SHERRI R. CARTER
EXECUTIVE OFFICER / CLERK

111 NORTH HILL STREET
LOS ANGELES, CA 90012-3014

Superior Court of California
County of Los Angeles

April 16, 2015

MEMORANDUM

To: All Court Reporters

From: Scott Barber, Management Analyst, Court Reporter Services

Subject: Mail Trak SendSuite Instructions

County ISD has switched from using the familiar County Messenger triplicate form to an electronic bar code system. A bar code can only be generated by accessing the Mail Trak SendSuite website.

Here are a few important highlights about the SendSuite system:

- Can only be accessed by a computer that is directly connected to the County's network
- Cannot be accessed from your home or from the Court's "lascguest" Wi-Fi channel
- If an address is not listed in the SendSuite address menu, that location is not serviced by County Messenger
- System updates to reflect package pickups and drop-offs will not occur until after 4 p.m. that same day
- Court Reporters have been assigned a single logon that you all share

System Logon

Open Internet Explorer.

In the address bar type the following web address: http://mailtrak.co.la.ca.us./dems/

The shared User ID is: 111court

The shared password is: 01111crt

DO NOT CHANGE THE PASSWORD

DO NOT CREATE A NEW ACCOUNT

Login Screen

- Enter the User ID and password in the User Login fields
- Click on Login
  DO NOT CLICK ON CREATE NEW ACCOUNT

Home Screen

The Home screen displays the Home, Create Label, Packages and Sign Out tabs.
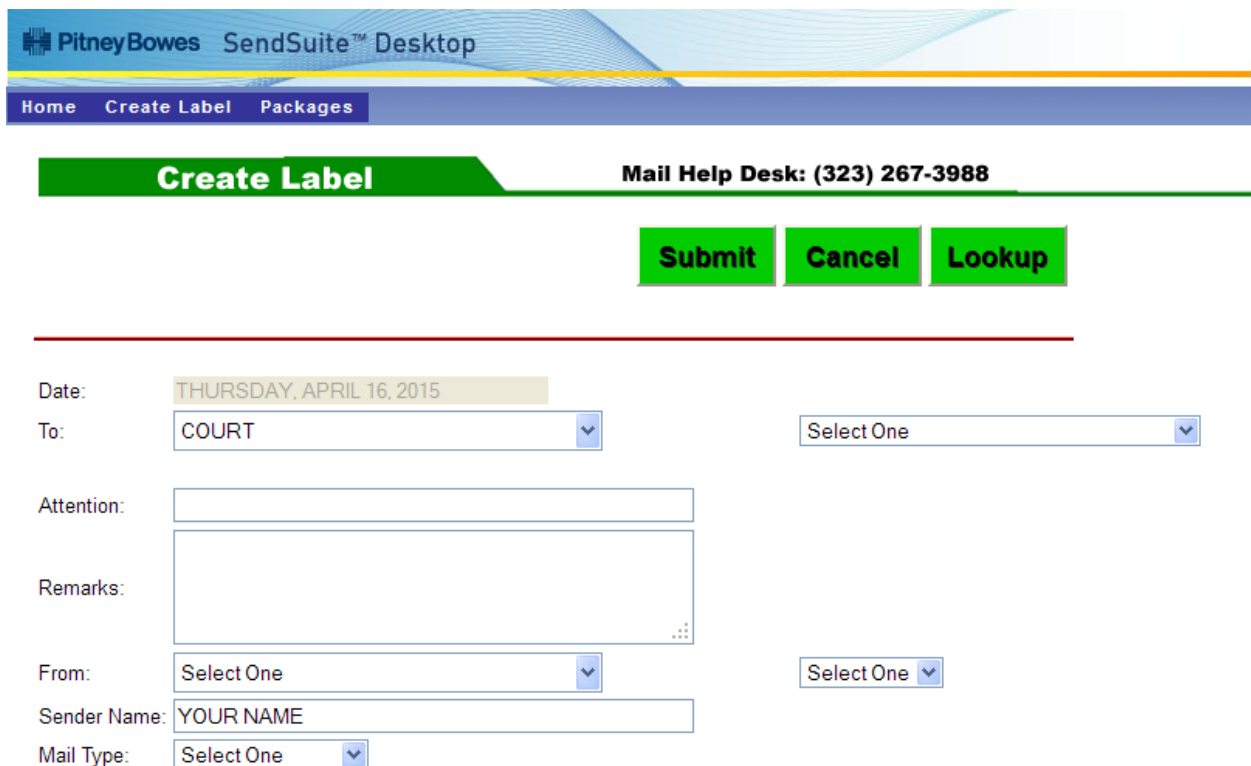
Create Label Screen

Click the Create Label tab to create a new label for a package.
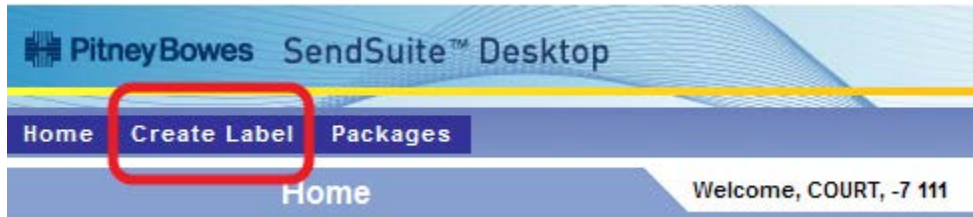
The Create Label screen:

All data fields must be populated. Otherwise a "Required" error message will appear near the empty field.

Date field: automatically populated with the current date.

To field: select the department name where the package is to be delivered and then select the correct building address in the drop down menu to the right. Most of the time, you will select "Court." See the last page for a list of courthouse addresses.

Attention field: enter the name of the person who will receive the package.

Remarks field: type any comments to be printed on the label.

From field: select the department name where the package is originating from and then select the correct building address in the drop down menu to the right.

Sender name field: by default this field is automatically populated with "COURT, -7111." Delete it and type in your name.

Mail type: select the appropriate mail type.

Click Submit to create a label.

Verification Screen

Review the information for accuracy before printing the label. If you need to make any changes, click on the Edit button.

When you are satisfied with your entries, click on the Print button to see a preview of the label.

Print Preview

You will be presented with a screen showing three labels. All three labels will print to a single sheet of paper.

To print the label, click Print

You will need to cut the labels out and:

1) Tape or glue one label to the package being sent

2) Using tape, loosely attach a second label for the driver

3) Keep one label for your records

Click the Close button to close the print preview screen.
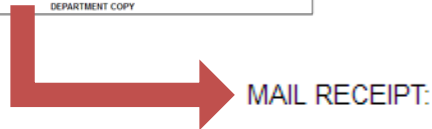
Package tracking

If you want to track your package, you can use the Packages tab.

Enter the tracking number in the applicable field.

You can specify a date or choose a range of dates by clicking on the arrow under Date Period.

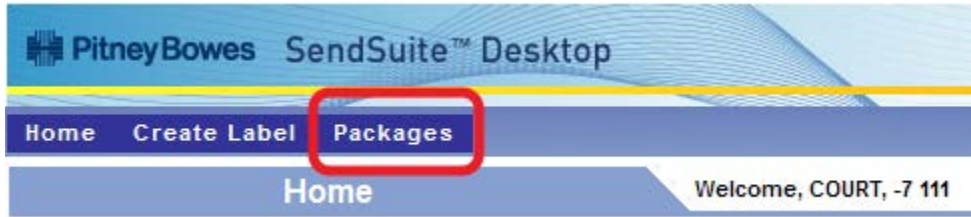| Sorted alphabetically by courthouse	
Courthouse	**Address**
Airport	11707 South La Cienega
Alhambra	150 West Commonwealth
Antelope Valley Juvenile	1040 West Avenue J
Bellflower	10025 East Flower Street
Beverly Hills	9355 Burton Way
Burbank	300 East Olive
Central Arraignment	429 Bauchet Street
Central Civil West	600 South Commonwealth Avenue
Chatsworth	9425 Penfield Avenue
Children's Court	201 Centre Plaza Drive
Compton	200 West Compton Boulevard
Criminal Justice Center	210 West Temple Street
Downey	7500 East Imperial Highway
East Los Angeles	4848 East Civic Center Way
Eastlake Juvenile	1601 Eastlake Avenue
El Monte	11234 East Valley Boulevard
Glendale	600 East Broadway
Hollywood	5925 Hollywood Boulevard
Inglewood	1 Regent Street
Inglewood Juvenile	110 Regent Street
Lancaster	42011 4th Street West
Long Beach	275 Magnolia
Los Padrinos Juvenile	7281 East Quill Drive
Mental Health	1150 North San Fernando Road
Metropolitan	1945 South Hill Street
Norwalk	12720 Norwalk Boulevard
Pasadena	300 East Walnut Avenue
Pomona	400 Civic Center Plaza
San Fernando	900 Third Street
Santa Clarita	23747 West Valencia Boulevard
Santa Monica	1725 Main Street
Stanley Mosk	111 North Hill Street
Sylmar Juvenile	16350 Filbert Street
Torrance	825 Maple Avenue
Van Nuys East	6230 Sylmar Avenue
Van Nuys West	14400 Erwin Street Mall
West Covina	1427 West Covina Parkway

Sorted by address in ascending order	
Courthouse	Address
Inglewood	1 Regent Street
Bellflower	10025 East Flower Street
Antelope Valley Juvenile	1040 West Avenue J
Inglewood Juvenile	110 Regent Street
Stanley Mosk	111 North Hill Street
El Monte	11234 East Valley Boulevard
Mental Health	1150 North San Fernando Road
Airport	11707 South La Cienega
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