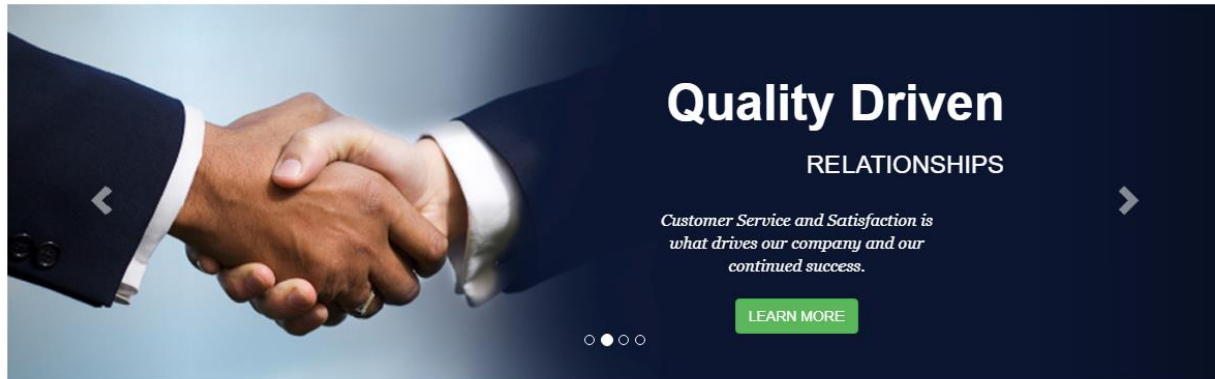


# New website to place orders and check status!

<https://remote.lorr.com/LORRCAP2020>

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## LAW & ORDER RECORD RETRIEVAL

Welcome to the new Law & Order Record Retrieval Order Form and Status Portal.

Continuing with our effort to serve our customers better, you can now use this portal to fulfill the new intuitive record retrieval form. IT' FAST, SIMPLE AND EASY! One of the numerous benefits is the ability to partially save your orders for later placement, along with the capacity to request additional records to an existing order, saving you valuable time. You can check the status of your orders as well, anytime you need. This portal is free of charge and at your disposition 24/7.

If you already have an account, please [log in](#) with your email address and current password. If you're new, [register here](#).

Remember, with our experienced retrieval experts, your requests will be filed correctly, properly, and quickly the first time around, and with our extensive relationships with record custodians, we can get your request prioritized. At LORR, our legal record retrieval services issue records requests within 24 hours of receipt, and our retrieval experts know how to get the job done quickly, efficiently, and affordably.

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Tel: (800) 736-9105 Fax: (800) 335-4002



# Initial Login Screen

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 shawnsevidge@lorr.com [Log out](#)



## Law & Order Record Retrieval




Awaiting Placement

Processing

Create New Order

### Orders

Order Number	Records Pertaining To	Ordered Date	Ordered By	Order Status			
Pending	(830) 776-8279	Jan 22, 2020	Shawn Test	Partial			
Pending	Jan 27 Test	Jan 27, 2020	Shawn Test	Partial			
Pending	Jan 27th Second Test	Jan 27, 2020	Shawn Test	Partial			

This screen defaults to the “Awaiting Placement” screen and shows any pending orders for your firm that have not been submitted to LORR yet.





















1. The green pencil icon will let you view and edit your order and submit it to LORR.
2. The PDF button will download a copy of your order.
3. The red trashcan icon will delete the order.

The search feature will find any orders that match your search criteria, whether they have already been submitted or are still pending.

The “Processing” tab will show you orders we are currently working for you and the details of the order.



## Law & Order Record Retrieval

Search Order		Q	Awaiting Placement	Processing	Create New Order		
▼ 163112 <i>Linked with 5 orders</i>	ALBERT JIMENEZ	Oct 17, 2017	BRANDY RHODUS	Processing			
▼ 163948	BRANDON SMITH	Feb 01, 2019	ADAM HEBERT	Processing			
▼ 164056 <i>Linked with 8 orders</i>	CAITLYN BRASHIER	Feb 06, 2019	SHAWN SELVIDGE	Processing			
▼ 165068 <i>Linked with 14 orders</i>	DEBORAH WILSON	Mar 19, 2019	BRANDY RHODUS	Processing			
▼ 160482 <i>Linked with 6 orders</i>	ERNEST JONES	Sep 06, 2018	ADAM HEBERT	Processing			
▼ 162166 <i>Linked with 1 order</i>	FRANK CASTLE	Nov 14, 2018	SHAWN SELVIDGE	Processing			
▼ 165107 <i>Linked with 7 orders</i>	GEORGE GARZA	Aug 27, 2018	BRANDY RHODUS	Processing			

This screen will show you all the orders LORR is currently working for your firm, sorted in alphabetical order by the patient’s first name.

1. The blue page button will show you the details of your order, which custodians we’re getting records from, the last phone call we made and a link to the records if we’ve already received them.
2. The green + button is very easy way to request additional records for the case. It will bring you to the new order screen with everything in the case carrying over automatically. All you have to do is plug in the new facilities you would like records from!
3. The PDF button will let you download a copy of the original order you submitted.

Create New Order

## Placing New Orders

Placing orders with LORR has never been easier. Once we have your firm setup in our system, a lot of the information you'll be using will be available from a drop-down menu, crafted just for your firm.

### Creating New Order

**ORDER INFORMATION**

Ordering Attorney\* + ▼ Order Attorney's Address\* + ▼

11815 Warfield St., San Antonio, TX 78216 ▼

Shawn Sevidge  
Adam Hebert  
Jeff Ripley

All the attorneys will be available in a drop-down menu so you can quickly select who we should reference as the ordering attorney. If we are missing someone, you can add them with the + button. The same goes for the address. If your firm only has a single address, the system will default to that one.

**RECORDS ORDERED BY**

Authorization  DWQ/Subpoena  Authorization with Court Information on Affidavit and/or requests by both Authorization and DWQ/Subpoena

Records Needed By\*

03/21/2020

Your order will not incur rush fees as you are placing your order more than 30 days in advance.

This field will let us know how to request the records. "Authorization" will generally be used for pre-lit cases and will let you submit the order without needing to provide any court information. "DWQ/Subpoena" and "Authorization with Court Info on Affidavit..." options will both require court information to be input.

By default, the system will place your date needed by 30 days out. If you need the records sooner than that, just let us know!

**COURT INFORMATION**

Deposition Date ▼ Trial Date ▼ Cause Number\* ▼

Enter Deposition Date ▼ Enter Trial Date ▼ Enter Cause Number ▼

State Court\* ▼ Court Type\* ▼

Texas ▼ ▼

County Court\* ▼

▼

Court Number

Enter Court Number ▼

The court information screen will only appear for Subpoena requests or when you would like the information to appear on the affidavit we receive with the records.

The deposition and trial dates are not required but if you have those dates, we would like to know!


OTHER ATTORNEYS OF RECORD  

Firm Name	Attorney Name	Representing Type	Email	Phone Number
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When adding additional Attorneys of Record, we know that sometimes you have more than one attorney working the case at your firm. You will be able to select any other attorneys from a drop-down list similar to selecting the ordering attorney.

ATTORNEY INFORMATION

Is Attorney Part Of The Ordering Firm?

Attorney Name  Address 

Representing Type

Plaintiff  Co-Plaintiff  Counter-Plaintiff  Defendant  Co-Defendant  Counter-Defendant  Petitioner  Respondent  Intervenor

For the attorneys we should send notice to, just uncheck “Is Attorney Part of the Ordering Firm” and you get a new screen to insert their information.

ATTORNEY INFORMATION

Is Attorney Part Of The Ordering Firm?

Firm Name  Attorney Name

Bar Number

Address Line 1  Address Line 2

Postal Code  City  State

Email  Phone Number  Fax Number

Representing Type

Plaintiff  Co-Plaintiff  Counter-Plaintiff  Defendant  Co-Defendant  Counter-Defendant  Petitioner  Respondent  Intervenor

Our new website links directly to our in-house database, so when the attorneys you need to add are already in our system, you will be able to select them from a drop-down menu. Just start typing the firm name in and the system will provide you with a list of firms we have that match. Once the firm is selected, you will get a drop-down menu for the attorney as well. This will auto-populate the attorney’s bar number and latest information we have for them.

Adding New Custodian

**CUSTODIAN INFORMATION**

**Name\*** **Additional Contact Information**

**Address Line 1** **Address Line2**

**Postal Code** **City** **State**

**Email** **Phone Number** **Fax Number**

The custodians field also links to our internal database. Just type in part of the facilities name and if we've requested records from them before, they'll show up in a drop-down list.

**RECORDS REQUESTED**

Please double check your selection between Admissible and Non-Admissible.

	Question Type	Records Requested From	Until	
<input type="checkbox"/> Medical	<input type="radio"/> Admissible <input type="radio"/> Non-Admissible	<input type="text" value="Enter Records Requestec"/>	<input type="text" value="Enter Until"/>	<input type="checkbox"/> Present
<input type="checkbox"/> Radiology	<input type="radio"/> Admissible <input type="radio"/> Non-Admissible	<input type="text" value="Enter Records Requestec"/>	<input type="text" value="Enter Until"/>	<input type="checkbox"/> Present
<input type="checkbox"/> Billing	<input type="radio"/> Admissible <input type="radio"/> Non-Admissible	<input type="text" value="Enter Records Requestec"/>	<input type="text" value="Enter Until"/>	<input type="checkbox"/> Present
<input type="checkbox"/> Employment	<input type="radio"/> Admissible <input type="radio"/> Non-Admissible	<input type="text" value="Enter Records Requestec"/>	<input type="text" value="Enter Until"/>	<input type="checkbox"/> Present
<input type="checkbox"/> Payroll	<input type="radio"/> Admissible <input type="radio"/> Non-Admissible	<input type="text" value="Enter Records Requestec"/>	<input type="text" value="Enter Until"/>	<input type="checkbox"/> Present
<input type="checkbox"/> Personnel	<input type="radio"/> Admissible <input type="radio"/> Non-Admissible	<input type="text" value="Enter Records Requestec"/>	<input type="text" value="Enter Until"/>	<input type="checkbox"/> Present
<input type="checkbox"/> Other	<input type="radio"/> Admissible <input type="radio"/> Non-Admissible	<input type="text" value="Enter Records Requestec"/>	<input type="text" value="Enter Until"/>	<input type="checkbox"/> Present

**Notes**

When letting us know what type of records you need, if you complete the first line all the way across, the system will copy the dates on any additional types of records. For example, you check "Medical" with "Admissible" questions from 2/5/15 to Present, when you check "Radiology" the system will check "Admissible" and plug in from 2/5/15 to Present for you!

Once you submit the order to us, it will appear under the "Processing" tab and you will be able to see live updates as we work to get the records for you.