

This is a step-by-step guide on how to complete an e-Filing with our online portal. We will be showing you how to file into an existing case.

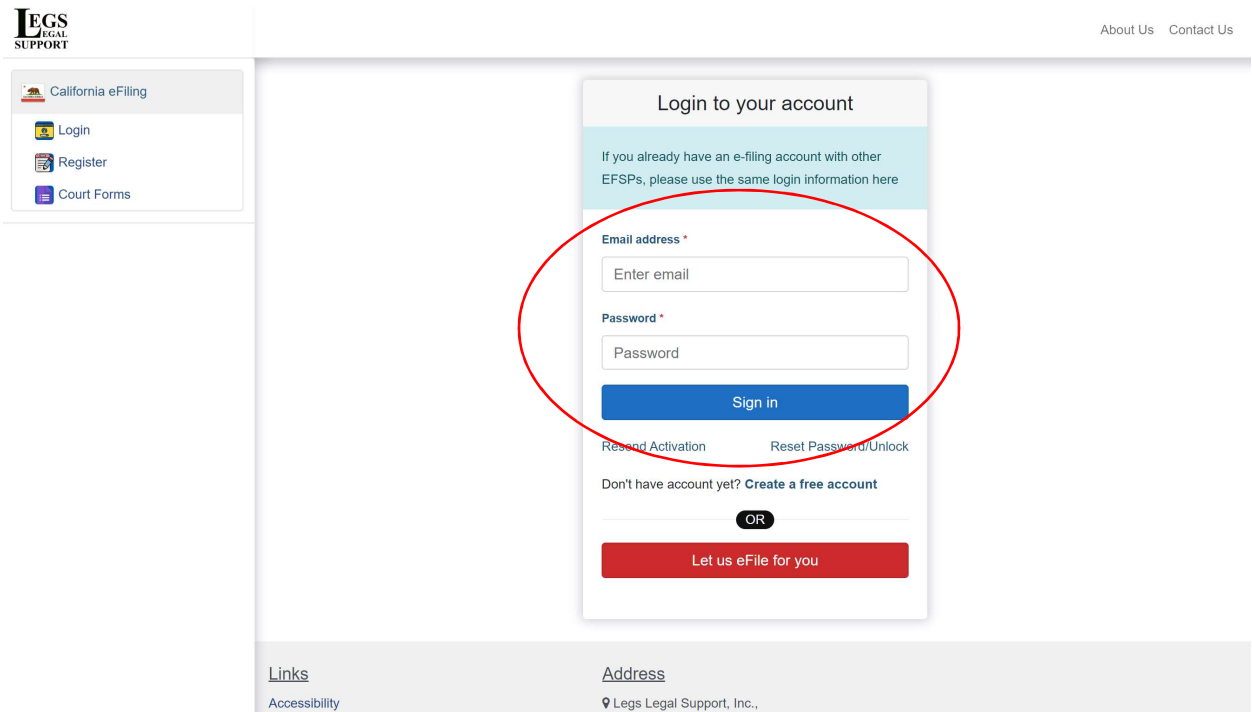
** Please remember that any filings you submit through the portal cannot be viewed/edited/or tracked by Legs Legal Support staff. All communication with the court should be done directly by the firm/individual that submitted the filing, either through the portal or via telephone/e-mail.

If you would like Legs Legal Support to handle the entire e-Filing process, from submission to collection of conformed copies, (aka **concierge service**) please send us an e-mail directly with your documents.

1. Go to <http://www.legslegalsupport.com/>
2. Click on the e-Filing Portal link

The screenshot shows the homepage of Legs Legal Support. At the top left is the logo 'LEGS LEGAL SUPPORT'. To the right is a red arrow pointing to a green button labeled 'e-Filing Portal'. Below the logo is a navigation menu with links: Home, About Us, Services, Forms, Links. The main banner features a photograph of two hands shaking in a firm grip, with the text 'We're committed to helping you!' overlaid in teal and white. Below the banner is a 'Request Information' form with fields for Name, Email, and Phone (optional), and a 'Request:' label. To the right of the form is a 'Welcome' message: 'Legs Legal Support provides professional courier service in Southern California, let us help you get the job done!' followed by a dotted line and the company address: 'Legs Legal Support, Inc. P.O. Box 1326'.

3. Login to your account. *As a reminder, filings **cannot be processed** without a credit card on file, even if the filing fee is \$0.



*Tip: If you haven't yet created your account, click on "Create a free account". Check out our e-Filing Account Setup Guide on how to create your account.

4. On the home page select "File into an Existing Case"



5. Fill in the appropriate fields:

- In **Jurisdiction** you'll select the appropriate courthouse. For San Diego, the choices are: San Diego Family – Central, San Diego Family – East, San Diego Family – North, San Diego Family – South, San Diego Family Support Division – Central – Department of Child Support Services, San Diego Family Support Division – North – Department of Child Support Services
- In **Search Type** you'll select either Case Number, Business/Agency Name, or Individual Filing Party Name

Click on “Search Existing Case”, Then “File into this Case”

Case Number	Case Title	Jurisdiction	
		San Diego Family - North N-19	File into this Case Add to My Case List

6. Verify that all of your case information is correct. Make sure to check the box if you'd like to be notified once the envelope gets processed by the court. Then, select “Save & Continue”

Envelope Draft #:

Info • Case Parties • Filings • Service Contacts • Payment & Miscellaneous • Summary • Done

Case Information

Title:
Case #:
Assigned Judge:
Jurisdiction:
Case Category:
Case Type:

Check if you want to be notified once this envelope gets processed by the court

Save & Continue

Help Expand/ Collapse

1. If you already have a case number, you should search your case and file into it. This page is for filing a new case.
2. Sometimes Case Type drop-down can be empty - it is because court may not have configured the Case Type for the selected Jurisdiction and Case Category combination.

7. Verify that all parties are named correctly. Then, select “Save & Continue”

Envelope Draft #:

Info • **Case Parties** • Filings • Service Contacts • Payment & Miscellaneous • Summary • Done

Case Parties

Add Case Party

(Petitioner)
Lead Attorney:

(Respondent)
Lead Attorney:

Back **Save & Continue**

Help Expand/ Collapse

1. One or more Case Parties are required to file to the court
2. Sometimes a Party Type is required even though you might think it is not relevant to the type of the filing you are trying to submit. Such behaviour is due to court's mis/configuration and you just have to use your best judgement to complete the information about the Party Type

8. Each document needs to be entered one at a time. Decide on which document you'd like to be the lead document.

- Enter the **Filing Code**, this is generally the form number on the bottom right hand corner of your document. Once selected, it should automatically generate the **Filing Description**.
- For **Filing Type**, select EFILE.
- Select the **Associated Party** you're filing for.
- The **Preliminary Copies** section is intended for Proposed Orders, this will allow you to receive a preliminary copy of the documents being filed to the e-mail address entered. The **Courtesy Copies** section is intended for all other types of documents, this will allow you to receive a copy of the filed documents to the e-mail address entered.
- Enter a **Note to Court Clerk** if necessary.
- Select "Add Lead Document" and upload the lead document.
* If you have more than one document to file you can add them on a later screen. Every document must be a separate PDF file.
- Select "Save", you will be able to add more documents if necessary on the next screen.

Edit Filing

Filing Code *

Filing Type *

Filing Description *

Associated Party

Preliminary Copies

Courtesy Copies

Note to Court Clerk

Filing Documents

Document Category	Document Name	Document Type	Size	
Lead Document *				

Note: If you need to add more filings to this envelope, click Save button first and then click Add New Filing

- If you need to add a Court Reporter Fee for a Request for Order an Optional Services drop down menu will appear and you can add it on ** It is not automatically added to your filing so make sure you select this option

Filing Documents

Document Category	Document Name	Document Type	Size	
Lead Document *		Public	0.6 MB	Delete

Optional Services

Select an option

- If you need to add more documents select “Add New Filing” and repeat step 8. Then select “Save and Continue”

Envelope Draft #:

Info — Case Parties — **Filings** — Service Contacts — Payment & Miscellaneous — Summary — Done

Filings

Add New Filing

FL-300 Request for Order - EFile
 Lead Document : : (Document Type - Public)
 Total Filing Size: _____

Edit Delete

Back **Save & Continue**

9. Select the **Payment Account** you will be using to complete this filing and the **Filing Party/Party Responsible for Court Fees**. Also acknowledge the two statements you are agreeing to when submitting an e-Filing.

Envelope Draft #:

Info Case Parties Filings **Payment & Miscellaneous** Summary Done

Payment & Miscellaneous

Payment Account * (Add Payment Account) Filing Party / Party Responsible for court Fees *

Select an option Select an option

Submission Agreement - Please uncheck if you do not agree

Filings are only available in San Diego county for the Department of Child Services. Documents submitted by any other filer will be rejected and not filed by the court. *

Please make sure to include your email address on your submitted paperwork. Please Note: For New Petition Filings a Notice of Case Assignment and Notice of Hearing will be sent to you in a separate emails. *

Back Save & Continue

10. Review the summary of your filing and verify that all the information is correct. Select “Submit Filing to Court”

Envelope Draft #:

Info Case Parties Filings Payment & Miscellaneous Summary **Done**

Back Print Submit Filing to Court

This is the summary of the filing you are going to submit to the court. Please ensure that the filing data is correct. You cannot make changes once the filing is submitted to the court. Filing submission process will take time depending upon the size of the file uploaded. Please confirm and click **Submit Filing to Court** button to submit filing to the court. Thank you for your patience.

Total Estimated Court Fees

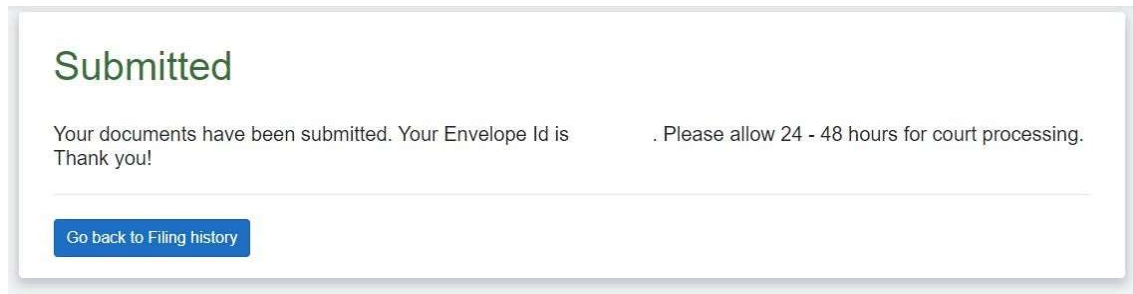
Case Initiation Fee: \$ 0.00
 Filing Fee: \$ 0.00
 Total Court Service Fees: \$ 0.00
 Convenience Fee: \$ 0.00
 Total Service Fees: \$ 0.00
 Total Service Tax Fees: \$ 0.00
 Total Provider Service Fees: \$ 0.00
 Total Provider Tax Fees: \$ 0.00
 Total Fee Calculation: \$ 0.00

Payment & Miscellaneous Edit

Filing Party / Party Responsible for Fees:
 Payment Account:

P.O. Box 1326 | Vista, CA 92085 | (760) 945-7654 | legslegalsupport@cox.net
www.legslegalsupport.com

11. Once the filing is submitted, the following screen will appear. You can view your submitted filings on the Filing History page.



If you have any questions, feel free to reach out to us! Via telephone (760) 945-7654 or by e-mail at legslegalsupport@cox.net