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*"Delivering Peace of Mind"*

**Enter Username and Password then press Login.**



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*"Delivering Peace of Mind"*

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### User Login

Username

Password





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**STEP 1:**

Scroll down on "Select Service"  
to choose the service type.

<a href="#">Home</a>	<a href="#">Enter Order</a>	<a href="#">Track Orders</a>	<a href="#">Reports</a>	<a href="#">Setup</a>	<a href="#">Help</a>	<a href="#">eTrac.net</a>
<b>Order Entry</b> Request Pickups and Deliveries			User Name: Company: Best Law Firm			
Ace Attorney (213) 623-3979						
<b>Your Name</b>	<b>Your Phone</b>	<b>Your Email</b>	<b>Account</b> 10965 - BEST LAW FIRM ▾			
<input type="text"/>	<input type="text"/>	<input type="text"/>				
<b>Service Type</b>	<b>Return Service</b>	<b>Reference</b>	<input type="checkbox"/> Save Ref			
(Select Service) ▾	None ▾	<input type="text"/> (Select Reference) ▾				

Description of Service Types:  
[http://www.acelegal.com/PDF/service\\_types.pdf](http://www.acelegal.com/PDF/service_types.pdf)

\* Fields in red are required.

**STEP 2:**

To save your reference numbers  
for future orders, check the  
"Save Ref" box.



**STEP 3:**

Select previously saved pickup or delivery addresses from the pull down menu.

Best Law Firm : 1000 Main Street

Fill PU Addr Swap Addr Fill DEL Addr

Pickup From: Clear

Deliver To: Clear

Company Best Law Firm

Company

Contact/Attn

**STEP 4:**

After you select your address from the pull down menu, click on "Fill PU Address" or "Fill Del Address".



**STEP 5:**

Check the "Add to Address Book" box to save address for future orders.

Phone  Ext.

Add to Address Book

Name of Documents

Up to 100 characters of text allowed for names

Case Number

Case Name

Phone  Ext.

Add to Address Book

Special Instructions

Up to 400 characters of text allowed for instructions

**STEP 6:**

Fill out the fields titled:  
"Name of Documents" – a maximum of 100 characters  
"Case Number" – a maximum of 20 characters  
"Case Name" – a maximum of 20 characters  
Abbreviate if necessary.



### **STEP 7:**

Click on "Browse" to choose the documents to be uploaded. A maximum of 10 files can be uploaded.

**Pickup Date** 02/27/08 mm/dd/yy

**Ready Time** [dropdown] [dropdown] [dropdown] Leave blank if ready NOW

**Wait for Confirmation?** Yes [dropdown]

**Send Order Now**

**Upload Documents**  
(Click Browse to select the file, or type the path to the file in the box below.)

Files (maximum 10): [input box] **Browse...**

**Reset the Form**

### **STEP 8:**

Click on "Send Order NOW." You will then receive a control number confirming your order within 30-45 seconds. However, the more documents you upload, the longer it will take for you to receive a control number.



**Order Entry** Order Confirmation

User Name:  
Company: Best Law Firm

Ace Attorney (213) 623-3979

Control Number: 655331



[Print Form](#)



(Select Printable Label)

New Order

Name	Phone	Email	Account	Vehicle Type
Michael Moussaoui	213-555-100000	joe@bestlawfirm.com	10965	ANY

Service Type	Return Service	Pieces	Weight	BOL No.	Reference
FILING PRIORITY	NONE	0	0.0 Lbs.		100000

Pickup From	Deliver To
Best Law Firm 1000 Main Street Suite 1000 Los Angeles, CA 90000 <b>Phone:</b> <b>Pickup Date:</b> 8/3/2009 <b>Ready Time:</b> NOW <b>Case Number:</b> BC0000 <b>Case Name:</b> Moe vs. Joe <b>Name of Docs:</b>	LASC 111 N. Hill Street Los Angeles, CA 90012 <b>Phone:</b> <b>Special Instructions:</b>

**STEP 9:**

**Click on "Print Form". Print three (3) copies and attach to your order.**



**Order Form**

*User Name:*  
*Company: Best Law Firm*

ACE Attorney Svc (213) 623-3979



Control Number: 551343 eTrac Number: 59036075

Submitter Information	Shipping Information
<b>Account:</b> 10965 <b>Name:</b> BEST LAW FIRM <b>Requested By:</b> Michael Moussaou <b>Reference:</b> 100000 <b>Entered:</b> 27-FEB-2008 19:30	<b>Service Type:</b> FILING PRIORITY <b>Return Service:</b> None
Pick Up From	Deliver To
Best Law Firm 1000 Main Street Suite 1000 Los Angeles, CA 90000 <b>Phone:</b> 555-100-0000	LASC 111 N. Hill Street CHINA TOWN, CHITOW
Pickup Details	Special Instructions
<b>Requested Date:</b> 28-FEB-2008 <b>Ready Time:</b> NOW <b>Case Number:</b> BC0000 <b>Case Name:</b> Moe vs. Joe <b>Name of Docs:</b> answer, MSJ	
<b>Driver:</b> _____ <b>Date:</b> _____ <b>Time:</b> _____	<b>Received by:</b> X _____ <b>Print Name:</b> _____

**Sample "Order Form"**