How to eFile: Existing / Subsequent Case

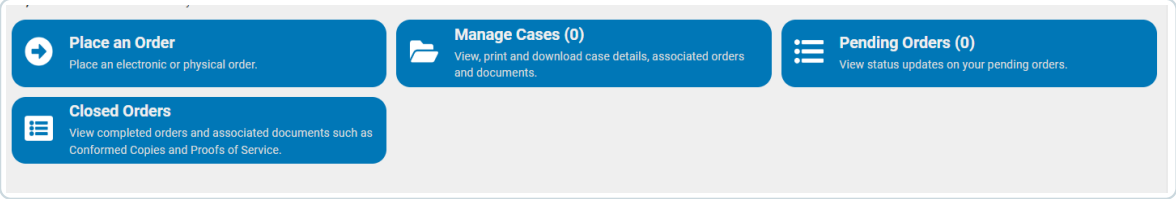
Sign in with your email address and password at sterlingmadison.legalconnect.com. Once logged in, select Place an Order.

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.”**



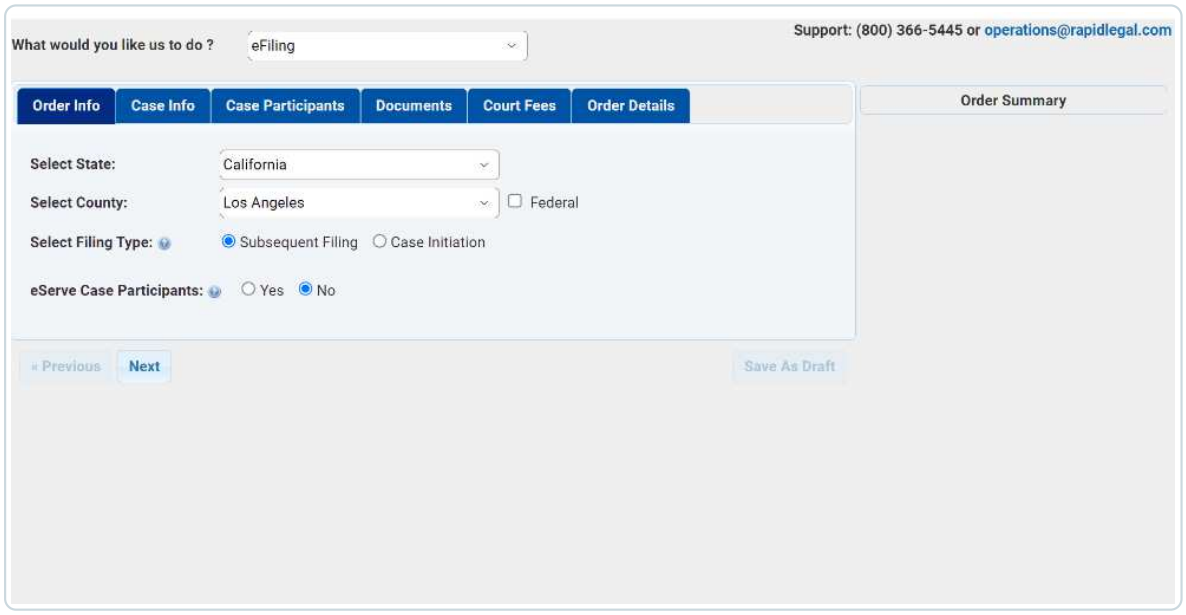
02 Choose eFiling

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



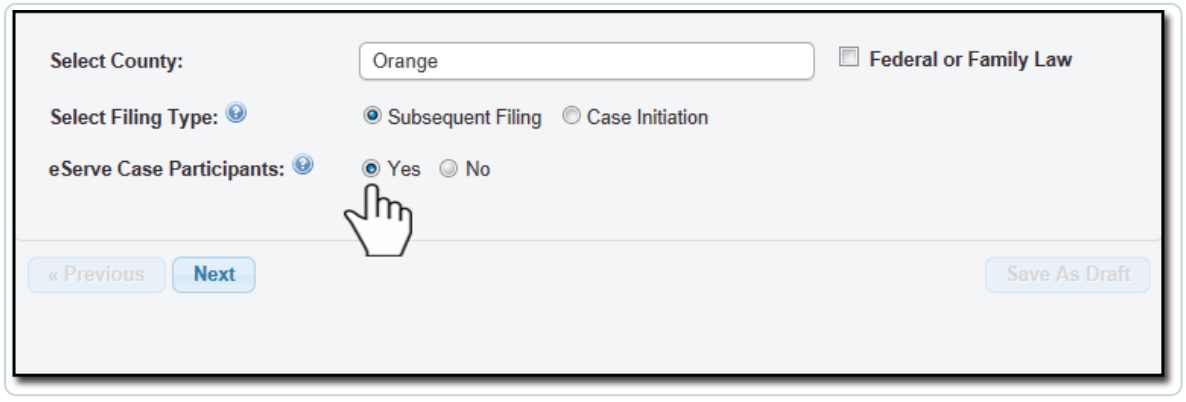
03 Choose Subsequent Filing

Select the correct county and choose **“Subsequent Filing.”** Click **“Next.”**



04 Choose Optional eService

Select **“Yes”** if you want to electronically serve opposing parties, or **“No”** if you do not. Continue to the next step.



05 Locate the Existing Case

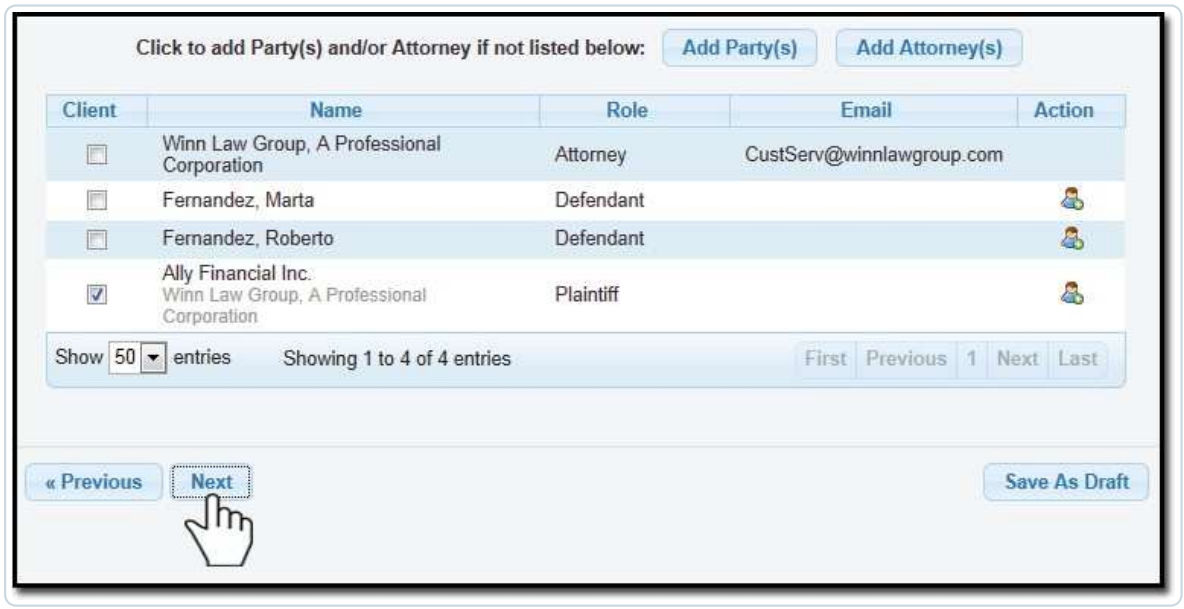
Enter the Case Number, click **“Search”** to locate the court record, verify the displayed case information, and click **“Next.”**



NOTE Orange County example: Enter the case number exactly as recorded by the court, including any letters and dashes. Other courts may use different case-number formats.

06 Verify the Parties

Confirm that your firm and/or client appears in the case participant list. To add a participant, click **“Add Party”** or **“Add Attorney”** and complete the fields. Click **“Next.”**



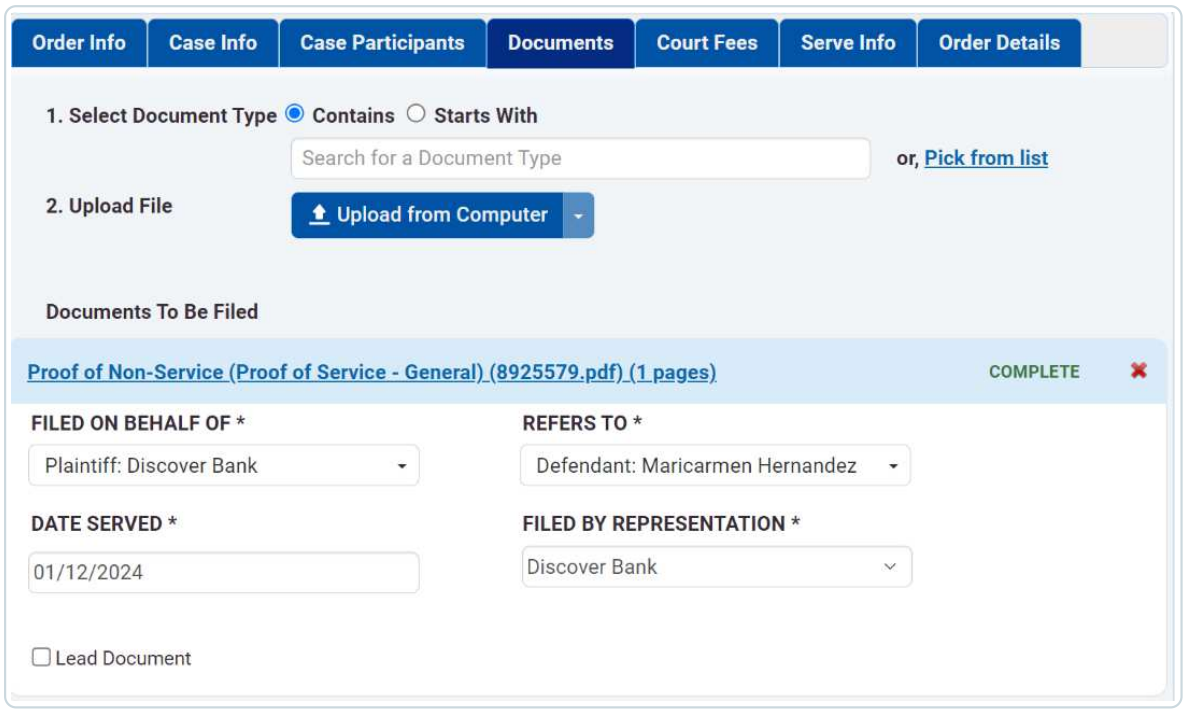
07 Find a Document Type

Type the Document Title or search by keywords. Choose the correct document category and click **“Attach File”** to select the document.



08 Upload Documents Individually

Attach each document individually, repeating the process until everything is uploaded. Check **“Lead Document”** when appropriate and identify who filed the document and on whose behalf. Click **“Next.”**



NOTE Examples include a Proof of Service or other subsequent-filed papers. Follow the requirements applicable to your court and filing.

09 Review Court Fees

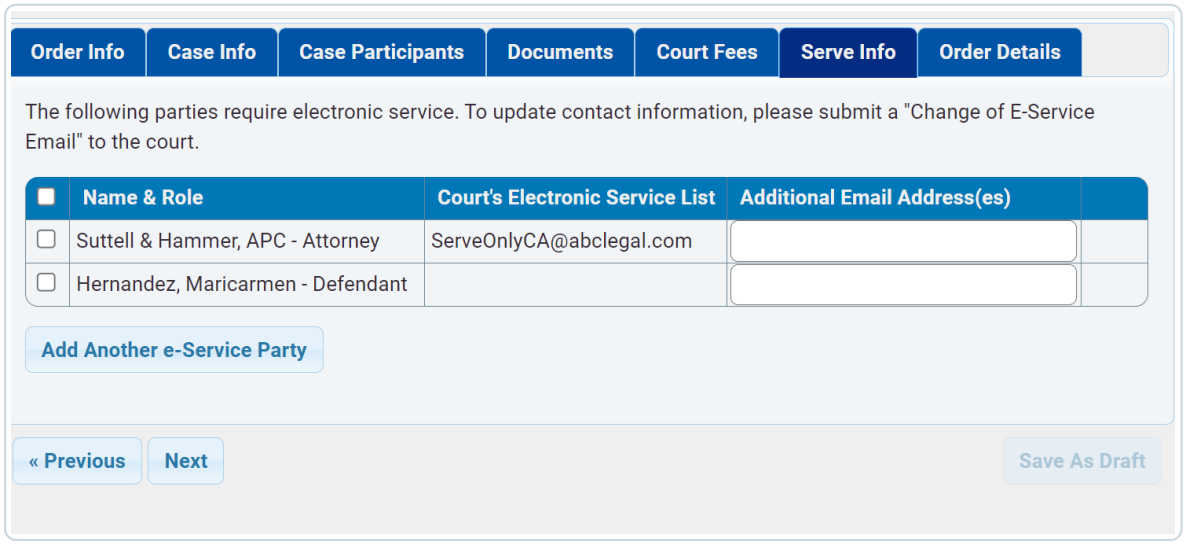
Review the **“Estimated Court Fees”** summary and any fee selections. Where prompted, choose **“Yes”** or **“No”** to advance court fees.

Important: The source screenshots include example provider names and fees. These are not statements of SMC pricing.



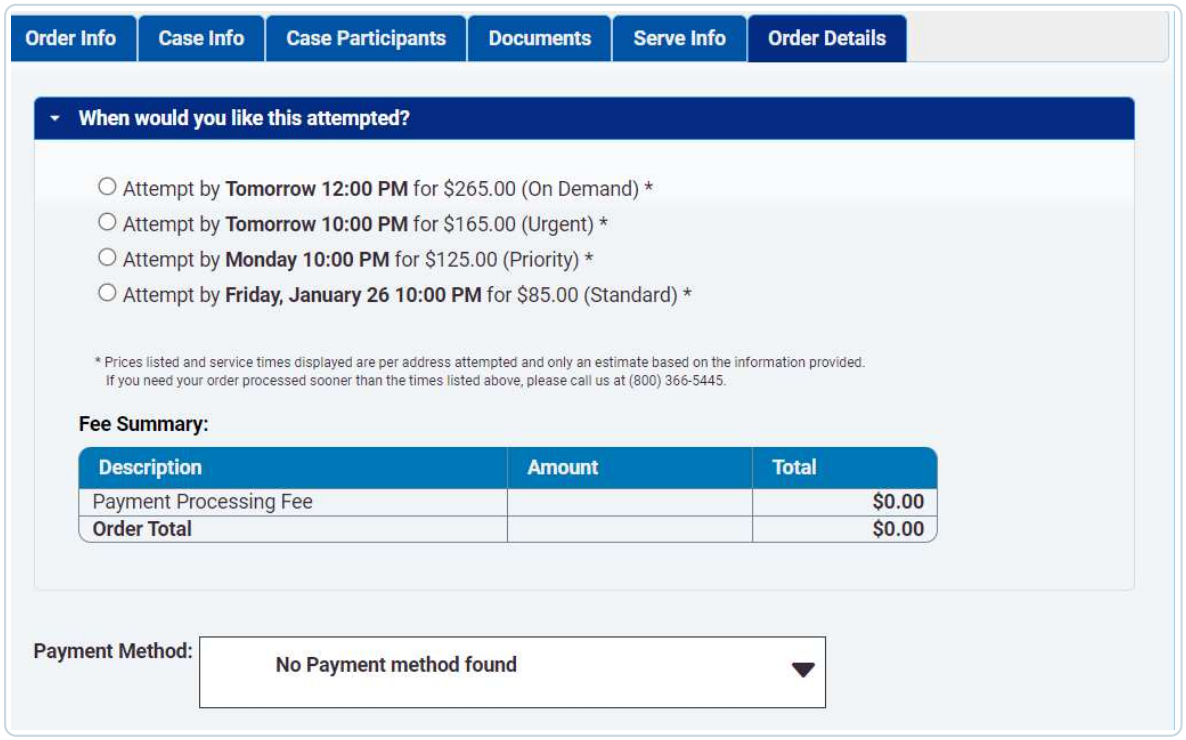
10 eService Participants

If you elected eService, the **“Serve Info”** tab appears. Select the applicable participants and verify or add email addresses as appropriate.



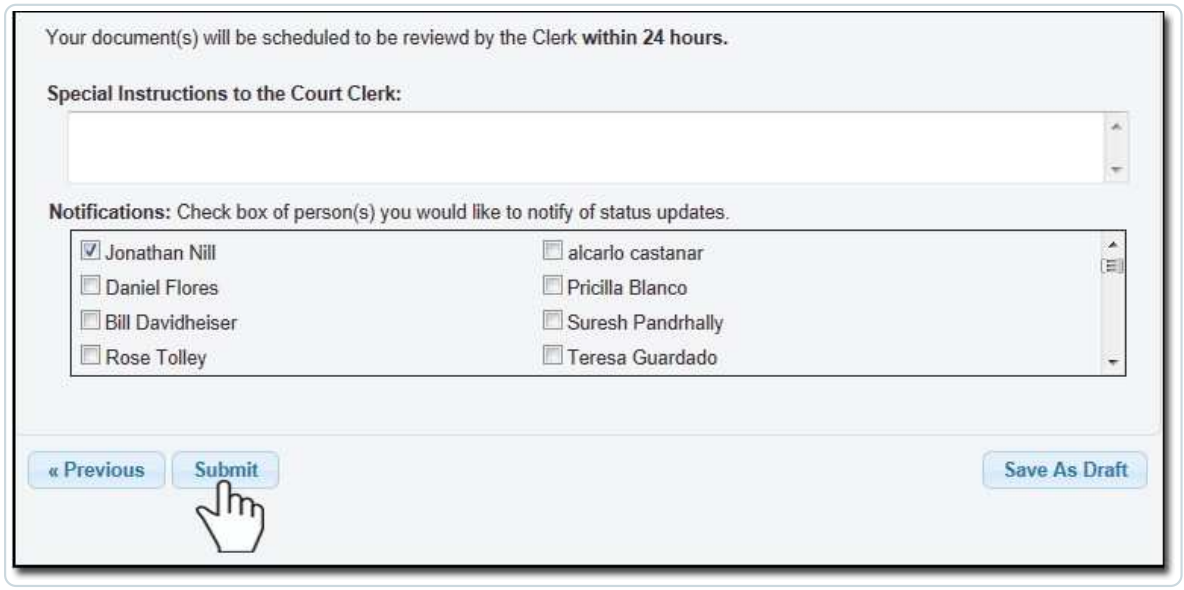
11 Review Order Options

Review any dispatch notice, service levels, payment method, and fee summary. Enter special instructions and select the contacts who should receive notifications.



12 Court Clerk Instructions

Add any Special Instructions to the Court Clerk and select recipients for case notifications. Review your entry and click **“Submit”** when ready.



13 Print Confirmation

An order number will appear once the order is submitted. Select **“Print Confirmation”** if you wish to keep a record.

