

Quick Guide

Awaiting Placement

List of orders awaiting to be submitted.

Processing

List of orders that have been submitted.

Create New Order

Starts a new order.

Save for Later

Saves order on Awaiting Placement List for later submission.



Saves Custodian information and return back to the order.

Saves Other Attorneys of Record information and return back to the order.



Edits partial order to complete for submission.



Downloads a copy of your order in PDF format.



Deletes partial order.



Views custodians or other attorneys of record.



Expands/Collapses custodian details associated to the order.



Shows details of the order and a link to the records we have received.



Adds a new custodian to the order.

Adds a new attorney to the order.

Requests additional records, it will copy the order and just plug in the new facilities.

Place Order

Submits order to LORR



Live chat

Search Order



Searches orders by number or by records pertaining to.