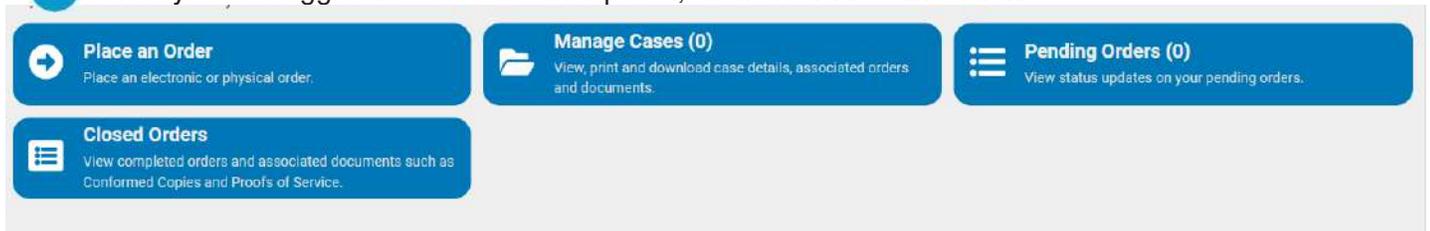


On the provided login page, type in your email, password and click on the "Login" button.

Please note: We recommend using any modern browser for the best experience

1 Once you are logged into the customer portal, click on "Place an Order."



2 In the "What would you like us to do?" field, select "Skip Trace."



If requesting an Asset Search or a Background searches. Follow the step to request a Skip Trace, however in the Special Instructions section, list the type of search you need.

Provide the Last know address and any additional information in the "Special Instructions." field box e.g. Social Security number, Driver's License number, maiden name, etc.

Click "Next"

The screenshot shows the 'Order Details' form with the following fields: 'Name*' (Albert Einstein), 'Gender*' (Male selected, Female unselected), 'DOB' (01/15/2014), 'Last Known Address' (111 N Hill St, Los Angeles CA 90012), and 'Special Instructions' (Please include any phone numbers and/or descriptions.).

5 Enter in the Case Number and select the State, County and Jurisdiction of your case.

Click on “Next.”



Colorado does not require a case number, enter N/A, then select any jurisdiction. Remember jurisdictions are located by the city, not county.

Jurisdictions are located using the city of the jurisdiction not the county

6 When the Add Party box appears, click on the “Add Party” button. Provide the name of the party involved, their role, and if they are your client.

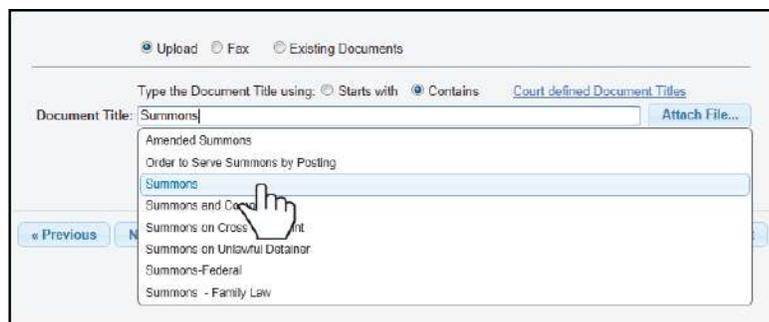


If you select “Yes” to indicate that this is your client, a “Billing Code” may be required to proceed. The “Billing Code” is your firm’s internal, billing, or client matter number code on a particular case.

7 A court document must be uploaded to prove that there is a case. A legitimate reason must exist as to why a skiptrace on an individual is being conducted.

To upload your documents, type in the name of the Document Title in the field box.

You may search for your Document Title by entering in Keywords. Click on the “Attach File” button and double click on the document to be uploaded.



Each document is recommended to be uploaded individually. Please repeat the process as many times as you need until all your documents are uploaded, e.g., Summons, Complaint, Cover Sheet, Proof of Service, etc. (You may also enter your own document title

Order Info Case Info Case Participants Documents Order Details

Upload Existing Documents

Type the Document Title using: Starts with Contains [Court defined Document Titles](#)

Document Title:

Title
Application and Declaration for Issuance of \ of Possession (7 pages)

Court fees: Rapid Legal is authorized to advance Court Fees.
 Fees not required / do not pay Court Fees (your filing will be rejected if a Court Fee is required).

A 3.00% credit card processing fee will be added to your order.

by typing in the title and hitting “Enter.”)

Click “Next.”

9 Verify that the last known address information is correct.

Click “Next.”

James Williams - Male

Last Known Address

Address Type*	Address*
Residence	123 Any St. Anywhere, CA, 91766
Select...	Address City CA

Special Instructions: Please include any phone numbers and/or descriptions.

Previous Next Save As Draft



The system will automatically select a service level.

Order Info | Case Info | Case Participants | Documents | Order Details

When would you like your Courtesy Copy delivered?

Deliver by **Today 4:15 PM** for \$185.00 (On Demand) *
 Deliver by **Today 4:30 PM** for \$85.00 (Urgent) *
 Deliver by **Tomorrow 4:30 PM** for \$70.00 (Priority) *

* Prices listed and service times displayed are only an estimate based on the information provided. If you need your order processed sooner than the times listed above, please call us at (800) 366-5445.

Fee Summary:

Description	Amount	Total
Payment Processing Fee		\$0.00
Order Total		\$0.00

Payment Method: No Payment method found

Special Instructions:

- A notice will appear informing you of when the skip trace order will be dispatched. You may indicate who needs to be notified regarding this service.

When you are ready to place the order, click on the “**Submit**” button and you will receive a Confirmation email.

Your skip trace order will be dispatched to our investigator on the **NEXT BUSINESS DAY**.

Notifications: Check box of person(s) you would like to notify of status updates.

<input checked="" type="checkbox"/> Jonathan Hill	<input type="checkbox"/> alcarlo castanar
<input type="checkbox"/> Daniel Flores	<input type="checkbox"/> Pricilla Blanco
<input type="checkbox"/> Bill Davidheiser	<input type="checkbox"/> Suresh Pandhally
<input type="checkbox"/> Rose Tolley	<input type="checkbox"/> Teresa Guardado

[Previous](#) [Submit](#) [Save As Draft](#)

- An order number will appear to confirm that the order was placed. You may click on the “**Print Confirmation**” button to have a record of your order.

Skip Trace

Thank you for your order(s)

Your order number(s): **1042552**

You can print the Order Confirmation and/or Routing Pages by clicking the appropriate Print button.
If you would like further assistance, please contact our Customer Support

[Print Confirmation\(s\)](#) [Back to Manage Cases](#)

[Previous](#) [Submit](#) [Save As Draft](#)

Party/Witness:
Name: James Williams
Gender: Male
DOB:
Skip Trace Info:
123 Amy St. Anywhere, CA 91766

Case Info:
Case Number: CV12345670
Case Title: Smith, Jane v. ACME Inc
Jurisdiction: Los Angeles (Central), 111 N Hill St

Case Participants:
ACME Inc, Defendant
Smith, Jane, Plaintiff (Client)

Document(s):
Summons (2 pages)
Complaint (23 pages)
Civil Case Cover Sheet (1 page)

Order Details:
Notify:
Jonathan Hill