

## **ELECTRONIC ORDERS**

### **Courtroom 2016**

is now accepting electronic orders.

Starting January 2, 2018, electronic orders will be mandatory except for a few select orders. To draft an order, you can use the laptops in the courtroom or your own device in your office or the courtroom. For a tutorial go to:

[https://eaccess.18thjudicial.org/CRIS/helpDocs/Attorney\\_Flow/Attorney\\_Flow.html](https://eaccess.18thjudicial.org/CRIS/helpDocs/Attorney_Flow/Attorney_Flow.html)

**You must have an appearance on file to prepare an electronic order.**

### **Instructions for using your own device**

- 1. In the Courtroom connect to wifi-DPCPublic 505. Skip this if drafting the order in your office.**
- 2. Go to <https://eaccess.18thjudicial.org>**
- 3. You must register to use the site.**
  - a) To register, click the “Click here” button and follow the instructions.**
  - b) If the firm is registered, enter the User ID and password.**
- 4. Scroll down to “Electronic Orders”. Click on that choice.**
- 5. Enter the Case number and first 5 characters of any party in the case.**
- 6. Click on Civil Orders and choose type of order to use. Fill in the required spaces and prepare draft order.**
- 7. Click on “Save incomplete” for future modification.**
- 8. When the order is complete for review by you and opposing counsel, click on “print preview”.**
- 9. When order is approved in final form, click on “Send”.**
- 10. After the order is reviewed by the judge, it will either be returned or signed.**
- 11. Hit the refresh button to see if the order is returned for modification or signed by the judge.**
- 12. The judge will advise you of the required modifications. Make the modifications required by the judge.**
- 13. If the judge has signed the order, the button will state “Complete”. You can save the order to your computer. You can request a printed copy of the order from the Courtroom Clerk.**