How to eFile: New / Initiating Case

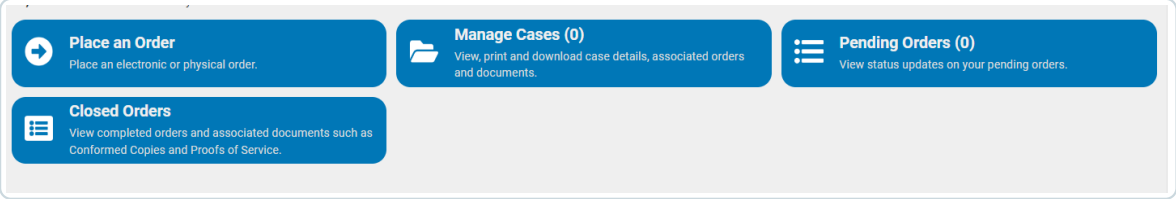
Sign in with your email address and password at sterlingmadison.legalconnect.com. Once logged in, select Place an Order.

SMC Client Login: sterlingmadison.legalconnect.com/Login
Need assistance? Call SMC Legal Support at 408-295-3300.

TIP: We recommend using any modern browser for the best experience.

01 Place an Order

From your customer portal dashboard, click **“Place an Order.”**



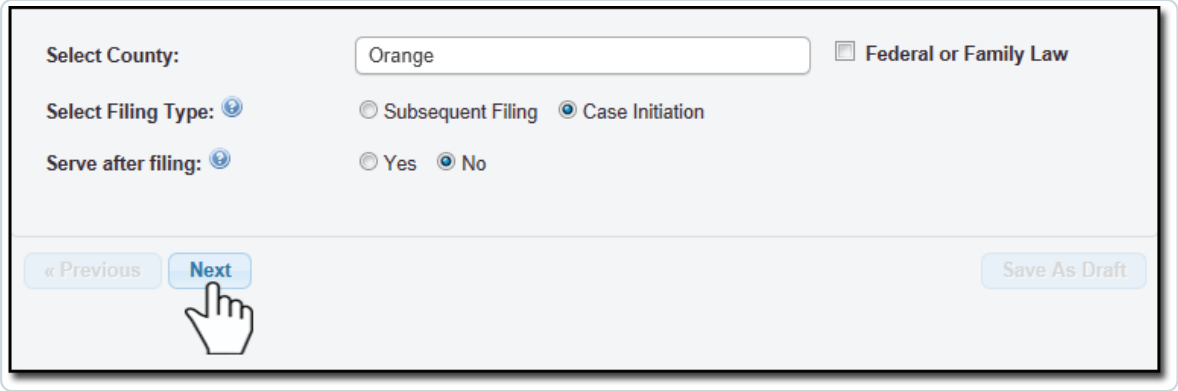
02 Choose eFiling

In the **“What would you like us to do?”** field, select **“eFiling.”**



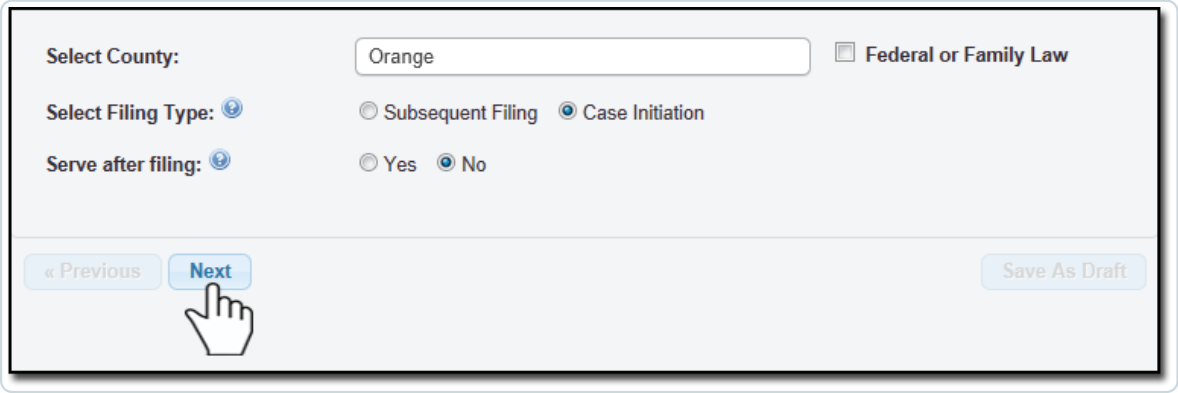
03 Start a New Case

Select the appropriate county, choose **“Case Initiation”**, then click **“Next.”** Choose whether you would also like service of documents after filing.



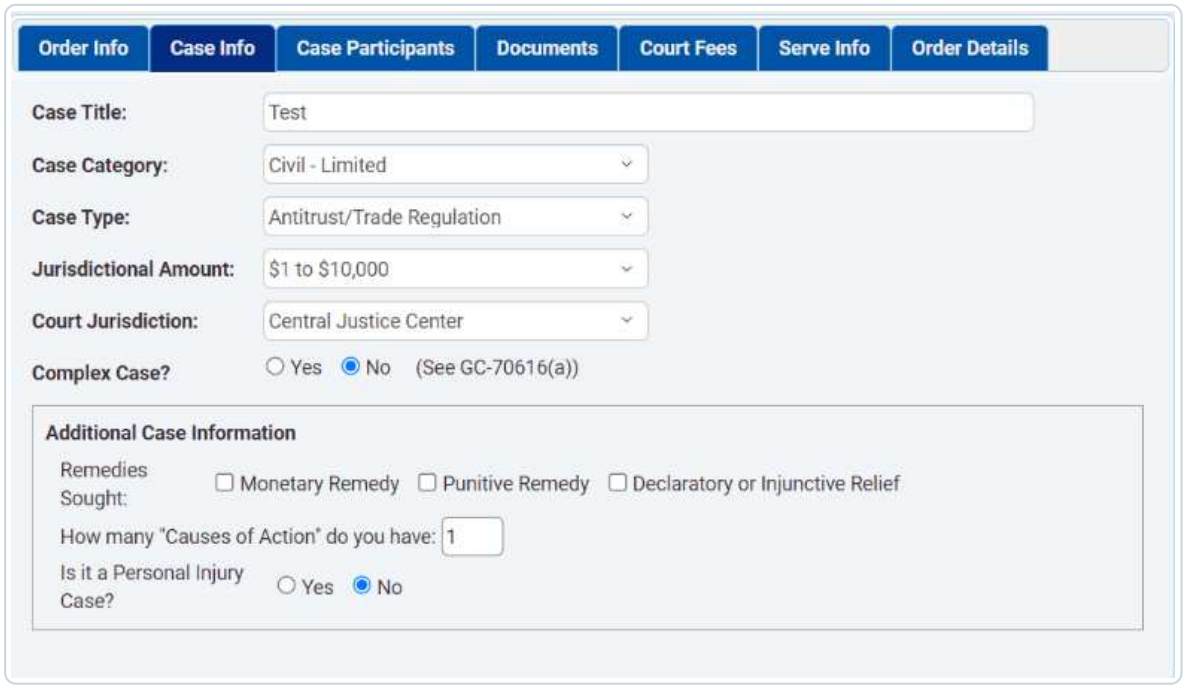
04 Optional Service Information

If you choose service after eFiling, indicate the number of entities to be served. Enter each name, capacity, and agent for service (if applicable). You may provide the service address later in the process.



05 Enter Case Details

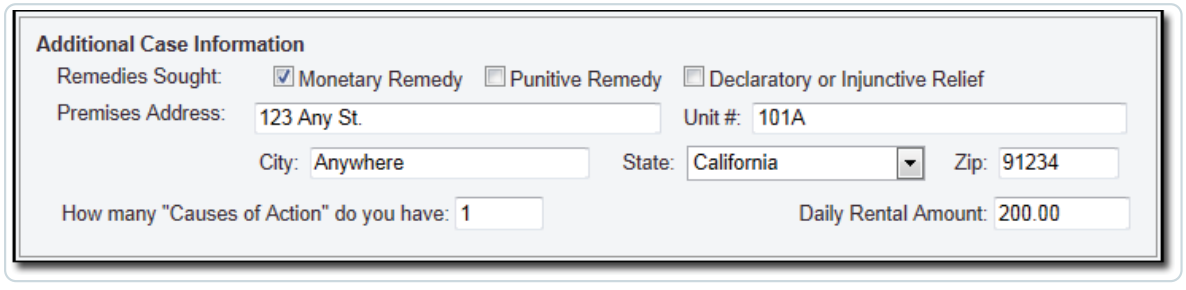
Select the Case Category, Case Type, and Court Jurisdiction. Enter remedies sought, number of causes of action, and whether the matter is a personal injury case. Click **“Next.”**



06 Unlawful Detainer Details

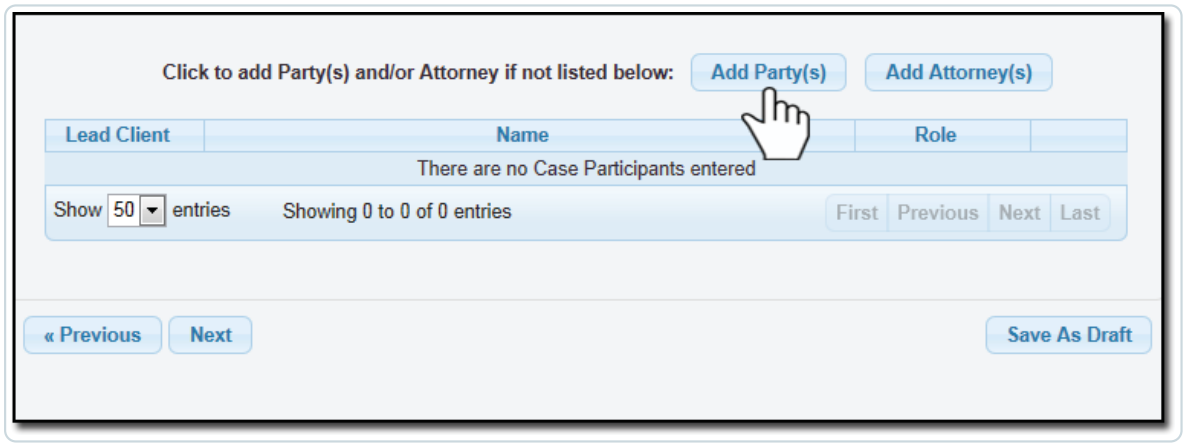
For an Unlawful Detainer filing, enter the additional requested information, including remedies sought, premises address, and daily rental amount.

Important: This step applies only if the selected case type requires these additional fields.



07 Add Parties and Attorneys

Click **“Add Party”** or **“Add Attorney”** and enter the requested information. Click **“Next.”**



NOTE When you mark a party as your client, a Billing Code may be required. This is your firm’s internal billing or client-matter reference.

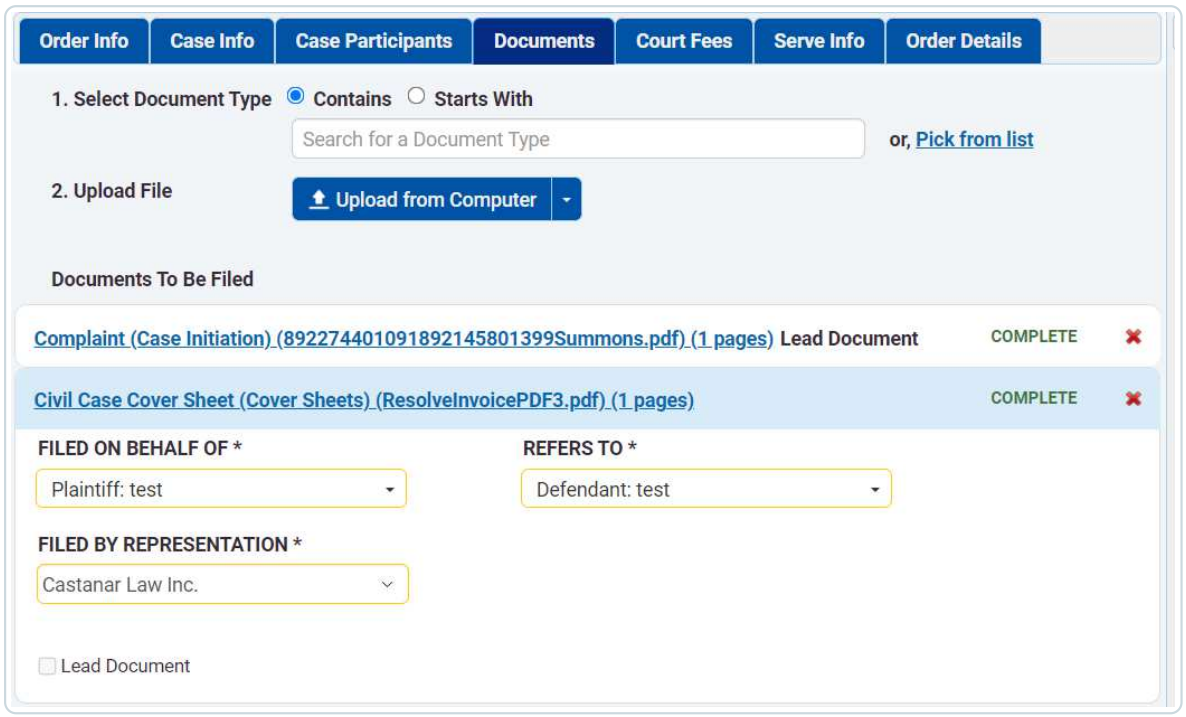
08 Select the Document Type

Enter the Document Title or search using keywords. Select the appropriate document type, click **“Attach File”**, and choose the file to upload.



09 Upload Every Document

Upload each document individually; repeat until all required documents are attached. Check the **“Lead Document”** box for the appropriate document and indicate who filed it and on whose behalf. Click **“Next.”**



NOTE Examples may include a Summons, Complaint, and Civil Case Cover Sheet. Required documents vary by court and case type.

10 Review Estimated Court Fees

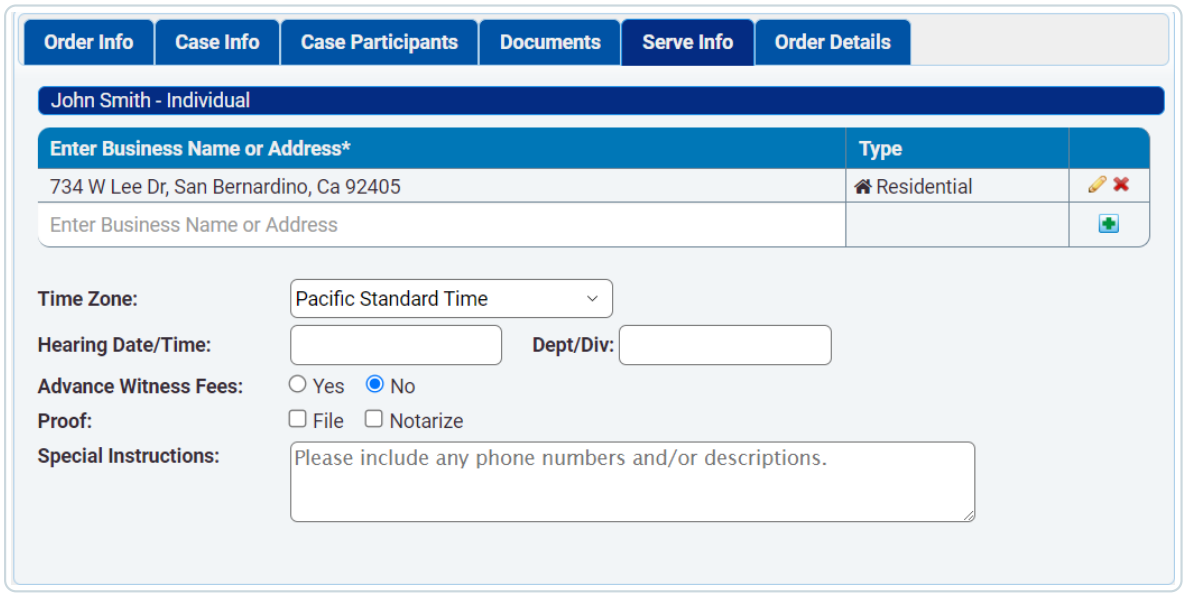
Review **“Estimated Court Fees”** and the corresponding **“Fee Name”** selections. Indicate **“Yes”** or **“No”** if asked whether the provider should advance court fees.

Important: The fees shown in the original example are illustrative, not an SMC price quotation.



11 Optional Service Details

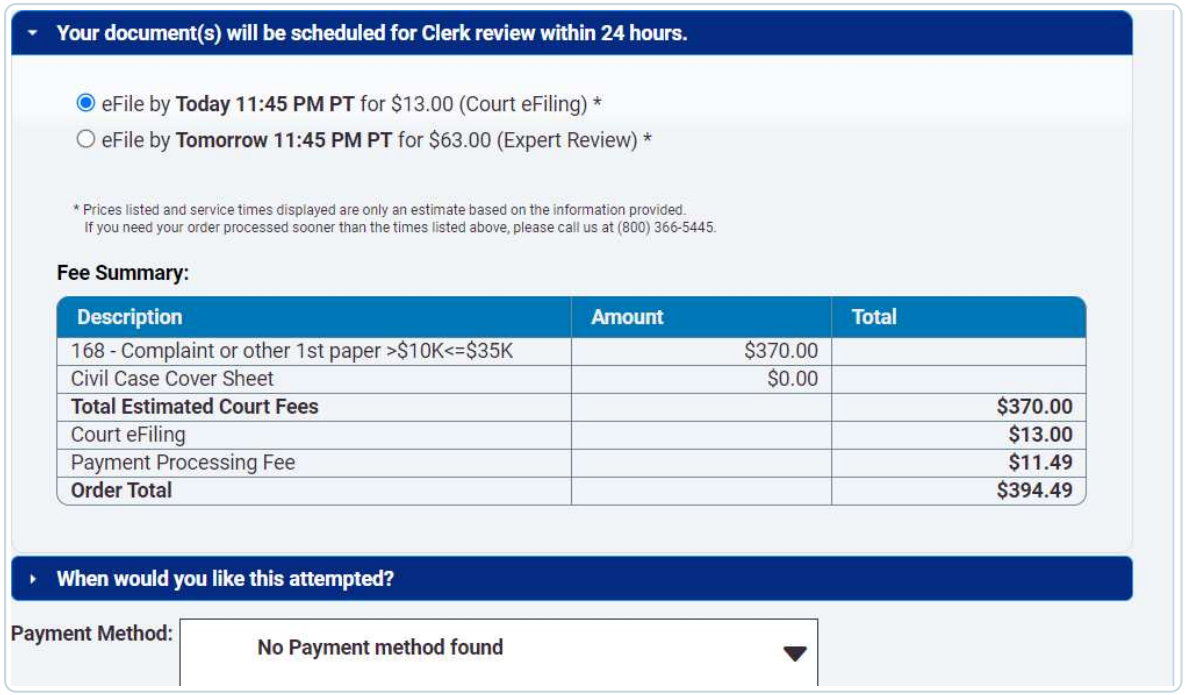
If you elected service after filing, the **“Serve Info”** tab opens. Select the entity and enter the Service Level, Address Type, and service address, then use the on-screen add control to load the address.



12 Review Service and Order Options

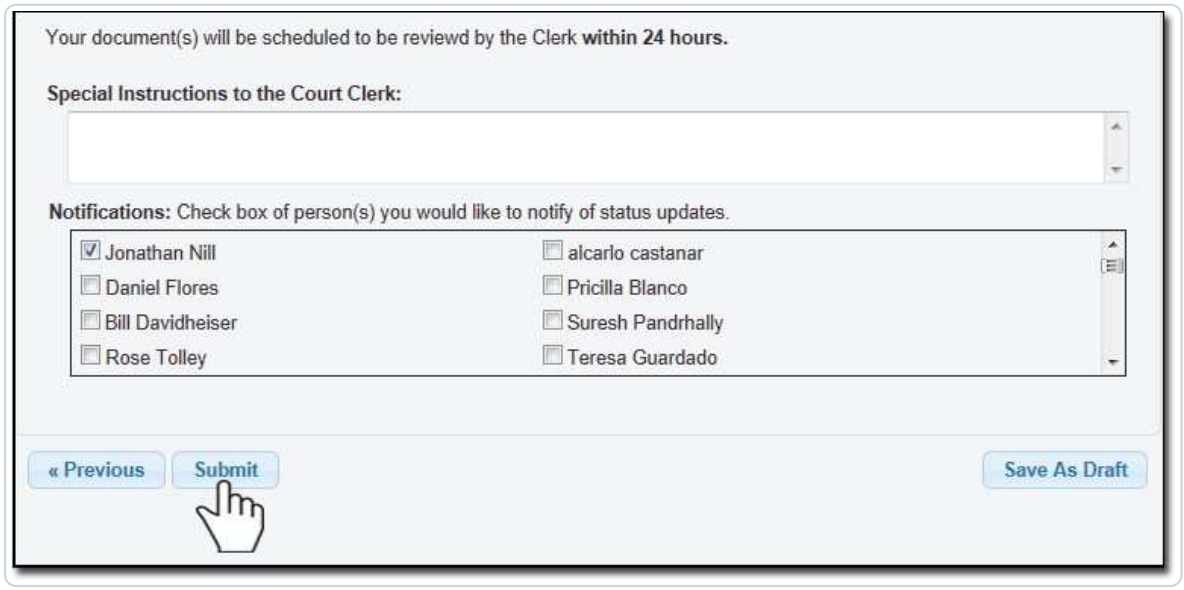
Review the dispatch notice, available service level, applicable charges, payment method, and order summary. Enter any special instructions and indicate who should be notified.

Important: Some provider examples show optional service selections or prices that may differ for SMC orders.



13 Court Clerk Instructions

Enter any Special Instructions to the Court Clerk and choose who should receive case status notifications. Follow the on-screen instructions and use **“Submit”** when the order is ready.



14 Print the Confirmation

After successful submission, an order number confirms the order was placed. Select **“Print Confirmation”** if you would like to retain a record.

