

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 "County Recording."

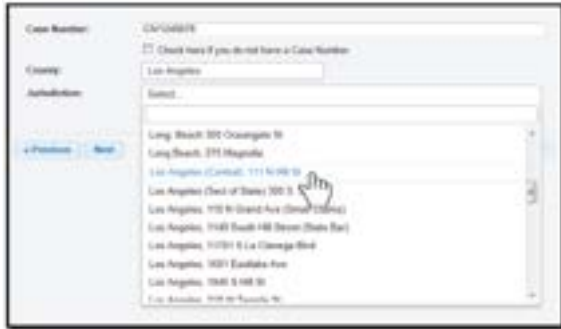


3 Select the County of where you want your document to be recorded.



- 4 Enter in the Case Number (if any,) County and Jurisdiction of where the documents are to be recorded.

Click on “Next.”



- 5 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.

- 6 **Important Note: The County Recorders will only accept originals. The documents must be mailed to RIVER CITY ATTORNEY SUPPORT.**

Type in the name of the Document Title of what you want to record in the field box. You may search for your Document Title by entering in Keywords.

Indicate if you authorize Company to advance your court fees. Click on “Next.”





The system will automatically select a service level.

10 A notice will appear informing you of when your documents must be received to be recorded the next court day.

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.

11 Before mailing the documents, click on **“Print Routing Pages.”** Use the routing page as the cover page to your documents. Contact our customer support at (916) 446-2051 who will provide you with the address of where you will need to mail your documents.