

How SDX File & Serve Works

Signing Up

You log on to www.DRLegalProcess.com, if it is your first time you click on the “SDX File & Serve Sign-up” button. Fill out the user information, the little red stars are required to be filled out. (If you are a pro-per client and do not have a company name, please place a dash (-) in that field.) Click the “Submit” button and that’s it. You’re signed up and ready to begin sending your documents electronically.

Logging Back In

You log back on to www.DRLegalProcess.com, click on the “SDX File & Serve Login” button. Then fill in your user name, password and check the remember me box, click “Submit” button and you’re in. You can also log back in from the “SDX File & Serve Sign-up” button.

What’s Inside

There are 6 forms for you to use, depending on the type of service you are requesting; National Service of Process, California Statewide Court Filing, National Service of Process and California Statewide Court Filing, Document Retrieval, Batch Upload and Quick Order.

National Service of Process

Initiate service of process anywhere in the U.S. This is the form you use to just send a service.

California Statewide Court Filing

Initiate a court filing to any state court in California that allows “File By Fax”. This is the form you use to just send a filing.

National Service of Process and California Statewide Court Filing

Initiate both a service of process and a California court filing. This is the form you use if you want to file a document using “File By Fax” and then have us serve it after it has been filed.

Document Retrieval

Initiate a document retrieval request for all courts nationwide. This is the form you use to request court research and copy jobs.

Batch Upload

Batch uploads documents to all courts nationwide.

Quick Order

Quickly send jobs to D&R Legal Process Service, LLC. your primary attorney service firm. Very limited work order, you have to type all the instructions to D&R yourself.

Sending My First Request

You choose the proper work order for the type of job you are sending to D&R, fill it out completely. The little red stars are the required fields to be completed by you. It is a Smart Form, so it will remember your information from all previous requests you make, thus making the form easier to fill out in the future.

In the Attorney Service Firm section you must click the “Select” button and choose D&R Legal Process Service, LLC from the list, then click the “Select” button again to confirm us as your primary attorney service firm. If you choose another firm, your job will be sent to them, not to D&R Legal Process Service, LLC.

The Payment Information section must be filled out completely in order for you to send your job to us. If you are not currently a client of D&R or wish to have a specific job paid for by credit card you must provide us with your complete credit card information to pay for the services. If you are a current client in good standing and have a credit line already established with us and we bill you on a regular basis please choose a credit card type, and then place your Client ID with us in all the subsequent fields for us to bill you for the specified jobs.

You then attach the files in PDF or other electronic form to send to D&R Legal Process Service, LLC. If you do not have the capabilities to send the documents to us in electronic form please fax them to 1-877-632-8320, where they will be converted to a PDF and sent electronically to us. There can be up to a 1 hour delay when sending to this fax number before D&R will receive notice of this job. If you have a Same Day or Rush, please note on the work order that you will be faxing the documents directly to D&R, and then print the work order you filled out and fax it to 1-510-797-9998 with the documents for the specified job.

Once you click the "Submit" button you will not be able to add more information to the work order or add more documents, so please make sure that everything is attached and the work order is complete.

You should find that within 5 to 10 minutes you can sign yourself up and send your first of many assignments to D&R Legal Process Service, LLC, safely, securely and efficiently.

To Register and/or Initiate Service of Process, Court Filing or Court Research please click on the appropriate SDX File & Serve button from any of our web pages at DRLegalProcess.com.

I Sincerely Thank You,

Jason M. Burke, CCPS.
President of D&R Legal Process Service, LLC

P.S.

For the first 30 days after signing up to use the SDX File & Serve system, I will wave all per page charges on court filings and service of process requests. So sign up today and start sending your documents electronically now.