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



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### User Login

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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:<br>Company: Best Law Firm      |                                   |                      |                           |
| Ace Attorney (213) 623-3979                       |                             |  |   |                                   |                      |                           |
| <b>Your Name</b>                                  | <b>Your Phone</b>           | <b>Your Email</b>                            | <b>Account</b><br>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"/><br>(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.

The screenshot shows a web form with the following elements:

- A pull-down menu at the top containing the text "Best Law Firm : 1000 Main Street".
- Three buttons below the menu: "Fill PU Addr", "Swap Addr", and "Fill DEL Addr".
- A "Pickup From:" label with a "Clear" button and a text input field containing "Best Law Firm".
- A "Deliver To:" label with a "Clear" button and a text input field.
- A "Company" label with a text input field.
- A "Contact/Attn" label with a text input field.

Two arrows originate from the Step 3 callout box: one points to the pull-down menu, and the other points to the "Fill PU Addr" button. A single arrow originates from the Step 4 callout box and points to the "Fill DEL Addr" button.

**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 300 characters**

**"Case Number" – a maximum of 20 characters**

**"Case Name" – a maximum of 20 characters Abbreviate if necessary.**

**"Special Instructions" - a maximum of 2,000 characters**



### **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]

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

[Browse...]

Files (maximum 10):

[Send Order Now] [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)

| 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<br>1000 Main Street<br>Suite 1000<br>Los Angeles, CA 90000<br><b>Phone:</b><br><b>Pickup Date:</b> 8/3/2009<br><b>Ready Time:</b> NOW<br><b>Case Number:</b> BC0000<br><b>Case Name:</b> Moe vs. Joe<br><b>Name of Docs:</b> | LASC<br>111 N. Hill Street<br>Los Angeles, CA 90012<br><b>Phone:</b><br><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<br><b>Name:</b> BEST LAW FIRM<br><b>Requested By:</b> Michael Moussaou<br><b>Reference:</b> 100000<br><b>Entered:</b> 27-FEB-2008 19:30   | <b>Service Type:</b> FILING PRIORITY<br><b>Return Service:</b> None |
| Pick Up From  | Deliver To  |
| Best Law Firm<br>1000 Main Street<br>Suite 1000<br>Los Angeles, CA 90000<br><b>Phone:</b> 555-100-0000  | LASC<br>111 N. Hill Street<br>CHINA TOWN, CHITOW                    |
| Pickup Details  | Special Instructions  |
| <b>Requested Date:</b> 28-FEB-2008<br><b>Ready Time:</b> NOW<br><b>Case Number:</b> BC0000<br><b>Case Name:</b> Moe vs. Joe<br><b>Name of Docs:</b> answer, MSJ |   |
| <b>Driver:</b><br>_____<br><b>Date:</b><br>_____<br><b>Time:</b><br>_____   | <b>Received by:</b><br>X<br>_____<br><b>Print Name:</b><br>_____    |

**Sample "Order Form"**