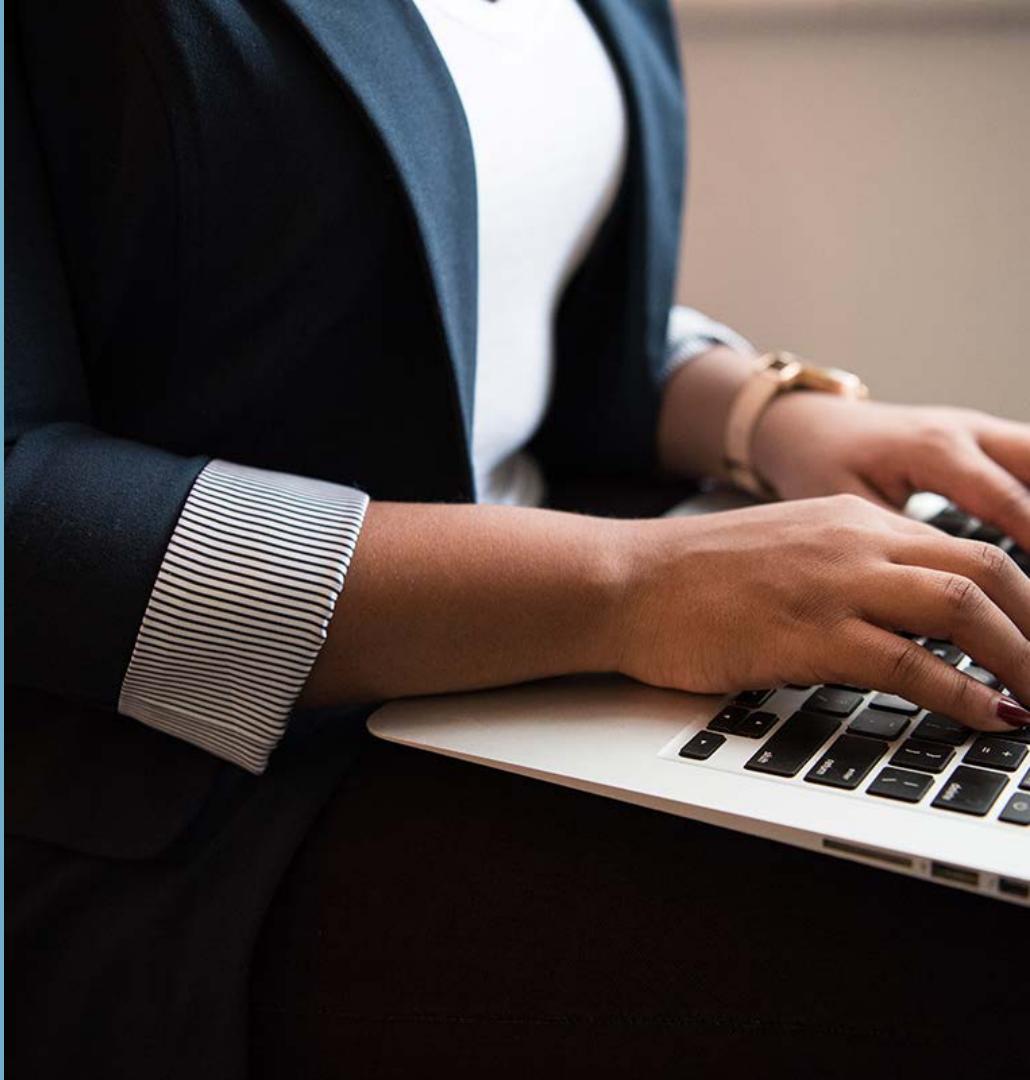


—

# ABI WEBSITE

## Updates

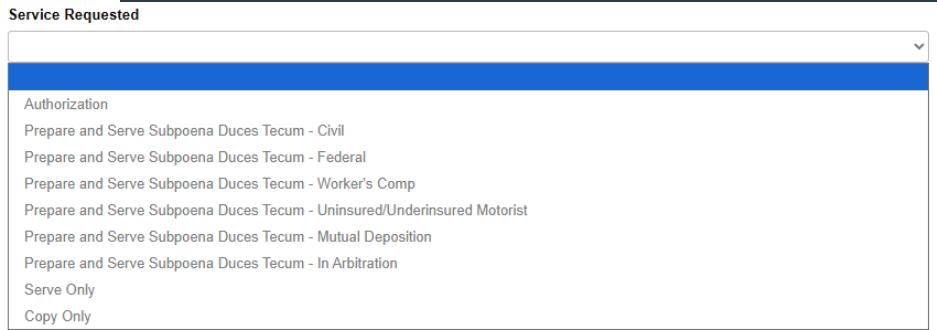
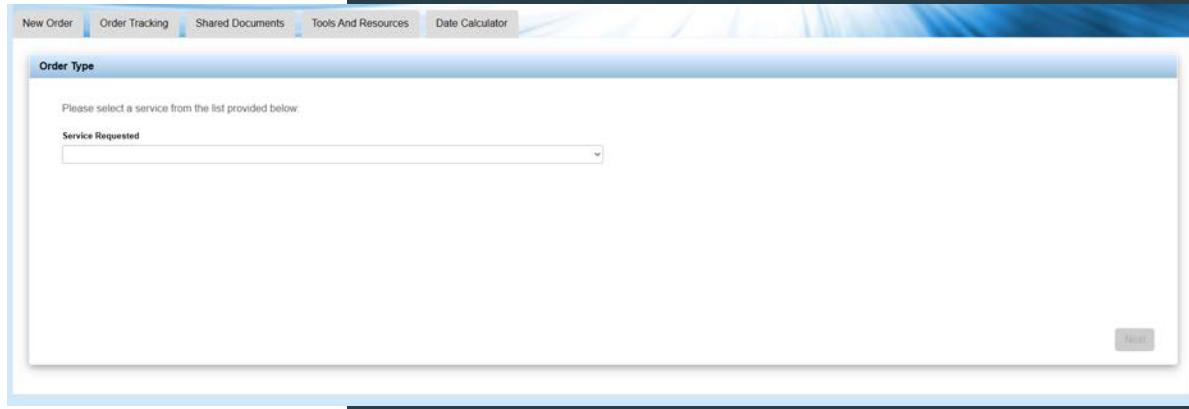


# ORDER TYPE

When selecting New Order, the user will be prompted to select the service that is being requested.

The options include:

- Authorization
- Prepare & Serve Subpoena Duces Tecum – Civil
- Prepare & Serve Subpoena Duces Tecum – Federal
- Prepare & Serve Subpoena Duces Tecum – Worker's Comp
- Prepare & Serve Subpoena Duces Tecum – Uninsured/Underinsured Motorist
- Prepare & Serve Subpoena Duces Tecum – Mutual Deposition
- Prepare & Serve Subpoena Duces Tecum – In Arbitration
- Serve Only
- Copy Only



# ORDER TYPE

## Prepare & Serve Subpoena Duces Tecum Order Types:

- **Prepare & Serve Subpoena Duces Tecum – Civil** – Draft, issue and legally deliver formal court documents that commands a person, facility, or organization to produce specific documents or records for a civil matter.
- **Prepare & Serve Subpoena Duces Tecum – Federal** – Draft, issue and legally deliver formal court documents that commands a person, facility, or organization to produce specific documents or records for a federal matter.
- **Prepare & Serve Subpoena Duces Tecum – Worker's Comp** – Draft, issue and legally deliver formal court documents that commands a person, facility, or organization to produce specific documents or records for a worker's comp matter.
- **Prepare & Serve Subpoena Duces Tecum – Uninsured/Underinsured Motorist** – Draft, issue, and legally deliver formal court documents that commands a person, facility, or organization to produce specific documents or records for an uninsured/underinsured motorist (UIM/UM cases) matter. *Additional information can be found on the next page.*
- **Prepare & Serve Subpoena Duces Tecum – Mutual Deposition** – Draft, issue and deliver formal court documents that commands a person, facility, or organization to produce specific documents in which both parties agree to exchange testimony and evidence.
- **Prepare & Serve Subpoena Duces Tecum – In Arbitration** – Draft, issue and properly deliver a legal document that requires a person, facility, or organization to produce specific documents for use in an arbitration proceeding.

# ORDER TYPE

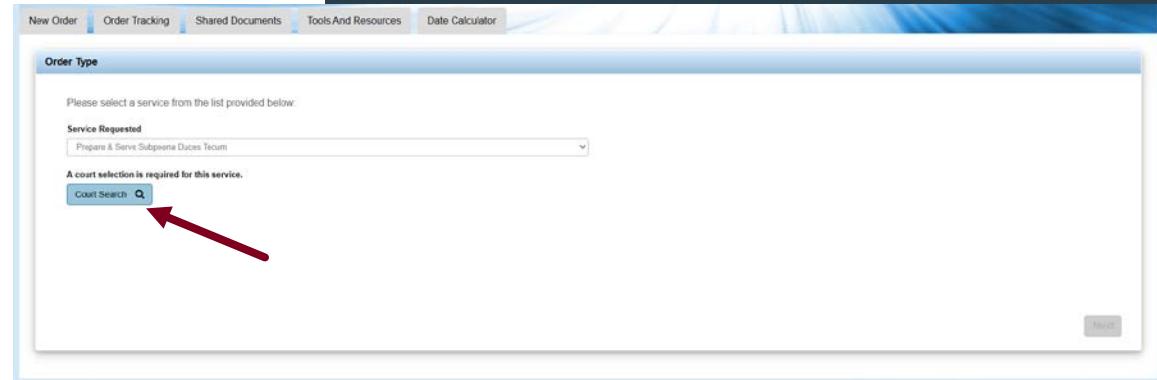
Uninsured/Underinsured Motorist (UM/UIM):

We use UM/UIM when:

1. The case involves a car accident- but the at-fault driver had no insurance or insufficient coverage.  
Example: Your client's insured driver was hit by someone who was uninsured or underinsured.
2. The insured (your client's policyholder) is making a claim under their own insurance policy for UM or UIM coverage. This means it's not a civil lawsuit between two parties, but rather a contact claim between the insured and their insurance company.
3. The attorney requesting records represents the insured against their own carrier ( for example |Smith Vs State Farm rather than Smith Vs Jones. )

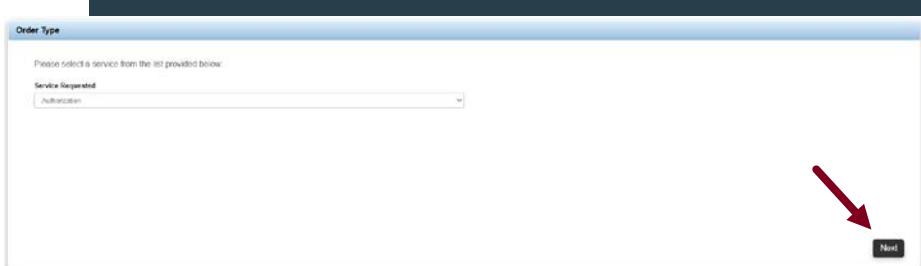
# ORDER TYPE

When requesting **Prepare & Serve Subpoena Duces Tecum (Civil, Federal, Worker's Comp, or Mutual Deposition)**, a Court selection is required.



The screenshot shows a software interface titled 'Order Type'. At the top, there are tabs: 'New Order', 'Order Tracking', 'Shared Documents', 'Tools And Resources', and 'Date Calculator'. Below the tabs, a sub-header says 'Order Type'. A message reads: 'Please select a service from the list provided below.' A dropdown menu labeled 'Service Requested' contains the option 'Prepare & Serve Subpoena Duces Tecum'. A note below the dropdown states: 'A court selection is required for this service.' A blue button labeled 'Court Search' with a magnifying glass icon is highlighted with a red arrow. In the bottom right corner of the window, there is a 'Next' button.

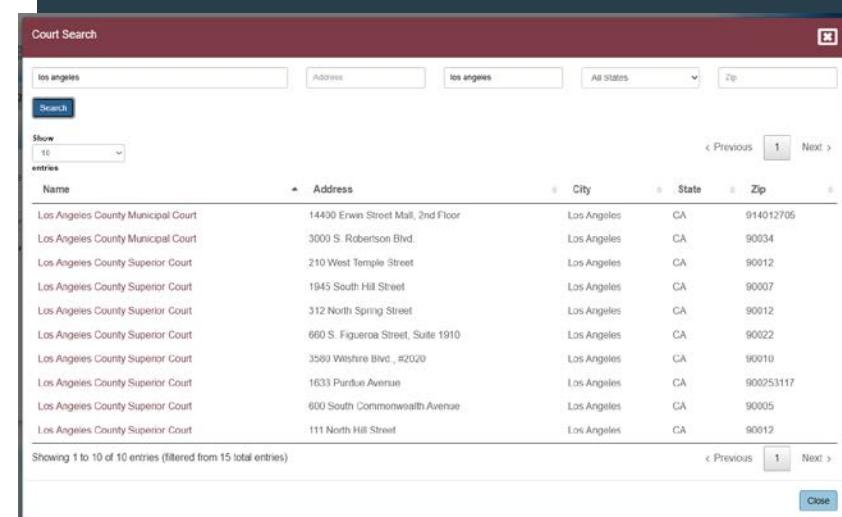
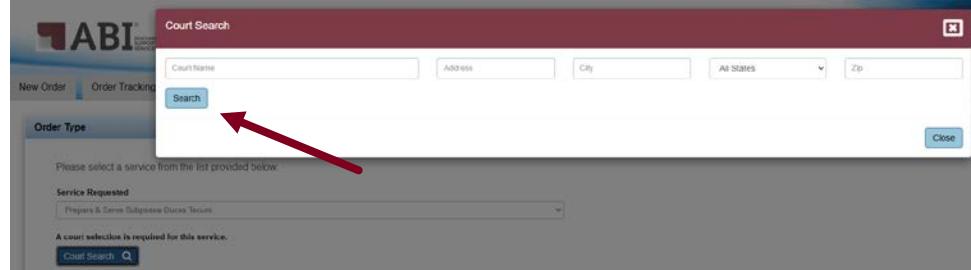
For all other services, select Next to go to the order form.



The screenshot shows a software interface titled 'Order Type'. At the top, there are tabs: 'New Order', 'Order Tracking', 'Shared Documents', 'Tools And Resources', and 'Date Calculator'. Below the tabs, a sub-header says 'Order Type'. A message reads: 'Please select a service from the list provided below.' A dropdown menu labeled 'Service Requested' contains the option 'Authorization'. A red arrow points to the 'Next' button in the bottom right corner of the window.

# COURT SELECTION

Search and select a court to proceed.



Name	Address	City	State	Zip
Los Angeles County Municipal Court	14400 Erwin Street Mall, 2nd Floor	Los Angeles	CA	914012705
Los Angeles County Municipal Court	3000 S. Robertson Blvd.	Los Angeles	CA	90034
Los Angeles County Superior Court	210 West Temple Street	Los Angeles	CA	90012
Los Angeles County Superior Court	1945 South Hill Street	Los Angeles	CA	90007
Los Angeles County Superior Court	312 North Spring Street	Los Angeles	CA	90012
Los Angeles County Superior Court	660 S. Figueroa Street, Suite 1910	Los Angeles	CA	90022
Los Angeles County Superior Court	3580 Wilshire Blvd., #2020	Los Angeles	CA	90010
Los Angeles County Superior Court	1633 Pardue Avenue	Los Angeles	CA	900253116
Los Angeles County Superior Court	600 South Commonwealth Avenue	Los Angeles	CA	90005
Los Angeles County Superior Court	111 North Hill Street	Los Angeles	CA	90012

# CIVIL COURT

Selecting a Civil court will give the user the below options:

Include Records (Default)

Appearance (Deposition or Trial)

Select Next to proceed to the order form.

**Order Type**

Please select a service from the list provided below:

**Service Requested**

Prepare & Serve Subpoena Duces Tecum

**Court Selection:**

Los Angeles County Municipal Court Civil Court

Include Records  
 Appearance  
 Deposition  Trial

**Next**

# FEDERAL COURT

Selecting a Federal court will allow the user to select Next to proceed to the order form.

**Order Type**

Please select a service from the list provided below:

**Service Requested**

Prepare & Serve Subpoena Duces Tecum

**Court Selection:**

United States District Court Federal Court

# WORKERS COMP COURT

Selecting a Worker's Comp court will give the user the below options:

Include Records (Default)

Appearance at Deposition

Trial

Select Next to proceed to the order form.

**Order Type**

Please select a service from the list provided below:

**Service Requested**

Prepare & Serve Subpoena Duces Tecum

**Court Selection:**

Worker's Compensation - Lafayette Work Comp Court

Include Records  
 Appearance at Deposition  
 Trial

# TEXAS COURTS

When selecting a Texas Civil or Federal court, the order is defaulted to Admissible.

**Order Type**

Please select a service from the list provided below:

**Service Requested**

Prepare and Serve Subpoena Duces Tecum - Civil

**Court Selection:**

In the 132nd Judicial Court in and for Scurry County, Texas Civil Court  

Admissible

**Next**

**Order Type**

Please select a service from the list provided below:

**Service Requested**

Prepare and Serve Subpoena Duces Tecum - Federal

**Court Selection:**

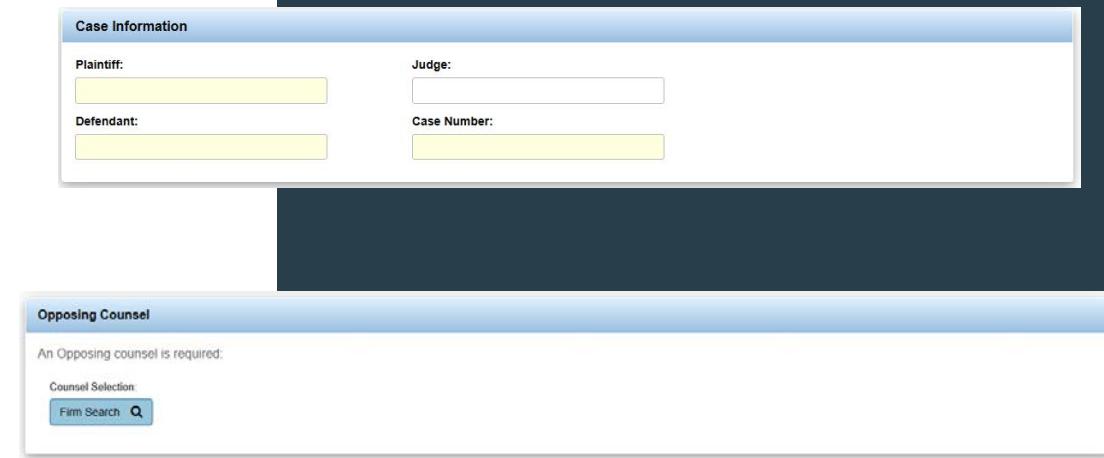
In the United States District Court for the Eastern District of Texas, Beaumont Division Federal Court  

Admissible

**Next**

# NEW ORDER CHANGES

For Prepare & Serve Subpoena  
Duces Tecum (Civil, Federal,  
Worker's Comp, or Mutual  
Deposition) services, the order form  
will contain a **Case Information** and  
**Opposing Counsel** section.



The image shows a screenshot of an order form interface. At the top, there is a large dark blue header bar. Below the header, the form is divided into two main sections: 'Case Information' and 'Opposing Counsel'.

**Case Information** section:

- Plaintiff: [Yellow input field]
- Judge: [White input field]
- Defendant: [Yellow input field]
- Case Number: [Yellow input field]

**Opposing Counsel** section:

An Opposing counsel is required:

Counsel Selection:

- Firm Search

# OPPOSING COUNSEL

For Prepare & Serve Subpoena  
Duces Tecum (Civil, Federal,  
Worker's Comp, or Mutual  
Deposition) services, an Opposing  
Counsel selection is required.

Opposing Counsel

An Opposing counsel is required:

Counsel Selection:

Firm Search 



Searches by Name, Address, City, or State

Firm Search

Name

Address

City

All States

Search

Close

Select Firm Search to start.

Search using the Firm Name and/or  
Address.

# OPPOSING COUNSEL

Once you've located a firm, select the Name.

If you do not see the firm, select **+Add Firm**. Fill out the required fields. Select Add.



Firm Search

Name	Address	City	State
Test Account	111 Test Way	Los Angeles	CA
Test Account	111 Test Way	Los Angeles	CA
Test Law A professional Corp	44 South Figueroa Street,	Los Angeles	CA

Showing 1 to 3 of 3 entries

+ Add Firm

Add Firm

Firm Name:		
Attorney Name:		
Address:		
City:	State:	Zip:
Phone Number:		

Add

# OPPOSING COUNSEL

Once a firm is selected, an **Attorney**, **Representing**, and **Name of Represented** is required.

Continue these steps for any additional counsels.

**Opposing Counsel**

An Opposing counsel is required:

Counsel Selection:  
Test Account  
111 Test Way  
Los Angeles, CA 90001

Attorney:  Representing:

Name of Represented:



# ATTORNEY

Attorney must be selected via the Attorney drop-down menu. If the name is not listed, select “Attorney Not Listed” and type in the name in the required Attorney field.

If it is in the list, make the selection and the name will pre-populate in the Attorney field. The Attorney Email will also pre-populate if it's in the database.

Attorney:

Attorney Not Listed

Attorney:

[Yellow redacted field]

Attorney:

Attorney Not Listed

Attorney Not Listed

Iris - Test

Mike - Test

**Rebecca - Test**

Attorney:

Rebecca - Test

Attorney Email:

[Grey redacted field]



# CONTACT

Contact name must be selected via the Contact drop-down menu. If the name is not listed, select “Contact Not Listed” and type in the name in the required Contact field.

If it is in the list, make the selection and the name will pre-populate in the Contact field. The Attorney Email will also pre-populate if it's in the database.

Contact:

Contact Not Listed

Contact:

Contact:

Contact Not Listed

Contact Not Listed

Iris - Test

Mike - Test

Rebecca - Test

Contact:

Rebecca - Test

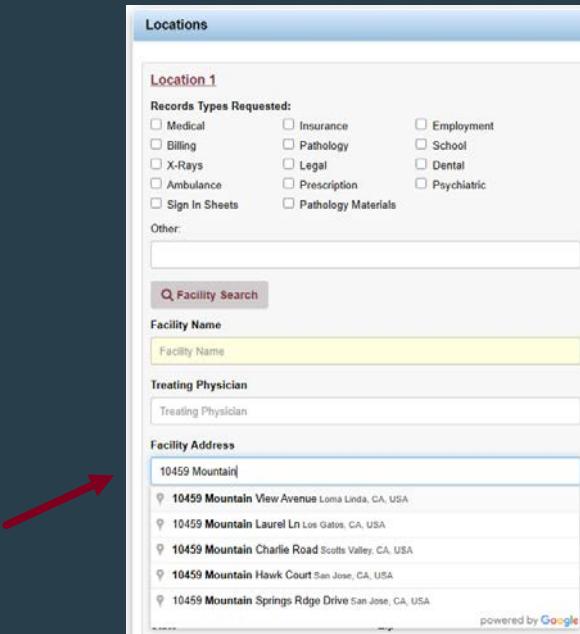
Contact Email:

# ADDRESS VERIFICATION

Address verification has been added to the following areas on the order form:

- Location Address
- Bill To Address
- Deliver Additional Set of Records To

When starting to type an address, a verified address will start populating allowing for a selection to be made and the full address will pre-populate.



Location 1

Records Types Requested:

<input type="checkbox"/> Medical	<input type="checkbox"/> Insurance	<input type="checkbox"/> Employment
<input type="checkbox"/> Billing	<input type="checkbox"/> Pathology	<input type="checkbox"/> School
<input type="checkbox"/> X-Rays	<input type="checkbox"/> Legal	<input type="checkbox"/> Dental
<input type="checkbox"/> Ambulance	<input type="checkbox"/> Prescription	<input type="checkbox"/> Psychiatric
<input type="checkbox"/> Sign In Sheets	<input type="checkbox"/> Pathology Materials	

Other:

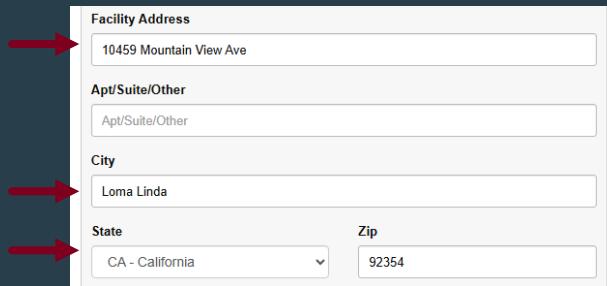
Facility Name

Treating Physician

Facility Address

10459 Mountain View Avenue Loma Linda, CA, USA  
10459 Mountain Laurel Ln Los Gatos, CA, USA  
10459 Mountain Charlie Road Scotts Valley, CA, USA  
10459 Mountain Hawk Court San Jose, CA, USA  
10459 Mountain Springs Ridge Drive San Jose, CA, USA

powered by Google



Facility Address

Apt/Suite/Other

City

State

Zip

# Powerful Solutions, Effective Results



PROPRIETARY AND  
CONFIDENTIAL 2025  
ABI

