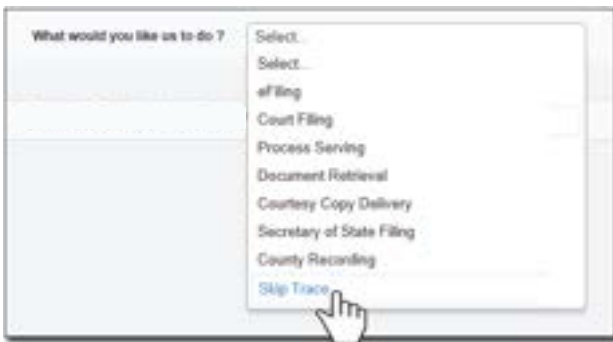On the provided login page, type in your email, password and click on the "Login" button.

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**."

3 Type the name and indicate the gender of the person you want to locate.

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

Click on "**Next**."

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

Click on "**Next**."

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.

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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
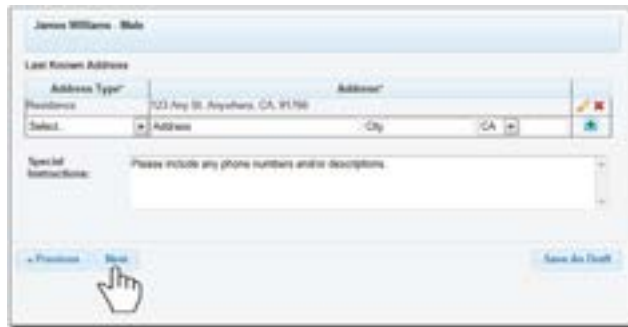by typing in the title and hitting "Enter.")

Click "**Next**."

9   Verify that the last known address information is correct.

Click "**Next**."

The system will automatically select a service level.

10 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.

11 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.

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