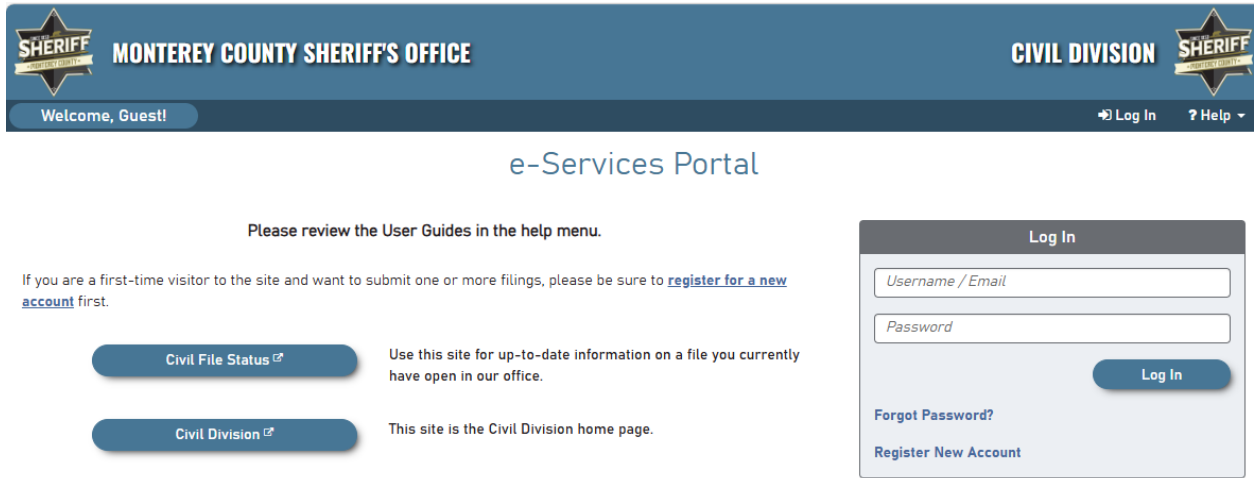


County Sheriff E-Services Registration User Guide

Home Page



The screenshot shows the home page of the Monterey County Sheriff's Office e-Services Portal. The header features the Monterey County Sheriff's Office logo and the text "MONTEREY COUNTY SHERIFF'S OFFICE" on the left, and "CIVIL DIVISION" with another Sheriff's Office logo on the right. A navigation bar below the header includes "Welcome, Guest!", "Log In", and "Help". The main content area is titled "e-Services Portal" and contains a message: "Please review the User Guides in the help menu." Below this, a paragraph states: "If you are a first-time visitor to the site and want to submit one or more filings, please be sure to [register for a new account](#) first." There are two buttons: "Civil File Status" and "Civil Division". To the right of these buttons are two text blocks: "Use this site for up-to-date information on a file you currently have open in our office." and "This site is the Civil Division home page." On the right side of the page is a "Log In" form with fields for "Username / Email" and "Password", a "Log In" button, and links for "Forgot Password?" and "Register New Account".

Welcome to the County Sheriff E-Services Portal!

The **E-Services Portal** page provides access to the **File Status** and **E-Filing** pages.

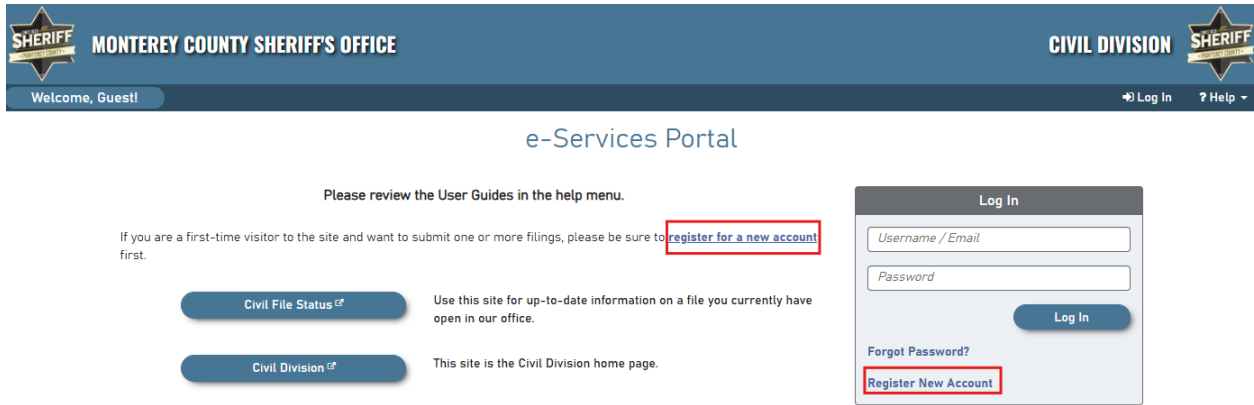
The **File Status Portal** allows you to check the status of your file by entering your levying officer file number and court case number. No registration is required.

The **E-Filing** page allows you to submit process and/or levies to the Sheriff's Civil Office. To use this feature, you must first register as a user.

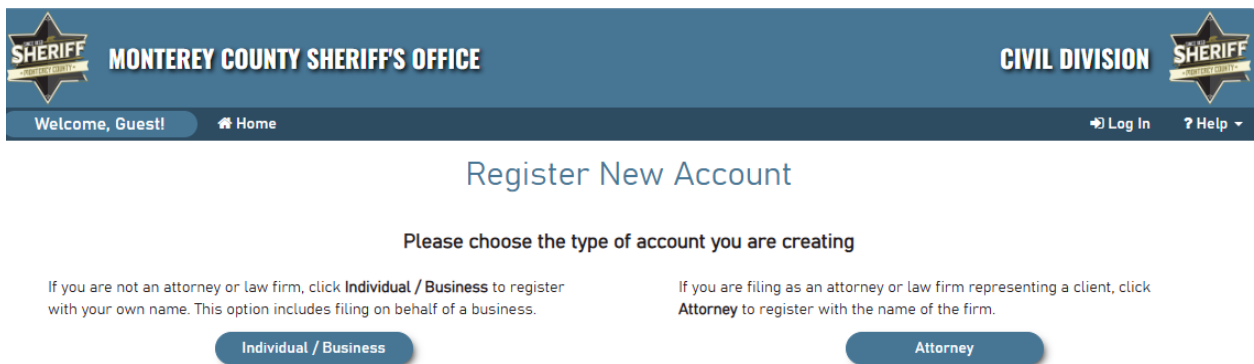
If you are a **Registered Process Server**, your client needs to register as a **Requestor** before you submit any filings, so you are able to select them from the Requestor list within the application. See the **Filing User Guide** under the **Help** menu for more information.

Register User Page

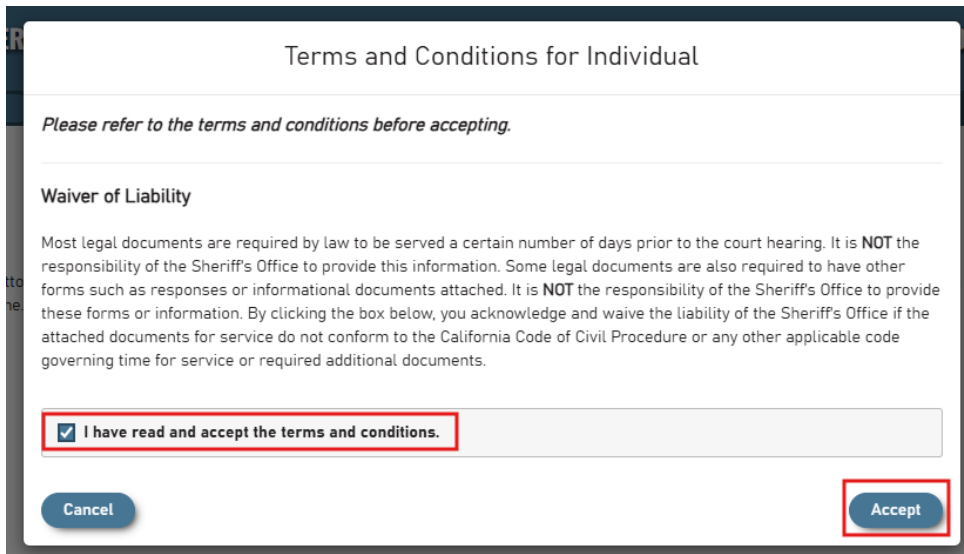
1. From the E-Services Portal page, click one of the **Register New Account** hyperlinks.



2. Select the appropriate user type.



3. Acknowledge the Waiver of Liability by selecting the checkbox and clicking **Accept**.



- Complete the **Information** section by filling in the required fields marked with a red asterisk. If you are an attorney or a creditor who may hire a Registered Process Server to serve your levy, ensure the **Register as a Requestor** checkbox is selected. If you choose to **Register as a Requestor**, your name will appear in a dropdown list when E-Filing orders are submitted, and any registered Requestor may be selected for that filing. This allows a Registered Process Server (RPS) to select the attorney on the case as the Requestor, even though the RPS is the person completing the E-Filing. See the **E-Services Filing User Guide** for more information.

Register New Account

Individual / Business Account Registration Form

Start Over

User Information

Last Name / Business Name *

First Name

Middle Name

Aliases

Enter an alias

Add

Driver License Number

Email *

☐ Register as a Requestor
This is automatic if you are registering as an attorney. It is only recommended to use this option if you are planning on filing five or more times in a 12 month period. The registration will need to be approved before you will be listed as a requestor.

NOTE TO ATTORNEYS: If you work for a firm, the firm will generally be used as the Requestor when E-Filing, rather than the individual attorney. In this case, register the firm separately and select the option to **Register as a Requestor**. Then register yourself as an individual attorney, but do not select this option. When E-Filing, you and others will then be able to select the firm as the Requestor.

NOTE TO BUSINESSES OR INDIVIDUALS: If you plan to submit E-Filing Orders on a regular basis, select the option to **Register as a Requestor** so your name can also be selected from the Requestor dropdown list when E-Filing.

- Complete the **Attorney Information** section, if applicable.

Attorney Information

Type

Domestic

Attorney Bar Number

Registration Date

mm/dd/yyyy

State License

CA

Expiration Date

mm/dd/yyyy

6. Complete the **Address Information** section.

Address Information

Address 1 *

Address 2

City *

State *

Postal Code *

CA

7. Complete the **Security Login Information**. Ensure your password meets the specified requirements.

8. Review the information you entered, then click the **Review and Complete Registration** button.

Security Login Information

Username *

Password *

Passwords must be at least 8 characters long and contain 1 uppercase letter, 1 lowercase letter, 1 number, and 1 special character (!, @, #, \$, %, *).

Confirm password *

Review and Complete Registration >

9. You will be prompted to confirm your registration by reviewing all the information you entered. You may print this information if you wish to keep it for your records.

Confirm Registration

Confirm the information below is correct. Then click the *Submit Registration* button to create your new account.

First Name:

Middle Name:

Last Name / Business Name:

Hunt & Henriques

Email:

Driver License Number:

Username:

Mailing Address:

PO Box 1234, San Diego, CA 99888

Type:

Domestic

State License:

CA

Registration Date:

2002-01-11

Expiration Date:

2030-11-11

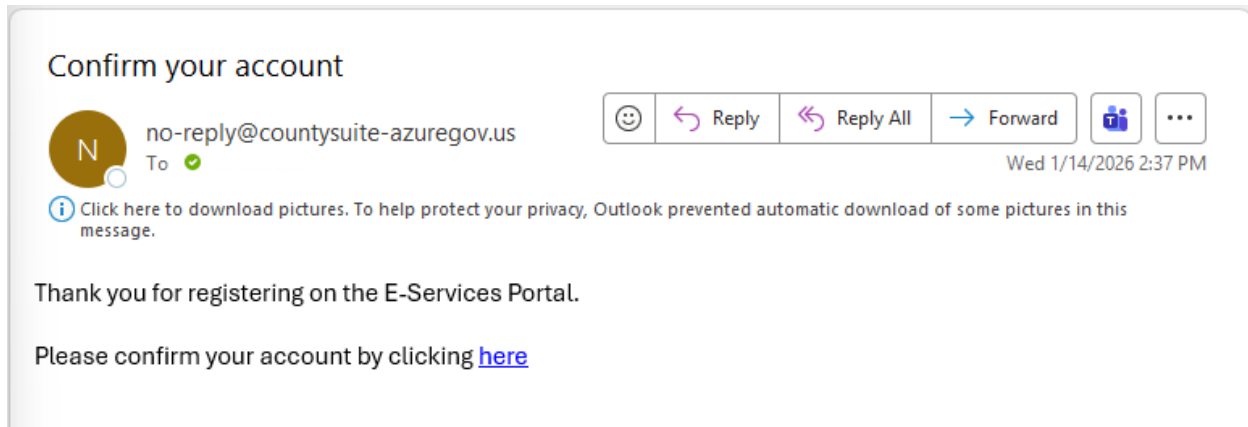
Edit

Print

Submit Registration

Cancel Registration

10. You will receive an e-mail confirmation.



11. After confirming your email, you will be taken to a page indicating that your confirmation was successful, with a hyperlink provided to the login page. You can also log in from the Home page at any time. Your registration request will **not** be submitted to the County Sheriff's Civil Office until your email is confirmed.



Confirm Email

Thank you for confirming your email. Please [Click here to Log in](#)

Click the link to log in and enter the credentials that you had created.



Log In

Username / Email *

Password *

The Password field is required.

☐ Remember me?

[Forgot Password?](#)

[Register](#) if you don't have a local account.

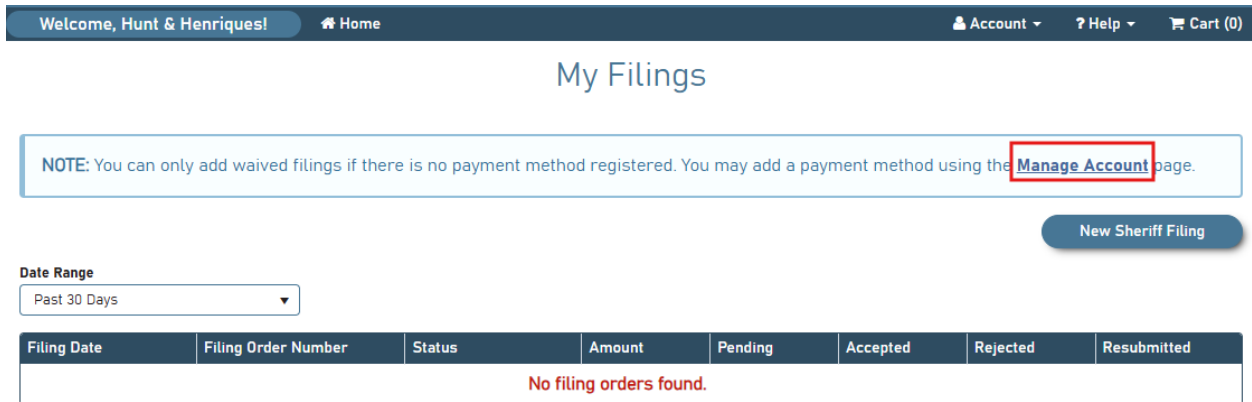
[Log In](#)

My Filings Page

Whenever you log in to the **E-Services Portal**, you will land on the **My Filings** page by default. This page displays the history of all filing orders you have submitted, filtered by the selected date range.

If this is your first login, you will be prompted to **Manage** your registration details by adding payment information. A valid payment method is required to submit filings to the Sheriff's Office. Click **Manage** to complete your account setup.

You only need to add a credit card if you plan to submit filings without a fee waiver. Filings covered by a fee waiver or restraining order–related services with waived Sheriff's fees do not require a card on file.



Welcome, Hunt & Henriques! Home Account Help Cart (0)

My Filings

NOTE: You can only add waived filings if there is no payment method registered. You may add a payment method using the [Manage Account](#) page.

New Sheriff Filing

Date Range
Past 30 Days

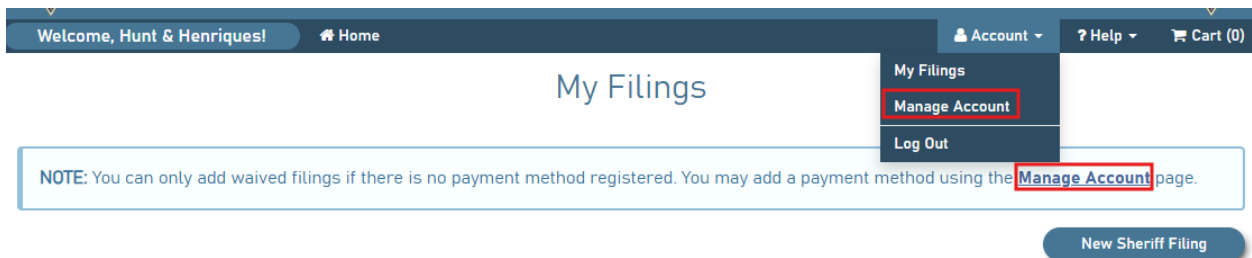
Filing Date	Filing Order Number	Status	Amount	Pending	Accepted	Rejected	Resubmitted
No filing orders found.							

Manage Account Page

The **Manage Account** page allows you to add a credit card information, update your personal information, including your name, email, address, and login details. Your username and email must be unique and not already in use. If you change your email, you must confirm the new address by clicking the hyperlink in the confirmation email sent to you.

Adding a Credit Card Information

1. From the **My Filings** page, you can either click on the **Manage Account** hyperlink or click **Account** in the upper right corner and select **Manage Account**.



Welcome, Hunt & Henriques! Home Account Help Cart (0)

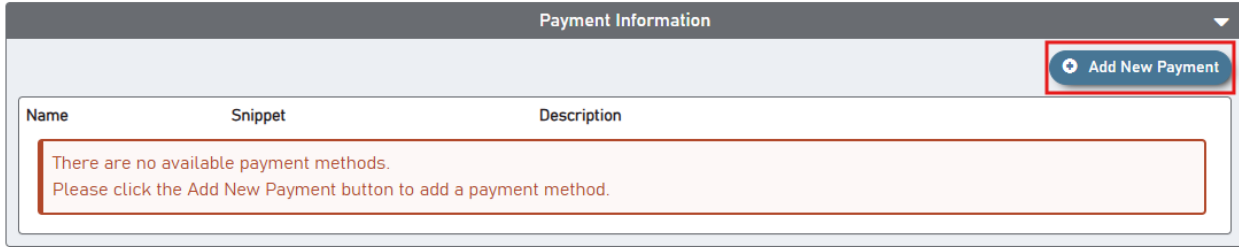
My Filings

NOTE: You can only add waived filings if there is no payment method registered. You may add a payment method using the [Manage Account](#) page.

New Sheriff Filing

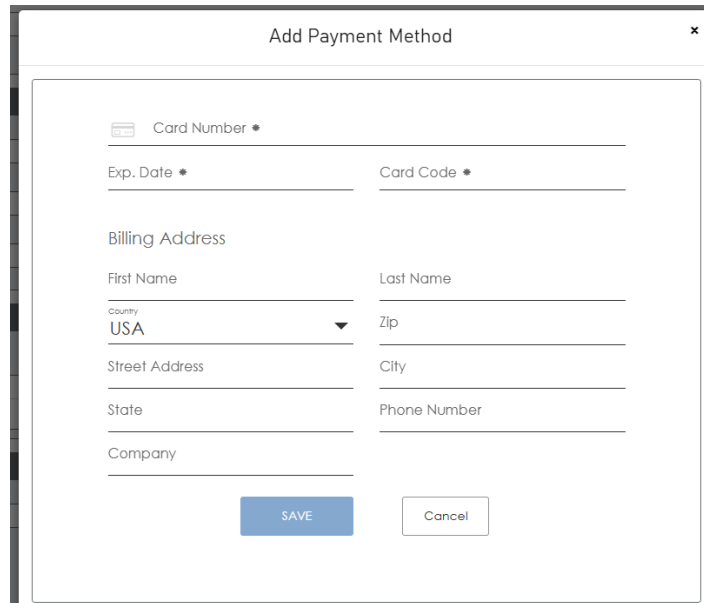
Account dropdown menu:
My Filings
Manage Account
Log Out

1. In the **Payment Information** section, click the **Add New Payment** button.



The screenshot shows a window titled "Payment Information". In the top right corner, there is a button labeled "Add New Payment" with a plus icon, which is highlighted with a red rectangular box. Below the button, there is a table with three columns: "Name", "Snippet", and "Description". The table is currently empty, and a red-bordered box contains the text: "There are no available payment methods. Please click the Add New Payment button to add a payment method."

2. Complete the **Add Payment Method** window. Credit or debit cards are the only payment methods currently supported. Save your changes.



The screenshot shows a window titled "Add Payment Method". It contains the following fields:

- Card Number *
- Exp. Date *
- Card Code *
- Billing Address
 - First Name
 - Last Name
 - Country (dropdown menu showing USA)
 - Zip
 - Street Address
 - City
 - State
 - Phone Number
 - Company

At the bottom of the form, there are two buttons: "SAVE" (blue) and "Cancel" (white).

Congratulations! Now that you have added a payment method on file, you are ready to submit your first filing. Please refer to the **Filing User Guide** in the **Help** menu for step-by-step instructions.