

Overview

LegalConnect's user interface has been recently enhanced to provide users a more intuitive and user-friendly experience. These enhancements comprise the introduction of a prominent primary navigation, increased spacing, and larger fonts to improve the user experience. Importantly, **these improvements do not affect any of the existing workflows.**

1. Screen Layout and Left Navigation:

- Once logged in, you will notice the account Dashboard's new look and feel.

The screenshot displays the LegalConnect user interface with three key areas highlighted by red boxes and blue arrows:

- PRIMARY LEFT NAVIGATION:** A vertical sidebar on the left containing four circular icons: a home icon, a folder icon, a list icon, and a document icon.
- SEARCH BAR:** A search input field at the top center with a dropdown menu set to "Cases" and a "Go" button.
- PLACE ORDERS & MANAGE CASES:** A horizontal row of three blue action buttons: "Place an Order" (with a plus icon), "Manage Cases (1)" (with a folder icon), and "Pending Orders (62)" (with a list icon). Below these is a "Closed Orders" button.

The main content area is divided into two sections:

- Recent Orders (62):** A table with columns for Order, Details, and Status.
- Recent Cases (1):** A table with columns for Case, Jurisdiction, and Action.

Order	Details	Status
11/06: #2143612 eFiling	Cruze, Jose v. Smith, Jim San Diego	Pending
11/08: #2032752 eFiling	Jenner, Jennifer v. Walmart Oakland	Received
9/28: #2021211 Court Filing	Kelso, Bob v. Dorian, John Blythe	Received
9/28: #2020189 eFiling	Jones, Mike v. Adamms, et al. Los Angeles	Received
9/12: #2017618 eFiling	Hill, Hank v. George, Sarah Oakland	Pending

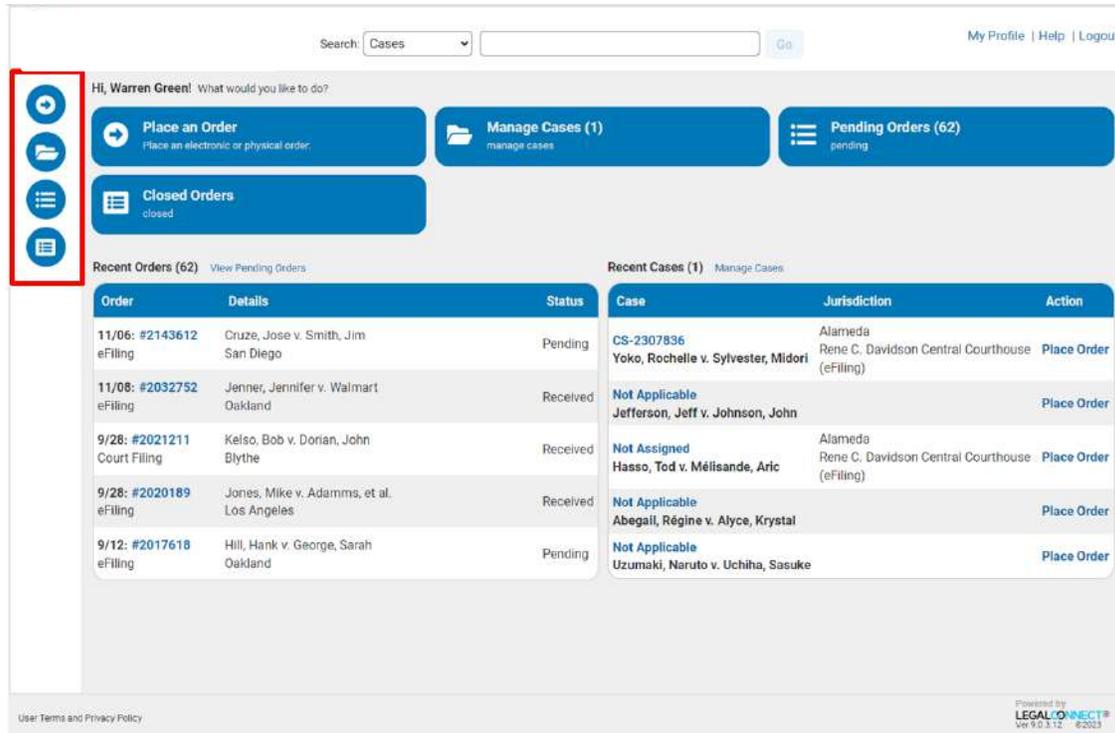
Case	Jurisdiction	Action
CS-2307836 Yoko, Rochelle v. Sylvester, Midori	Alameda Rene C. Davidson Central Courthouse (eFiling)	Place Order
Not Applicable Jefferson, Jeff v. Johnson, John		Place Order
Not Assigned Hasso, Tod v. Mélisande, Aric	Alameda Rene C. Davidson Central Courthouse (eFiling)	Place Order
Not Applicable Abegail, Régine v. Alyce, Krystal		Place Order
Not Applicable Uzumaki, Naruto v. Uchiha, Sasuke		Place Order

At the bottom left, there is a link for "User Terms and Privacy Policy". At the bottom right, it says "Powered by LEGALCONNECT® Ver 9.0.3.12 ©2023".

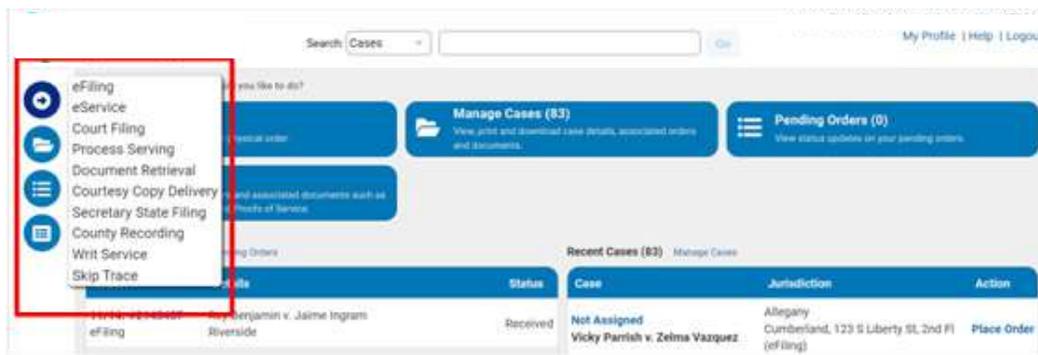
2. Primary Navigation

Click an icon in the primary navigation to:

- Place an Order
- Manage Cases
- Pending Orders
- Closed Orders



- The sub-menus will allow you to easily navigate the different sections.



3. How to Search

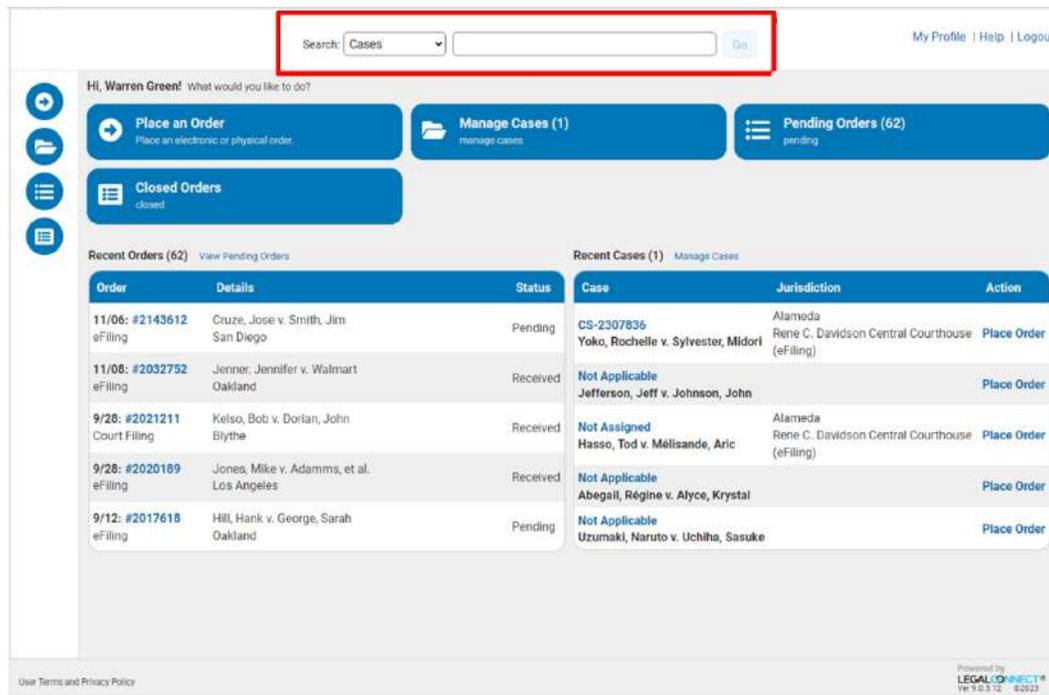
The **search bar** is positioned in the center of the page.

To use the search function, from the dropdown menu select from one of the categories:

- Cases
- Pending Orders
- Closed Orders

Place the cursor in the search bar and enter one of the following to search by:

- Case Name
- Case Number
- Billing Code



4. How to Manage Cases and Documents

To filter cases by activity:

In the “Case Name or Case Number” search box, enter keywords or numbers.

The screenshot displays a web application interface for managing legal cases. At the top, there is a search bar with a dropdown menu set to "Cases" and a "Go" button. To the right of the search bar are links for "My Profile", "Help", and "Logout". Below the search bar, a sidebar on the left contains several navigation icons, with the second icon (a document with a checkmark) highlighted by a red box. The main content area is titled "Cases (80)" and includes a date range filter for "Activity From: 08/10/2023 To: 11/08/2023". Below this is a table of cases with columns for "Case", "County", "Jurisdiction", "Last Activity", and "Action". Two cases are visible: "Cuevas, Gale v. Hart, Gaston" and "Amy Green vs. THE 12 MOVEMENT, LLC". Below the cases table, there are tabs for "Orders", "Documents", and "Case", with "Orders" selected. This opens a sub-table with columns: "Order #", "Order Type", "Court/Party", "Status", "Order Date", "Closed Date", "Client", "Billing Code", and "Invoice". Two orders are listed, both with a status of "Closed" and dates of "Aug 17, 2023". At the bottom of the page, another case is partially visible: "Floyd, Nickolas v. Moss, Rocky".

Case	County	Jurisdiction	Last Activity	Action
Cuevas, Gale v. Hart, Gaston Not Applicable	Autauga	Prattville, 134 N Court St, #114	08/25/2023	Place Order
Amy Green vs. THE 12 MOVEMENT, LLC 30-2016-00877556-CU-OE-WJC	Orange	West Justice Center	08/17/2023	Place Order

Order #	Order Type	Court/Party	Status	Order Date	Closed Date	Client	Billing Code	Invoice
2121605-02	eServe	THE 12 CM, INC.	Closed	Aug 17, 2023	Aug 17, 2023			View
2121605-01	eFiling	Westminster	Closed	Aug 17, 2023	Aug 17, 2023			View

Case	County	Jurisdiction	Last Activity	Action
Floyd, Nickolas v. Moss, Rocky 28-2022-6125256-CU	Sacramento	Gordon D. Schaber Central Courthouse	11/02/2023	Place Order

5. How To Manage Pending Orders

Click on the “Pending Orders” icon.

Enter a keyword or number into the appropriate search box:

- Order Date
- Order #
- Order Type
- Case
- Name & Location
- Status

The screenshot shows a web application interface for managing pending orders. At the top, there is a search bar with a dropdown menu set to 'Cases' and a 'Go' button. To the right are links for 'My Profile', 'Help', and 'Logout'. Below the search bar is a table with columns: Order Date, Order #, Order Type, Case, Name & Location, and Status. The first row is highlighted in blue and shows an order from 09/05/2022 with order number 2015637, type 'Court eFiling', case 'Wilbur Haas v. Andrew Chang', location 'Central Courthouse (eFiling)', and status 'Pending'. Below this row, a detailed view for this order is shown, including tabs for 'Status', 'Documents', and 'Summary'. The 'Status' tab is active, displaying the order details: Order #: 2015637, Case Name: Wilbur Haas v. Andrew Chang, Status: Pending, Ordered By: Jonathan Nill, and Ordered Type: eFiling. A 'Status Updates' table shows two entries: 'Sep 05, 2022 04:32 AM' with status 'E-File submitted electronically with the clerk of the court.' and 'Sep 05, 2022 04:32 AM' with status 'Assignment received online.'. Below the detailed view, a table shows other pending orders. A red box highlights the 'Pending Orders' icon in the left sidebar.

Order Date	Order #	Order Type	Case	Name & Location	Status
09/05/2022	2015637	Court eFiling	Wilbur Haas v. Andrew Chang Not Assigned	Central Courthouse (eFiling) 330 W. BROADWAY San Diego CA 92101	Pending
09/08/2022	2016533	Court eFiling	D'Ambrosio - Other Probate 30-2021-01224000-PR-OP-CJC	Central Justice Center 700 Civic Center Drive West Santa Ana CA 92701	Received
09/09/2022	2016864	Court eFiling	John Molina vs Bianca Oliver 21STUD03187	Los Angeles (eFiling) 111 N Hill S Los Angeles CA 90012	Pending

6. How to Manage Closed Orders

Click on the “Closed Orders” icon.

Enter a keyword or number into the appropriate search box:

- Closed Date
- Order #
- Order Type
- Case
- Name & Location
- Status

The screenshot shows a web interface for managing closed orders. At the top, there is a search bar with a dropdown menu set to 'Cases' and a search button. To the right are links for 'My Profile', 'Help', and 'Logout'. Below the search bar is a sidebar with several icons; the bottom icon, representing a list or table, is highlighted with a red box. The main content area is titled 'Closed Orders (6)' and includes a date range filter: 'Closed From: 08/11/2023 To: 11/09/2023'. Below this is a table with the following data:

Closed Date	Order #	Order Type	Case	Name & Location	Status
08/17/2023	2154677	Court eFiling	Amy Green vs. Muriel Kaufman 28-2019-0856-CU-OE	West Justice Center 8141 13th St Westminster CA 92683	Closed
08/17/2023	2121605	eService	Kendra Campos vs. Nell Mcknight 30-2016-0086-CU-OE	West Justice Center 8141 13th St Westminster CA 92683	Closed
09/18/2023	2129532	ON DEMAND Court Filing	Joan Rivera vs Robyn Richmond, et al. 29TRSD9854	Central District Western Division (U.S. Courthouse) 312 N Spring St. Rm. G-8 Los Angeles CA 90012	Closed
10/06/2023	2135540	Court eFiling	Wieslaw Kowalski vs Jacob Jacobs 16CECG02004	B.F. Sisk Central Courthouse (eFiling) 1130 O St. Fresno CA 93724	Closed
10/24/2023	2140356-01	Court eFiling	Nichole Herrold vs Leonel Verduzco 17CECG09959	B.F. Sisk Central Courthouse (eFiling) 1130 O St. Fresno CA 93724	Closed
10/31/2023	2142226	Court eFiling	Corrine Kerr, et al. vs Mara Hayes 21STLC07013	Spring Street Courthouse (Civil eFiling) 312 North Spring Street Los Angeles CA 90012	Closed

At the bottom of the table, there is a 'Show 25 entries' dropdown and a 'Showing 1 to 6 of 6 entries' indicator. Navigation buttons for 'First', 'Previous', 'Next', and 'Last' are also present.