

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

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### User Login

Username

Password




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 [Ordering Tutorial](#)

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**STEP 1:**

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

Home Enter Order Track Orders Reports Setup Help eTrac.net

**Order Entry** Request Pickups and Deliveries User Name:  
Company: Best Law Firm

Ace Attorney (213) 623-3979

**Your Name**  **Your Phone**  **Your Email**  **Account** 10965 - BEST LAW FIRM ▾

**Service Type** (Select Service) ▾ **Return Service** None ▾ **Reference**   Save Ref  
(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 dropdown menu at the top containing the text "Best Law Firm : 1000 Main Street" with a downward arrow; three buttons below it labeled "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 "Company" label with an empty text input field; a "Contact/Attn" label with an empty text input field; and a "Deliver To:" label with a "Clear" button and an empty text input field. Two arrows originate from the "STEP 3" callout box: one points to the dropdown menu, and the other points to the "Fill DEL Addr" button. A second arrow originates from the "STEP 4" callout box and points to the "Fill PU 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.

The screenshot shows a web form with the following elements:

- Pickup Date:** A text input field containing "02/27/08" with a placeholder "mm/dd/yy".
- Ready Time:** Three dropdown menus, with the instruction "Leave blank if ready NOW".
- Wait for Confirmation?:** A dropdown menu with "Yes" selected.
- Send Order Now:** A button at the bottom left of the form.
- Upload Documents:** A section with the heading "Upload Documents" and the instruction "(Click Browse to select the file, or type the path to the file in the box below)". It contains a text input field with a "Browse..." button to its right. Below the input field is the label "Files (maximum 10):".
- Reset the Form:** A button at the bottom right of the form.

Arrows from the text boxes point to the "Browse..." button and the "Send Order Now" button.

**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 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>

eTrac Order Entry  
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**STEP 9:**

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

<b>Order Form</b>		<i>User Name:</i> <i>Company: Best Law Firm</i>
ACE Attorney Svc (213) 623-3979		 <small>001-00551343-001</small>
Control Number: 551343 eTrac Number: 59036075		
<b>Submitter Information</b>	<b>Shipping Information</b>	
<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	
<b>Pick Up From</b>	<b>Deliver To</b>	
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	
<b>Pickup Details</b>	<b>Special Instructions</b>	
<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> <hr/> <b>Date:</b> <hr/> <b>Time:</b> <hr/>	<b>Received by:</b> <div style="text-align: center; font-size: 2em; font-weight: bold;">X</div> <hr/> <b>Print Name:</b> <hr/>	

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## Sample "Order Form"