

ADDING A LAW FIRM NAME VS INDIVIDUAL ATTORNEY

PURPOSE: To provide instructions on how to eFile a document with the San Bernardino Superior Court when filing as a **law firm** as opposed to an individual attorney.

- Register with an EFSP (Electronic Filing Service Provider) or use existing account.
- Under the law firm account (if account already exists), go through the process of adding a new attorney but use the law firm's name as an attorney.
- Include the unique identification number that has been assigned to your law firm (link is below).

EXAMPLE:

Law firm	The San Bernardino Superior Law Firm	
Attorneys at firm:	Adam Judge	Bar # 0123458
	Amy Commissioner	Bar # 9874650
	San Bernardino Superior Law Firm	Bar # (Court's Unique ID)

Add Attorney

First Name

Firm

Last Name

Name

Bar Number

Assigned Number

Add Attorney

- List of assigned numbers link [here](#).