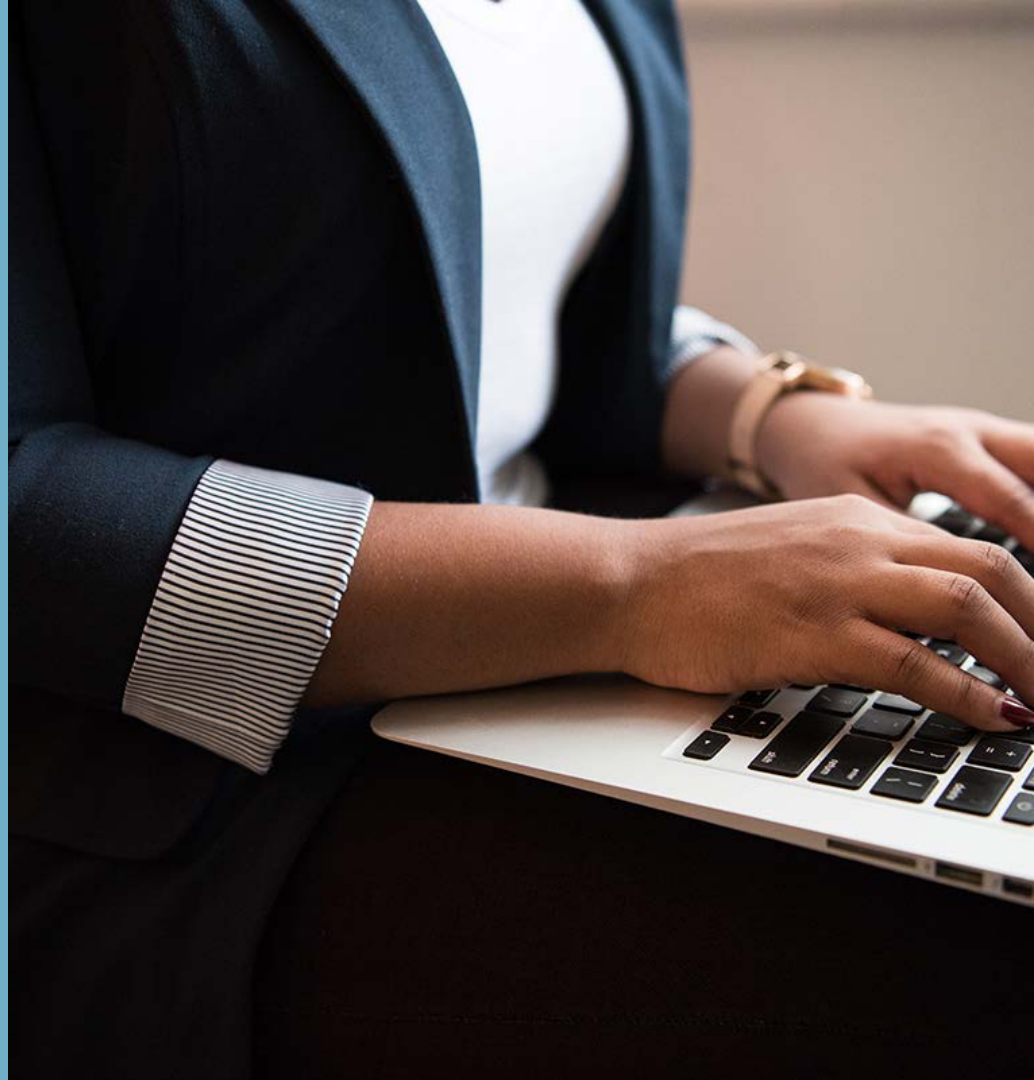

ABI WEBSITE

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

The screenshot shows a web application interface with a top navigation bar containing five tabs: 'New Order', 'Order Tracking', 'Shared Documents', 'Tools And Resources', and 'Date Calculator'. The 'New Order' tab is selected. Below the navigation bar is a window titled 'Order Type'. Inside this window, there is a text prompt: 'Please select a service from the list provided below:'. Below the prompt is a dropdown menu labeled 'Service Requested'. The dropdown menu is currently closed, showing a downward arrow on the right side. A 'Next' button is located in the bottom right corner of the 'Order Type' window.

Service Requested

The screenshot shows the 'Service Requested' dropdown menu open. The dropdown list contains the following options: 'Authorization', 'Prepare and Serve Subpoena Duces Tecum - Civil', 'Prepare and Serve Subpoena Duces Tecum - Federal', 'Prepare and Serve Subpoena Duces Tecum - Worker's Comp', 'Prepare and Serve Subpoena Duces Tecum - Uninsured/Underinsured Motorist', 'Prepare and Serve Subpoena Duces Tecum - Mutual Deposition', 'Prepare and Serve Subpoena Duces Tecum - In Arbitration', 'Serve Only', and 'Copy Only'. The 'Authorization' option is highlighted with a blue background. A downward arrow is visible on the right side of the dropdown list.

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

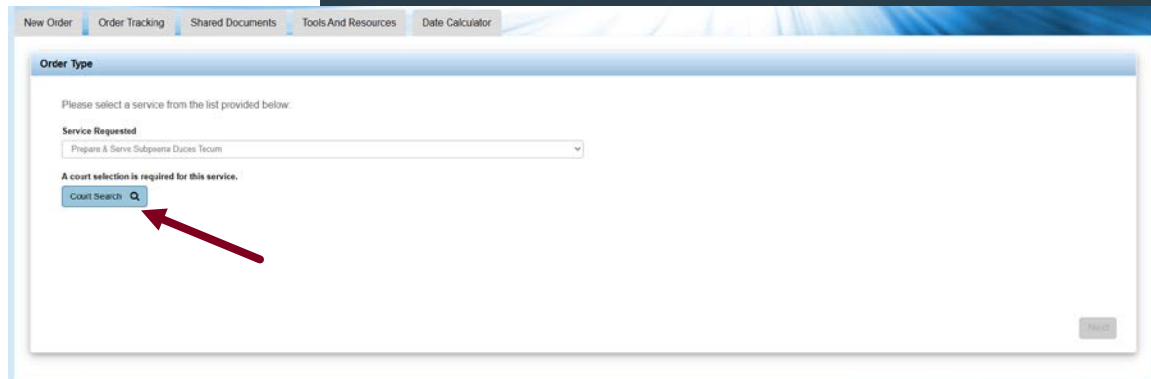
Uninsured/Underinsured Motorist (UM/UIM):

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 contract 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 the 'Order Type' form with the following elements:

- Navigation tabs: New Order, Order Tracking, Shared Documents, Tools And Resources, Date Calculator.
- Section: Order Type
- Text: Please select a service from the list provided below.
- Service Requested dropdown: Prepare & Serve Subpoena Duces Tecum
- Text: A court selection is required for this service.
- Button: Court Search (with a magnifying glass icon)
- Red arrow: Points to the 'Court Search' button.
- Next button: Located at the bottom right.

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

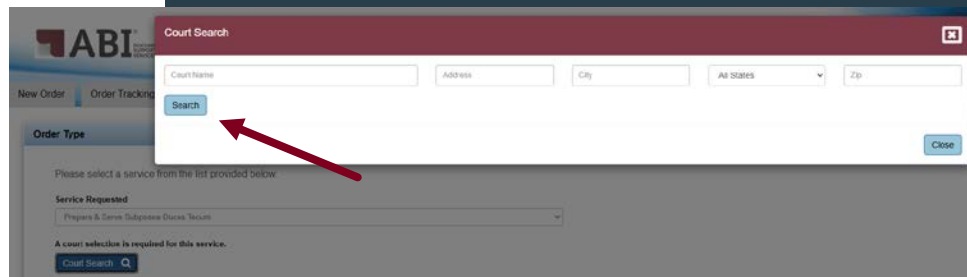


The screenshot shows the 'Order Type' form with the following elements:

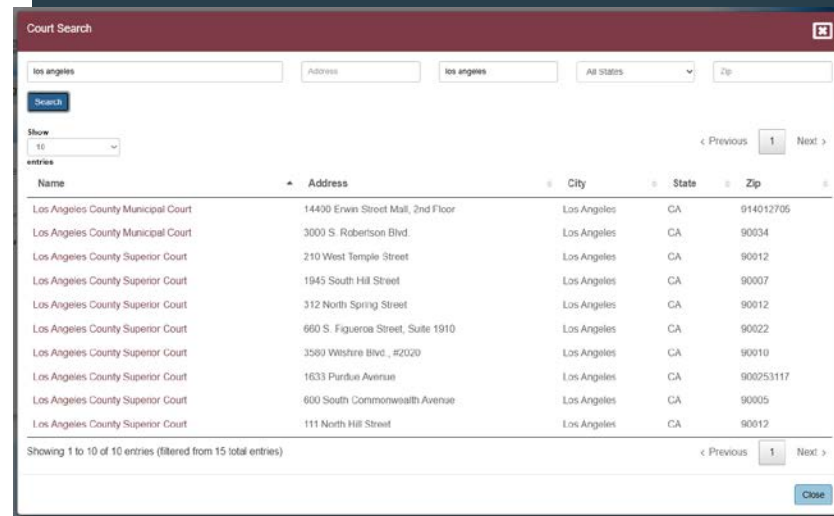
- Section: Order Type
- Text: Please select a service from the list provided below.
- Service Requested dropdown: Authorization
- Next button: Located at the bottom right.
- Red arrow: Points to the 'Next' button.

COURT SELECTION

Search and select a court to proceed.



The screenshot shows the 'Court Search' modal form. It has input fields for 'Court Name', 'Address', 'City', 'All States' (a dropdown menu), and 'Zip'. A red arrow points to the 'Search' button. Below the form, there is a 'Close' button. The background shows a blurred view of the main application interface with 'New Order' and 'Order Tracking' tabs.



The screenshot shows the 'Court Search' modal form with the search results displayed. The 'Court Name' field is filled with 'los angeles', and the 'City' field is also filled with 'los angeles'. The 'Search' button is highlighted. Below the form, there is a 'Show' dropdown menu set to '10' and a pagination control showing '< Previous 1 Next >'. The table below lists the search results.

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	3003 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 Pardee Avenue	Los Angeles	CA	900253117
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

Showing 1 to 10 of 10 entries (filtered from 15 total entries)

< Previous 1 Next >

Close

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

Next

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 - Layfayette Work Comp Court

☒ Include Records

☐ Appearance at Deposition

☐ Trial

Next

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.

All other service types will not contain
these sections.

Case Information

Plaintiff:	Judge:
<input type="text"/>	<input type="text"/>
Defendant:	Case Number:
<input type="text"/>	<input type="text"/>

Opposing Counsel

An Opposing counsel is required.

Counsel Selection:

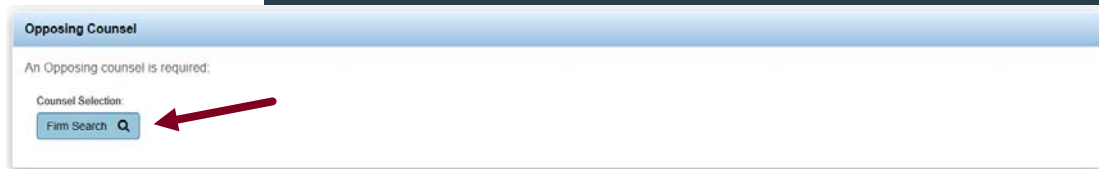
Firm Search

OPPOSING COUNSEL

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

Select Firm Search to start.

Search using the Firm Name and/or
Address.

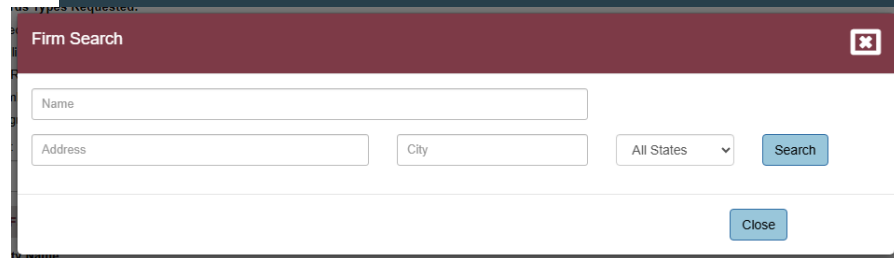


Opposing Counsel

An Opposing counsel is required:

Counsel Selection:

Firm Search



Firm Search

Name

Address

City

All States

Search

Close

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

Test

Address: Los Angeles State: All States Search

Show: 5 entries

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 Close

Add Firm

Firm Name:

Attorney Name:

Address:

Enter a location

City: State: All States 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:
Rebecca ▼

Representing:
Plaintiff ▼

Name of Represented:
Test

➕ Add Additional Counsel

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:

Attorney:

Attorney Not Listed ▼

Attorney Not Listed

Iris - Test

Mike - Test

Rebecca - Test

Attorney:

Rebecca - Test

Attorney Email:

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

Defendant - 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.



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A screenshot of a web form titled 'Locations'. It includes a section for 'Location 1' with checkboxes for various record types: Medical, Insurance, Employment, Billing, Pathology, School, X-Rays, Legal, Dental, Ambulance, Prescription, Psychiatric, Sign In Sheets, and Pathology Materials. Below this is a 'Facility Search' button and a 'Facility Name' field. The 'Treating Physician' field is also present. The 'Facility Address' section shows a dropdown menu with '10459 Mountain' selected, and a list of suggestions below it: '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', and '10459 Mountain Springs Rdge Drive San Jose, CA, USA'. A red arrow points to the dropdown menu. The form is powered by Google.A screenshot of a web form titled 'Facility Address'. It includes fields for 'Facility Address' (with '10459 Mountain View Ave' entered), 'Apt/Suite/Other' (with 'Apt/Suite/Other' entered), 'City' (with 'Loma Linda' entered), 'State' (with 'CA - California' selected), and 'Zip' (with '92354' entered). Red arrows point to the 'Facility Address', 'City', and 'State' fields.

Powerful Solutions, Effective Results



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