civil – Click here](#)

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### eFilings

Case Initiation  
(New Case Filing)  
Subsequent Filing  
(Search for Existing Case)  
UD Subsequent Filing  
(Search for Existing UD Case)  
Drafts

### Administration

eFiling History      Billing Report  
Policies

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**

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[For Orange Family Law – Click here](#)

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[For All 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 Submission
------------------------------	----------------------------	-----------------------------------	----------------------------------	--	-----------------------------------	--------------------------	----------------------------------

**Court Information**

Enter all required information (identified in bold), then click **Next**.

**Court:** OC Superior Court

**Case Category:** Civil - Unlimited

**Jurisdictional Amount:** Over \$25,000

**Case Type:** Civil Rights

**Court Location:** Central Justice Center (700 W. Civic Center, Santa Ana, CA 92702)

**Are you an attorney representing a litigant?:**  Yes  No

**Is this a "Complex Litigation" case type?:**  Yes  No

Client/Matter Information: test order

Message to the Clerk:

**Case Data**

**Personal Injury Case**

**Monetary Remedy**

**Punitive Remedy**

**Declaratory Or Injunctive Remedy**

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.

Attachment Type:  Lead Document  Additional Document

Search and select documents by name.

Document Name:

Select	Category	Name
<input type="checkbox"/>	Amendments	Amended Complaint
<input type="checkbox"/>	Amendments	Amended Cross-Complaint
<input type="checkbox"/>	Amendments	Amendment to Complaint
<input type="checkbox"/>	Amendments	Amendment to Cross-Complaint
<input type="checkbox"/>	Case Initiation	Complaint
<input type="checkbox"/>	Case Initiation	Complaint - False Claim Act
<input type="checkbox"/>	Case Initiation	Complaint - Filed Conditionally Under Seal
<input type="checkbox"/>	Case Initiation	Complaint - Violation of Insurance Code 1871
<input type="checkbox"/>	Case Initiation	Complaint (Civil Code 1708.85)
<input type="checkbox"/>	Case Initiation	Complaint (PAGA)

Page size: 10 31 items in 4 pages

Category:

Name:

Title:

File:  No file chosen

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[For Orange Family Law – Click here](#)

[For Los Angeles Civil – Click here](#)

[For All other California eFiling Courts – Click here](#)

<b>Step 1.</b> Court Information	<b>Step 2.</b> Attach Document	<b>Step 3.</b> Parties Information	<b>Step 4.</b> Service of Process	<b>Step 5.</b> Statutory Filing Fee Information	<b>Step 6.</b> Payment Information	<b>Step 7.</b> Review Filing	<b>Step 8.</b> Confirm Submission
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Civil - Unlimited : Civil Rights : Central Justice Center

Attach Type	Name	Title	Type	Size (kB)			
No records to display.							
0.0 kB							

#### Document Information

For new cases you must attach one Case Initiation document and one Civil Case Cover Sheet.  
For subsequent filings you must attach one lead document.

For each document you plan to attach to this eFiling, follow these steps:

1. Identify the document type by selecting the **Category** and then **Name** from the dropdown lists or you can search by typing the document type and clicking **Search**.
2. Add meta data information for the Court.
  - a. **Title** field is the name of the document that is transmitted to the Court and can be edited.
  - b. Depending upon the document type, you may be prompted to provide **Additional** information that appears after **Title**.
  - c. Depending on which documents you are attaching, an email address may be required for filers.
3. Locate the document by clicking on **Browse**.
4. Upload the document by clicking on **Attach**.

Supported file types include: pdf, doc, docx, rtf, txt, wpd, htm, html.

Attachment Type:  Lead Document  Additional Document

Category:

Name:

Title:

File:  complaint.pdf

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.

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[For Orange Family Law – Click here](#)

[For Los Angeles Civil – Click here](#)

[For All 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 Submission
------------------------------	----------------------------	-----------------------------------	----------------------------------	--	-----------------------------------	--------------------------	----------------------------------

Civil - Unlimited : Civil Rights : Central Justice Center

Attached Document List							
Attach Type	Name	Title	Type	Size (kB)			
Lead Document	Complaint	Complaint	pdf	70	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">View</a>
Attachment	Civil Case Cover Sheet	Civil Case Cover Sheet	pdf	140	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">View</a>
Attachment	Summons	Summons	pdf	57	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">View</a>

269.5 kB

[Attach More](#)

[<< Previous](#) [Save](#) [Delete](#) [Next >>](#)

**Note – Document size total should be under 65mb.**

eFiling Center for Orange Superior Civil & Probate/Mental Health

[For Orange Family Law - Click here](#)

[For Los Angeles Civil - Click here](#)

[For All 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 Submission
------------------------------	----------------------------	--------------------------------	-------------------------------	---	--------------------------------	--------------------------	-------------------------------

Civil - Unlimited : Civil Rights : Central Justice Center

Parties In Case	
Name	Role
No records to display.	

Attorneys	
Name	Role
No records to display.	

### Party Information

Enter all required information (identified in **bold**) for each Party in this filing. Each filing must include at least one Plaintiff/Petitioner, one Defendant/Respondent and one Attorney (if you are an attorney representing a litigant). Once you have entered the required information, click on **Save Party** to add party to filing.

Add a Plaintiff/Petitioner    Add a Defendant/Respondent    Add an Attorney

Person

Organization or Firm

Party's Role:

### New Individual

First Name:  Middle:  Last Name:  Suffix:

### Alternate Names

No records to display.

[Add Name](#)

### Party's Address

Street Number:  Street Name:   
Street Suffix:  Unit Number:   
City:  State:  Zip:  --   
Email:   
Phone:    
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

eFiling Center for Orange Superior Civil & Probate/Mental Health

[For Orange Family Law – Click here](#)

[For Los Angeles Civil – Click here](#)

[For All other California eFiling Courts – Click here](#)

<b>Step 1.</b> Court Information	<b>Step 2.</b> Attach Document	<b>Step 3.</b> Parties Information	<b>Step 4.</b> Service of Process	<b>Step 5.</b> Statutory Filing Fee Information	<b>Step 6.</b> Payment Information	<b>Step 7.</b> Review Filing	<b>Step 8.</b> Confirm Submission
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john s doe vs. jane s doe : Civil - Unlimited : Civil Rights : Central Justice Center  
**Party information has been saved.**

Parties In Case			
Name	Role		
john s doe	Plaintiff	<a href="#">Edit</a>	<a href="#">Delete</a>
jane s doe	Defendant	<a href="#">Edit</a>	<a href="#">Delete</a>

Attorneys			
Name	Role		
john doe Sr.	Attorney	<a href="#">Edit</a>	<a href="#">Delete</a>

[Add Party](#)

[<< Previous](#)   [Save](#)   [Delete](#)   [Next >>](#)

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 effectuated . 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

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[For Orange Family Law – Click here](#)

[For Los Angeles Civil – Click here](#)

[For All 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 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 Instruction

Process Service							
Name	Type	Address	City	State	Zip Code		
jane s doe	Residential		Costa Mesa	California (CA)	92626	<a href="#">Edit</a>	<a href="#">Delete</a>

**File Proof of Service**

**Add Party**

[<< Previous](#)   [Save](#)   [Delete](#)   [Next >>](#)

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

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**eFiling Center for Orange Superior Civil & Probate/Mental Health**

[For Orange Family Law – Click here](#)      [For Los Angeles Civil – Click here](#)  
[For All 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 Submission
------------------------------	----------------------------	-----------------------------------	----------------------------------	--	-----------------------------------	--------------------------	----------------------------------

**john s doe vs. jane s doe : Civil - Unlimited : Civil Rights : Central Justice Center**

**Fee Information**

Select a single fee, or multiple fees. Then click **Next**.  
For more information about the fee schedule, click [here](#).

Select	Name	Cost	Quantity
<input checked="" type="checkbox"/>	Complaint or other 1st paper	\$435.00	1 ▼

**Total: \$0.00**

[<< Previous](#)   [Save](#)   [Delete](#)   [Next >>](#)

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.

**eFiling Center for Orange Superior Civil & Probate/Mental Health**

[For Orange Family Law – Click here](#)      [For Los Angeles Civil – Click here](#)  
[For All 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 Submission
------------------------------	----------------------------	-----------------------------------	----------------------------------	--	-----------------------------------	--------------------------	----------------------------------

**john s doe vs. jane s doe : Civil - Unlimited : Civil Rights : Central Justice Center**

**Statutory Court Fees**

DDS Legal will advance all statutory court fees, determined and required by court, in order for an eFiling to be accepted.

**For Stipulations, fees determined and required by court may include all first appearance fees, for any party to the case (if not already paid to court), plus stipulation fees. DDS Legal will advance all statutory, stipulation court fees, in order for an eFiling to be accepted.**

If statutory court fees, determined and required by court, are higher than estimated on previous page, the eFiling party and/or attorney acting on behalf of eFiling party, is responsible for same fees, payable to DDS Legal.

DDS Legal does not determine the total amount required by court to successfully submit an eFiling. If the total amount is incorrect, but necessary and collected to successfully submit an eFiling, the eFiling party and/or attorney acting on behalf of eFiling party, is still responsible for the same fees, payable to DDS Legal. If this happens, DDS Legal will initiate a refund request with the court and credit the eFiling party and/or attorney acting on behalf of eFiling party as applicable when refund is received by DDS Legal from the court. Refund approval or denial is solely at the discretion of the court.

[<< Previous](#)   [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.

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**eFiling Center for Orange Superior Civil & Probate/Mental Health**

[For Orange Family Law – Click here](#)      [For Los Angeles Civil – Click here](#)  
[For All other California eFiling Courts – Click here](#)

<b>Step 1.</b> Court Information	<b>Step 2.</b> Attach Document	<b>Step 3.</b> Parties Information	<b>Step 4.</b> Service of Process	<b>Step 5.</b> Statutory Filing Fee Information	<b>Step 6.</b> Payment Information	<b>Step 7.</b> Review Filing	<b>Step 8.</b> Confirm Submission
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**john s doe vs. jane s doe : Civil - Unlimited : Civil Rights : Central Justice Center**

**Review Filing**

**Please review your eFiling below and then if entries are correct then click on "Submit" to submit your eFiling to the Court.**

**Step 1: Court Information** Edit

Case Title:	John s doe vs. jane s doe
Court Name:	Superior Court of California, County of Orange
Division Name:	Civil - Unlimited
Subdivision Name:	Civil Rights
Location Name:	Central Justice Center
Complex Litigation:	No
Elder Abuse:	No
Are you represented by an attorney?	No
Client/Matter Information:	test order
Message to the Clerk:	
<b>Case Data</b>	
Personal Injury Case	<input type="checkbox"/>
Monetary Remedy	<input checked="" type="checkbox"/>
Punitive Remedy	<input type="checkbox"/>
Declaratory Or Injunctive Remedy	<input type="checkbox"/>

**Step 2: Attach Document** Edit

Number of Attachments:	3									
Documents:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Complaint</td> <td style="width: 33%;">Complaint</td> <td style="width: 33%;">Lead Document</td> </tr> <tr> <td>Civil Case Cover Sheet</td> <td>Civil Case Cover Sheet</td> <td>Attachment</td> </tr> <tr> <td>Summons Issued and Filed</td> <td>Summons</td> <td>Attachment</td> </tr> </table>	Complaint	Complaint	Lead Document	Civil Case Cover Sheet	Civil Case Cover Sheet	Attachment	Summons Issued and Filed	Summons	Attachment
Complaint	Complaint	Lead Document								
Civil Case Cover Sheet	Civil Case Cover Sheet	Attachment								
Summons Issued and Filed	Summons	Attachment								

**Step 3: Parties Information** Edit

	Name	Party Role	Filing Party
Involved Party(s):	John doe	Attorney	Yes
	jane s doe	Defendant	No
	John s doe	Plaintiff	Yes

**Step 4: Service of Process** Edit

	Name	Type	Address	City	State	Zip	Instruction	File Proof Of Service
eFile Serve Entity(s):	jane s doe	Residential	2900 Bristol St	Costa Mesa	California (CA)	92626		No

**Step 5: Statutory Filing Fee Information** Edit

Fees:	Complaint or other 1st paper	1 x \$435.00
	Statutory Court and Related Filing fees:	<b>\$435.00</b>

<< Previous
Delete
Submit

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.



**eFiling Center for Orange Superior Civil & Probate/Mental Health**

[For Orange Family Law – Click here](#)

[For Los Angeles Civil – Click here](#)

[For All other California eFiling Courts – Click here](#)

<b>Step 1.</b> Court Information	<b>Step 2.</b> Attach Document	<b>Step 3.</b> Parties Information	<b>Step 4.</b> Service of Process	<b>Step 5.</b> Statutory Filing Fee Information	<b>Step 6.</b> Payment Information	<b>Step 7.</b> Review Filing	<b>Step 8.</b> Confirm Submission
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john s doe vs. jane s doe : Civil - Unlimited : Civil Rights : Central Justice Center

**Confirm Submission**

Thank you for using DDS Legal's eFiling Portal.

Date: 5/13/2024  
Time: 8:54 AM  
Filing disposition: Received  
Court Transaction Number: 21475120(Complaint)  
Message: This Electronic Filing has been received by the Court and has passed technical validations.

[Return to Orange Superior Civil/Probate Home](#)