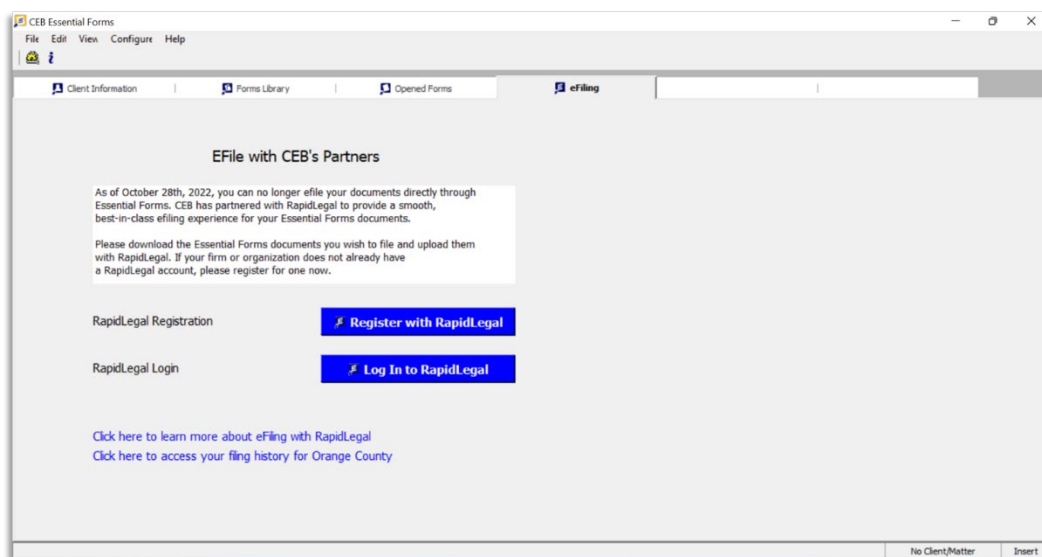


As of **November 1, 2022**, CEB will no longer offer eFiling directly with the Courts through Essential Forms. We have partnered with Rapid Legal to offer eFiling in more California counties, and to offer a broader range of litigation support services for your practice.


This guide is designed to be a quick reference for transitioning from eFiling directly in Essential Forms to eFiling with Rapid Legal, and to provide other helpful information to make this a smooth transition.

## New eFiling tab:

Starting **November 1, 2022**, the eFiling tab in Essential Forms will look like this:



## Registering with Rapid Legal:

**USER INFORMATION** **ACCOUNT INFORMATION** **PAYMENT INFORMATION**

I want to: ☒ Create a New Account ☐ Add a User to an Existing Account

First Name \* Last Name \* ☐ Attorney?

Email \* Phone \*

Password \* Password Confirm \*

Password must be at least 8 upper and lower case characters with a number.

Other ▼ CEB Estimated # of Monthly Orders ▼

**NEXT**

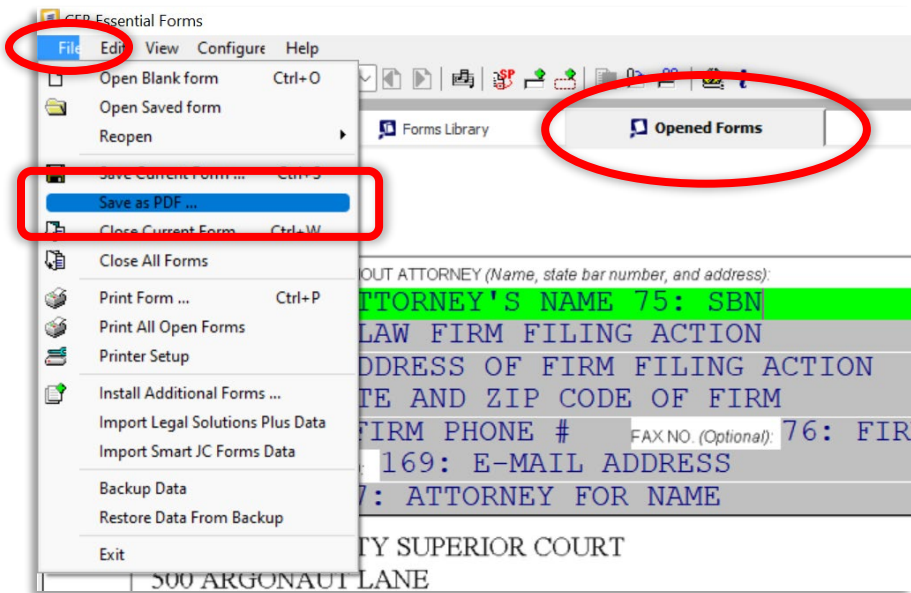
\* Indicates a required field

First, you will need to create an account with Rapid Legal.

You can find the link to Register on the **eFiling** tab in Essential Forms, or you can

[Click Here to register](#)

## Using Essential Forms:

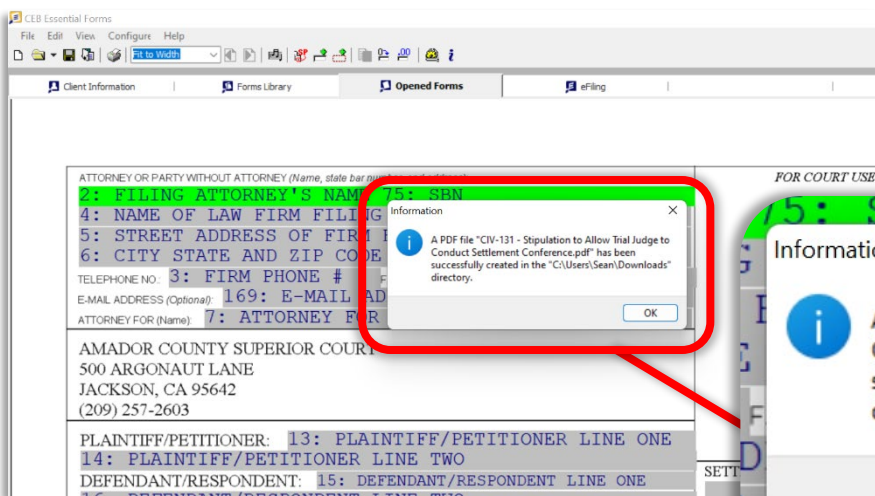
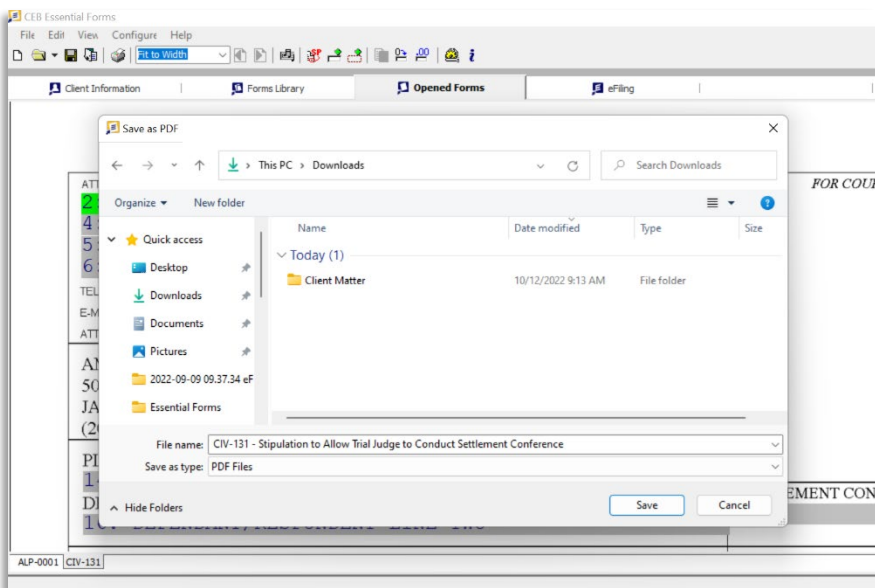


You will continue to use Essential Forms to automate your Judicial Council and County Forms exactly as you have been.

When your forms are complete and ready to be filed, you will download your forms to your computer.

To **Download** your forms:

1. While viewing the form in the **Opened Forms** tab, select **File > Save as PDF**.
  - You'll be asked to spellcheck the form. Select Yes or No.
2. A navigation window will display within Essential Forms. Choose the location on your computer where you'd like to save the form, then click **Save**.
3. You'll see a confirmation that the form has been saved.



## eFile with Rapid Legal:

Once your forms are downloaded, navigate to Rapid Legal by clicking “Log In to Rapid Legal” on the **eFiling** tab or by going to <https://rapidlegal.legalconnect.com>.

Log in to your Rapid Legal account, create a new filing, and attach the forms you saved.

Follow the prompts within Rapid Legal to complete the eFiling process.



## Other Important Information:

### Rapid Legal Customer Service:

Mon – Fri 8:00 am – 5:30 pm  
(800) 366-5445  
Send them a message [here](#).

### CEB Customer Service:

Mon – Fri 7:30 am – 5:00 pm  
(800) 232-3444  
[Customer\\_Service@ceb.ucla.edu](mailto:Customer_Service@ceb.ucla.edu)