

How to request a SPECIAL online

1. Log into your account through www.renocarson.com

"Account Access"



For SPECIALS ONLY Select Send new Job (Fast)



Select Requestor is YOU. If your name is not in the drop down. Leave as **NONE** and enter your name and email address in Enter Information/Comments;

*** Mandatory Fields**

2. Select Job Type: **Messenger** *

3. **Your Reference No** (your client's billing info) *

4. **File/Serve/Deliver To:** * (If the request is to pick up and return back to your office type **PICK UP** and the person we are picking up the document from)

5. **Address, City, State & Zip**

*(Abbreviate state and must enter in Zip)

6. Do not worry about Attaching Documents.

6. **Enter Information/Comments:** Enter specific instructions for the driver. Also use this field to leave your name and email address if you were not in the Requestor Drop down.

7. Click Create New Job when ready to submit the Special Request.


Note: You no longer have to fill out a messenger slip for SPECIALS submitted online.

SEE NEXT PAGE FOR
SPECIAL MESSENGER PRINT
INSTRUCTIONS

HOW TO PRINT A SPECIAL MESSENGER SLIP AFTER SUBMITTING YOUR ONLINE REQUEST

1. From the Home screen click on **“Reports”**
2. Then click **“Open Jobs”**
3. Find the Job you just entered, click **“W/O”** link to print your Special slip and attach it to your delivery.
4. If this is a PICK UP request, please fax or email this Special Slip to the location we are picking up from and ask them to attached the slip to the pick up.

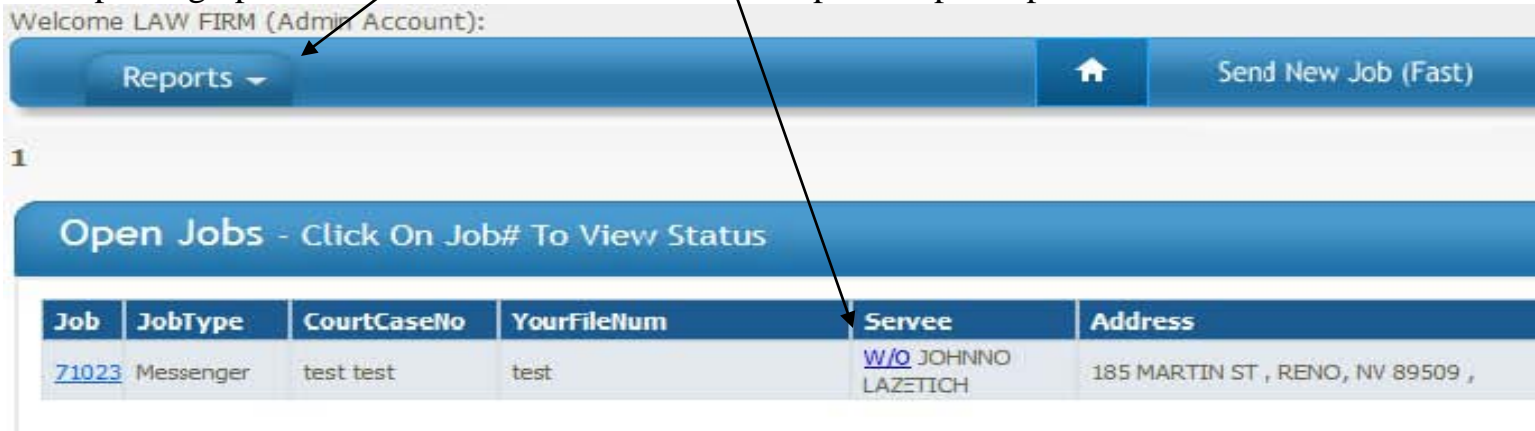
Welcome LAW FIRM (Admin Account):

Reports ▾  Send New Job (Fast)

1

Open Jobs - Click On Job# To View Status

Job	JobType	CourtCaseNo	YourFileNum	Servee	Address
71023	Messenger	test test	test	W/O JOHNNO LAZETICH	185 MARTIN ST , RENO, NV 89509 ,



Due to the time sensitiveness of a SPECIAL, once your online submission has been completed, please call the office if you do not receive a confirmation that we have received your request.

Johnno Lazetich
General Manager
Reno/Carson Messenger Service
775-322-2424