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# **SUPERIOR COURTS EFILING SUMMARIES**

Revised June 2022

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# CALIFORNIA SUPREME & COURTS OF APPEAL EFILING SUMMARY



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The California Supreme & Courts of Appeal have adopted mandatory electronic filing (via True Filing\*) in all districts.

District

Supreme (San Francisco)  
1st (San Francisco)  
2nd (Los Angeles)  
3rd (Sacramento)  
4th (San Diego)  
5th (Fresno)  
6th (San Jose)

The Supreme Court Rules Regarding Electronic Filing govern the implementation of the court's electronic filing system. Visit the following link

<http://www.courts.ca.gov/documents/supreme-court-of-california-rules-regarding-electronic-filing.pdf>

The Court of Appeal provides an excellent guide to assist filers in preparing for eFiling. Visit the following link <http://www.courts.ca.gov/documents/DCA-Guide-To-Electronic-Appellate-Documents.pdf>

The 1st District also provides additional resources such as sample documents and how-to guides. Visit the following link <http://www.courts.ca.gov/1dca-efile.htm>

\*First Legal is able to eFile appeals documents on your behalf through our Concierge eFiling department. If you would like to utilize our concierge service, simply email your documents and credentials to [efiling@firstlegal.com](mailto:efiling@firstlegal.com) and we will take care of the rest.

# ALAMEDA COUNTY EFILING SUMMARY



**Court Website:** <http://www.alameda.courts.ca.gov/>

**Link to Local Rules:** [http://www.alameda.courts.ca.gov/Pages.aspx/Local-Rules\(1\)](http://www.alameda.courts.ca.gov/Pages.aspx/Local-Rules(1))

**Link to eFiling Procedures:** <http://www.alameda.courts.ca.gov/Pages.aspx/Civil-e-filing>

**CMS/EFM:** Tyler Odyssey File & Serve (Criminal), Journal Technologies, Inc eCourt (Civil)

**Mandatory Case Types:** All Civil case types

**Formatting Requirements:** Refer to California Rules of Court. Attachments to primary documents must be bookmarked.

**PDF Size Limits:** Max Doc Size- 50MB, Max Envelope Size- 200MB

**Courtesy Copies:** a) Pursuant to Alameda County Superior Court Local Rule 3.30(c), an identical courtesy copy of any e-filed document submitted in support of, in opposition to, or in connection with any motion or application must be delivered to the courtroom clerk assigned to the Department in which the motion or application will be heard. For regular motions, such delivery must be made by noon the court day after the paper is filed, lodged, or otherwise submitted. For in limine motions or matters on which the hearing will be two court days or fewer from filing, the courtesy copies shall be delivered the same day as filing. For ex parte motions, the courtesy copies must be delivered consistent with each department's ex parte schedule available on the court's website. This rule does not apply to administrative records in writ proceedings. b) During trial, motions, memoranda, and matters presented to the Court in writing for decision may be served in open court in hard copy form after having been efiled.

**Limitations on Filings:** Pursuant to Local Rule 3.27(d), the following documents must be filed non-electronically:

- Bench Warrants
- Subpoenaed documents
- Bonds
- Undertakings
- Certified judgments
- Out of State or Out of County Abstracts or Commissions
- Sister State Judgments
- Subpoenas for Out of State Actions
- Payee Data Records

# BUTTE COUNTY EFILING SUMMARY



**Court Website:** [www.buttecourt.ca.gov](http://www.buttecourt.ca.gov)

**Link to Local Rules:** [www.buttecourt.ca.gov/LocalRules/CurrentRules/](http://www.buttecourt.ca.gov/LocalRules/CurrentRules/)

**Link to eFiling Procedures:** [www.buttecourt.ca.gov/CaseInformation/eFiling/](http://www.buttecourt.ca.gov/CaseInformation/eFiling/)

**CMS/EFM:** Tyler Odyssey File & Serve

**Mandatory Case Types:** Juvenile Dependency, All Civil, Probate and Family Law matters.

**Formatting Requirements:** Refer to California Rules of Court

**PDF Size Limits:** Max Doc Size- 80MB, Max Envelope Size- 80MB

**Courtesy Copies:** Not required

**Limitations on Filings:** The following items may not be electronically filed, regardless of the Case Type in which they are to be filed:

- Any will, codicil, or testamentary trust;
- Bond or undertaking;
- Subpoenaed documents;
- Financial institution documents, care facility documents or escrow documents as defined under Probate Code Sec. 2620, submitted by conservators, guardians, or trustees of court supervised trusts;
- California state vital records forms;
- Any documents with attachments/exhibits that cannot be accurately transmitted via electronic filing due to size or type;
- Documents typically submitted during the course of a proceeding (e.g. Trial Exhibits);
- Documents lodged with the court provisionally under seal;
- Documents for cases under seal;
- Labor Commissioner deposit of cash or check;
- Copy Requests.

# FRESNO COUNTY EFILING SUMMARY



**Court Website:** [www.fresno.courts.ca.gov](http://www.fresno.courts.ca.gov)

**Link to Local Rules:** <https://www.fresno.courts.ca.gov/forms-filing/local-rules>

**CMS/EFM:** Tyler Odyssey File & Serve

**Mandatory Case Types:** Civil, Family Law & Probate Matters

**Prohibited Electronic Filing:** No electronic filing is permitted for criminal or juvenile cases or confidential case types including confidential name change, unlawful detainer (if within the first sixty (60) days of the file date), developmentally disabled and dangerous, forfeiture of confiscated weapon, involuntary medication, mental health, Murphy LPS conservatorship, petition to consent for medical treatment, petition for Electroconvulsive Therapy (ECT), Riese hearing, relief of firearm prohibition, TB petition, petition for consent LPS conservatorship, writ of habeas corpus, adoption, appointment of confidential intermediary, petition to declare minor free, petition to establish parental relationship, set aside declaration of paternity, surrogacy, termination of parental rights, and unseal birth records. This also includes probate and unlawful detainer subsequent filings if within the first sixty (60) days of the file date until such time the case is no longer confidential.

**Formatting Requirements:** The Court requests that electronic filing of documents be effected using a fully searchable .pdf file and include electronic bookmarks to each heading, subheading and component (including the table of contents, table of authorities, petition, verification, points and authorities, declaration, and proof of service if included within the petition), and to the first page of each exhibit or attachment, if any; that each bookmark to an exhibit or attachment include the letter or number of the exhibit or attachment and a description of the exhibit or attachment. The Court also requests that if exhibits or attachments are submitted in multi-part electronic files, each separate file have its own table or index of the contents of the file.

**PDF Size Limits:** Max Doc Size- 100MB, Max Envelope Size- 100MB

**Courtesy Copies:** Not generally required.

**Limitations on Filings:** Notwithstanding any other provision of law or this rule, the following documents may not be filed electronically 1. Affidavit re: Real Property of Small Value; 2. Bonds; 3. Documents for cases under seal; 4. Labor Commissioner deposit of cash or check; 5. Subpoenaed documents; 6. Undertakings; and 7. Wills/Codicils; or 8. Any exhibits that cannot be accurately transmitted via electronic filing due to size or type.

**Miscellaneous Rules:** 1) When electronically filing Family Law documents required to be mailed by the court to the opposing party (such as Request to Enter Default, Notice of Entry of Judgment, Request for Status Conference, etc.) the Court requests that the following be provided to and received by the Court no later than the day prior to electronically filing.

- Two printed copies of document(s) to be conformed.
- Envelopes with sufficient postage addressed to both parties, or their attorney.

- **2)** Upon e-filing a petition to Probate a Decedent's Estate, a Spousal or Domestic Partner Property Petition or a Petition to Determine Succession to Real Property, the original will must be deposited with the clerk's office within ten (10) court days to avoid the fee associated for depositing a will.
- **3)** Labor Commissioner Appeals Upon e-filing an appeal of a decision, order, or other award of the Labor Commissioner in the Civil Division pursuant to Labor Code § 98.2(a), where the filing party is initiating the action has obtained a bond or undertaking, the bond or undertaking documentation must be e-filed with the initiated case in order to comply with Labor Code § 98.2(b). Pursuant to California Rules of Court 2.252(e), the original bond or undertaking must then be delivered to the Court within ten (10) court days. Failure to do so can have consequences on the ability of the appeal to move forward. A party filing such an appeal of a decision, order, or other award of the Labor Commissioner in the Civil Division pursuant to Labor Code § 98.2(a), where the filing party is initiating the action will be depositing cash or a check to satisfy the requirements of Labor Code § 98.2(b) will be excused from the mandatory e-filing requirements set forth in Rule 4.1.13A. Such a filing must be directly filed with the Court outside of the e-filing system.
- **4)** Documents filed as confidential shall be designated as such by selecting the "confidential security group" security option on the filing details prompt in the Court's electronic system. The filing party must indicate the legal authority that mandates the confidentiality of the record in the "Comments to Court" field.
- **5)** All records submitted for lodging must be clearly identified as such. The party submitting the lodged record must affix to the electronic transmission, the envelope, or the container a cover sheet that: a. Contains all the information required on a caption page under California Rule of Court, rule 2.111; and b. If lodged in connection with a motion to seal, is marked "CONDITIONALLY UNDER SEAL" and states the enclosed record is subject to a motion or an application to file the record under seal; or c. If lodged for trial, is marked "LODGED FOR TRIAL [date][department] - DO NOT FILE;" or d. If lodged for any other reason, is marked "LODGEDRECORD [purpose] - DO NOT FILE." The purpose must be a short description of the reason for lodging the records and any related court date. 2. Records lodged through e-filing must be designated "confidential" during the e-filing process. Documents submitted for lodging shall be designated as such by selecting the "confidential security group" security option on the filing details prompt in the Court's electronic system. When submitting records for lodging through e-filing, the filing party must provide the following information in the "Comments to Court" field, as applicable: 1) the reason for lodging (ex. pending motion to seal, lodged for trial); and 2) any related court date (ex. Motion on [date], trial: [date]). Records not designated "confidential" in the e-filing process will automatically be accessible to the public. 3. If the materials are submitted physically, the envelope or container lodged with the court must be labeled "CONDITIONALLY UNDER SEAL." Records may be lodged by physically submitting them to a clerk's office

# IMPERIAL COUNTY EFILING SUMMARY



**Court Website:** <http://www.imperial.courts.ca.gov/>

**Link to Local Rules:** <https://www.imperial.courts.ca.gov/general-information/local-rules>

**CMS/EFM:** Journal Technologies, Inc. eDelivery

**Mandatory Case Types:** All Civil, Probate and Family Law matters.

**Formatting Requirements:**

1. All Documents must be in standard PDF (Portable Document Format) format and viewable on any standard PDF Viewer.
2. All Documents submitted of more than 15 pages and/or containing multiple exhibits/sections must be bookmarked.
  - **a.**Bookmarks should be named to match the bookmarked section/exhibit.
  - **b.**Examples of documents to be bookmarked include, but are not limited to, Civil Petitions with Exhibits and Motions with Exhibits.
3. Also, all documents electronically delivered must be in a text searchable format, i.e., OCR.
- 4.Signatures on Electronically Delivered Documents
  - **a.**Every item which is electronically delivered is deemed to have been signed by a judge, licensed attorney, court official, or person authorized to execute proofs of service if it bears a typographical signature of such person, e.g., "/s/ Adam Attorney," along with the typed name, address, telephone number, and State Bar of California number of a signing attorney. Such typographical signatures are personal signatures for all purposes under the CCP. Judges may use graphic signatures.
  - **b.**Electronically delivered documents requiring a signature under penalty of perjury must be imaged to reflect the handwritten signature of the declarant to accomplish valid filing and service.
  - **c.**Electronically delivered documents which do not require a signature under penalty of perjury are deemed signed by the submitting party if it bears a typographical or graphic signature.
  - **d.**The originals of electronically delivered documents including original signatures must be retained by the party filing the document for at least the period after the termination, including all appeals, of the case required for conventionally filed documents. Upon reasonable notice, the filing party must provide in advance of any hearing on the matter the original of such typographically signed or imaged documents.
- 5.Documents submitted to the court electronically in all case types must be formatted so that each single, separate, and complete document or form is submitted as a single, separate, and complete electronic document. Electronic documents that consolidate multiple documents or multiple electronic documents that contain pieces of a single paper document will be rejected by the Court. Electronic documents must comply with the formatting and quality rules provided in Local Rule 2.18.

**PDF Size Limits:** Max Doc Size- 25MB, Max Envelope Size- 100MB

**Courtesy Copies:** Not required



# KERN COUNTY EFILING SUMMARY



**Court Website:** [www.kern.courts.ca.gov](http://www.kern.courts.ca.gov)

**Link to Local Rules:** [www.kern.courts.ca.gov/local\\_rules\\_of\\_court](http://www.kern.courts.ca.gov/local_rules_of_court)

**Link to eFiling Procedures:** [www.kern.courts.ca.gov/online\\_services/efile](http://www.kern.courts.ca.gov/online_services/efile)

**CMS/EFM:** Tyler Odyssey File & Serve

**Mandatory Case Types:** Civil, Family Law & Probate.

**Formatting Requirements:** Refer to California Rules of Court. When entering Party names and addresses for the very first time, enter this information in all CAPITALS, otherwise select the party name.

**PDF Size Limits:** Max Doc Size- 50MB, Max Envelope Size- 50MB

**Courtesy Copies:** Not required

**Limitations on Filings:** Documents deemed sealed by CRC, statute, or documents requested or intended to be sealed by the Court; Subpoenaed documents; Bonds; Undertakings; Civil Bench Warrants; Original Contracts/Instruments; Over-sized Documents/Exhibits; Sister-State Judgments; Letters filed in the Probate Department related to Probate, Guardianship and Conservatorship; Affidavits re Real Property of Small Value; Original Wills/Codicils; and Filings related to Surrogacies, Petitions to Declare Minors Free from Parental Care and Control, Petitions to Terminate Parental Rights, and Adoptions submitted to the Family Law Department, any appeal-related documents.

**Notes:**

Notices pertaining to CRC 3.110 et. seq., 3.740 et. seq., and Notice of Assignment / Case Management Conference can be found in the Documents section within the electronic case.

Orders filed electronically cannot be returned via e-filing. To request a copy, send an email request to corresponding Court.

Foreign Registrations and/or filings requiring notarizations, certification, or apostilles must be electronically filed. However, originals must be lodged at least ten (10) days before any hearing on the matter.

Applications for entry of a judgment that include an instrument, contract, or written obligation must be electronically filed and the original instrument must be filed at the Clerk's office via conventional methods. The original document(s) will then be cancelled and merged if the judgment is entered, in accordance with CRC rule 3.1806, after which the document will then be imaged and maintained in the electronic court record. The submitted document(s) will then be returned to the proffering party for safe-keeping. Parties must provide a suitable method of return along with the submitted document(s). If no method of return is included, the document(s) will be shredded and recycled.

# KERN COUNTY EFILING SUMMARY



For CEQA petition cases the format of the administrative record must comply with CRC rules 3.2200 through 3.2208. The party lodging the administrative record must submit two (2) copies of the administrative record, contained on a CD-ROM, DVD, or other electronic format, in a manner that cannot be altered, and one (1) copy of the administrative record in paper format. All copies of the administrative record should be submitted through conventional nonelectronic means. The party lodging the administrative record shall file electronically and serve a Notice of Manual Filing for the administrative record.

If a record in an administrative mandamus matter exceeds 100 pages in length, the party lodging the administrative record must submit two (2) copies of the administrative record, contained on a CD-ROM, DVD, or other electronic format, in a manner that cannot be altered. The copies of the administrative record should be submitted through conventional non-electronic means. The party lodging the administrative record shall file electronically and serve a Notice of Manual Filing for the administrative record.

# KINGS COUNTY EFILING SUMMARY



**Court Website:** [www.kings.courts.ca.gov](http://www.kings.courts.ca.gov)

**Link to Local Rules:** <https://www.kings.courts.ca.gov/general-information/local-rules-standing-orders>

**Link to eFiling Procedures:** <https://www.kings.courts.ca.gov/online-services/online-case-filing>

**CMS/EFM:** Tyler Odyssey File & Serve

**Mandatory Case Types:** Civil, Family Law & Probate case types

**Formatting Requirements:** Refer to California Rules of Court.

**PDF Size Limits:** Max Doc Size- 25MB, Max Envelope Size- 35MB

**Courtesy Copies:** Not required

**Limitations on Filings:**

The following types of documents may or must be filed conventionally unless otherwise required by the court:

1. A motion to file documents under seal must be filed electronically. Sealed documents must be filed and lodged conventionally.
2. Exhibits to declarations or other documents that are non-text articles, physical objects, or other documents not readily susceptible to electronic filing may be filed or lodged conventionally and in accordance with the direction of the clerk. A notice of such filing must be filed and served electronically.
3. Documents served by hand in open court during trial (including motions, memoranda of points and authorities, and other matters presented to the court in writing for decision) may be served conventionally. The document and proof of service must be e-filed before the close of business on the court day following service by hand in open court. In addition, the proof of service must reference the date the document was originally served in open court.
4. Requests for exemption from the court's e-filing requirements and, when filed simultaneously with such request, a party's initial pleading or initial responsive pleading in a case.

Family Law filings NOT accepted at this time: Judgment, Notice of Judgment, Surrogacy Actions & Termination of Parental Rights

Probate filings NOT accepted at this time: Wills, Codicils & Bonds

# LOS ANGELES COUNTY EFILING SUMMARY



**Court Website:** [www.lacourt.org](http://www.lacourt.org)

**Link to Local Rules:** <http://www.lacourt.org/courtrules/ui/index.aspx?tab=2>

## **Summary for Civil Case Types**

**Link to General Order Regarding Civil eFiling:**

<http://www.lacourt.org/division/efiling/pdf/GenOrdCivilEfiling.pdf>

**Link to Civil eFiling FAQ:** [http://www.lacourt.org/division/efiling/pdf/civilEfiling\\_FAQ.pdf](http://www.lacourt.org/division/efiling/pdf/civilEfiling_FAQ.pdf)

**CMS/EFM:** eCourt/Journal Technologies, Inc (JTI)

**Formatting Requirements:** Refer to California Rules of Court. All documents accompanying a single pleading or law and motion item must be electronically filed as separate digital PDF documents. Multiple documents relating to one case can be uploaded in one envelope transaction. Only one "Lead Document" can be submitted per transaction. Writs and Abstracts must also be submitted as a separate transaction. Documents must be text searchable.

**PDF Size Limits:** Max Doc Size- 50MB, Max Envelope Size- 100MB

**Courtesy Copies:** Printed courtesy copies for filings with a hearing date of two days or less shall be delivered to the courtroom by 4:30 p.m. the same business day if the electronic filing is submitted with the court prior to that time. If submitted after 4:30 p.m., the courtesy copy shall be delivered to the courtroom by 10 a.m. the next business day. Regardless of the time of electronic filing, a printed courtesy copy (along with proof of electronic submission) is required for the following documents:

- A. Any printed document required pursuant to a Standing or General Order;
- B. Pleadings and motions (including attachments such as declarations and exhibits) of 26 pages or more;
- C. Pleadings and motions that include points and authorities;
- D. Demurrers;
- E. Anti-SLAPP filings, pursuant to Code Civ. Proc., § 425.16;
- F. Motions for Summary Judgment/Adjudication; and
- G. Motions to Compel Further Discovery.
- H. A courtesy copy of any written opposition to an ex parte application is required at the time of appearance on the ex parte.

\*Courtroom Guidelines: Nothing precludes a Judicial Officer from requesting a courtesy copy of additional documents. Courtroom specific courtesy copy guidelines can be found at [www.lacourt.org](http://www.lacourt.org) on the Civil webpage under "Courtroom Information."

**Limitations on Filings:** The following documents shall not be filed electronically: Peremptory Challenges or Challenges for Cause of a Judicial Officer; Bonds/Undertaking documents; and Trial and Evidentiary Hearing Exhibits; Any ex parte application filed concurrently with a new complaint, including those that will be assigned to the Writs and Receivers departments in the Stanley Mosk Courthouse; Documents submitted conditionally under seal. The actual motion or application shall be electronically filed. A courtesy copy of the electronically filed motion or application to submit documents conditionally under seal must be provided with the documents submitted conditionally under seal and delivered directly to the courtroom to which the case is assigned.

## **CONTACT US!**

[www.firstlegal.com](http://www.firstlegal.com) | 800.889.0111

# LOS ANGELES COUNTY EFILING SUMMARY



**Special Notes:** Lodgments: Documents attached to a Notice of Lodgment shall be lodged and/or served conventionally in paper form. The actual document entitled "Notice of Lodgment" shall be filed electronically.

Ex Parte Applications: Ex parte applications and all documents in support thereof must be electronically filed no later than 10:00 a.m. the court day before the ex parte hearing. Any written opposition to an ex parte application shall be electronically filed by 8:30 a.m. the day of the ex parte hearing. A printed courtesy copy of any opposition to an ex parte application must be provided to the court the day of the ex parte hearing.

The Civil Documents Name List can be used to confirm which document types are available for selection within the eFiling portal. <http://www.lacourt.org/division/efiling/pdf/CivilDocumentNameList.pdf>

## **Summary for Family Law Case Types**

### **Link to General Order Regarding Family Law eFiling:**

<https://www.lacourt.org/division/efiling/pdf/2021-GEN-032-00FamilyLawEfiling091721.pdf>

**Link to Family Law eFiling FAQ:** <https://www.lacourt.org/division/efiling/pdf/FL-efilingFAQs.pdf>

**CMS/EFM:** Tyler Odyssey File & Serve

**Formatting Requirements:** Refer to California Rules of Court.

**PDF Size Limits:** Max Doc Size- 25MB, Max Envelope Size- 35MB

**Courtesy Copies:** Not generally required but nothing precludes a Judicial Officer from requesting a courtesy copy of a document electronically filed.

**Limitations on Filings:** The following documents shall not be filed electronically: Peremptory Challenges or Challenges for Cause of a Judicial Officer pursuant to Code of Civil Procedure sections 170.6 or 170.3; Proposed Judgments with supporting documents and self-addressed, stamped envelopes; Proposed Qualified Domestic Relation Orders (QDROs) with supporting documents and self-addressed, stamped envelopes; Bonds/Undertaking documents; Trial and Evidentiary Hearing Exhibits; Documents submitted conditionally under seal. The actual motion or application shall be electronically filed. A courtesy copy of the electronically filed motion or application to submit documents conditionally under seal must be provided with the documents submitted conditionally under seal; Documents filed in a case initiated by the Local Child Support Agency, except as specified in section 3(c) of this order. Lodged documents attached to a Notice of Lodgment shall be lodged and/or served conventionally in paper form. The actual document entitled, "Notice of Lodgment," shall be filed electronically.

### **Special Notes:**

- Court-generated orders and informational documents will be served via email resource account to the email address registered with the EFSP.
- Litigant and attorney-generated orders will be posted on the Attorney Portal and conformed copies will be sent by mail to the submitting party. The submitting party shall thereafter serve all other persons entitled to notice.

- Sealed Documents: If and when a judicial officer orders documents to be filed under seal, those documents must be filed electronically (unless exempted under paragraph 4); the burden of accurately designating the documents as sealed at the time of electronic submission is the submitting party's responsibility.
- Requests for Orders (RFO) will be automatically scheduled by the case management system on the next available date. A party may request a change to the system-assigned RFO or other hearing date per separate guidance to follow

### Summary for Probate Case Types

#### **Link to General Order Regarding Probate eFiling:**

<http://www.lacourt.org/division/probate/pdf/GenOrderMandatoryEFilingProbate.pdf>

**Link to Probate eFiling FAQ:**[http://www.lacourt.org/division/efiling/pdf/EFiling\\_FAQ.pdf](http://www.lacourt.org/division/efiling/pdf/EFiling_FAQ.pdf)

**CMS/EFM:** Tyler Odyssey File & Serve

**Formatting Requirements:** Documents must be eFiled as separate **text searchable** PDF and otherwise comply with CRC, Rule 3.1110(f)(4). Attachments to Probate Accountings shall be bookmarked exhibits. Writs and abstracts must be submitted as a separate electronic envelope. Sealed and conditionally under seal documents pursuant to CRC Rule 2.551 shall be filed electronically; the burden of accurately designating the documents at the time of submission is the party's responsibility. It is also the filing party's responsibility to redact confidential information.

**PDF Size Limits:** Max Doc Size- 25MB, Max Envelope Size- 35MB

**Courtesy Copies:** Required for Ex Parte documents, documents submitted within two court days from a scheduled hearing or if the filed document exceeds 25 pages.

**Limitations on Filings:** For Probate cases, attorneys are required to electronically file. Exceptions to eFiling include: Peremptory challenges or challenges for cause of a judicial officer, Testamentary instruments (wills and codicils), letters, original trust documents, bond/undertaking documents, Trial and hearing exhibits, Documents filed in civil cases that are related for handling in the probate division, Documents attached to a Notice of Lodgment, Pace forms for Appointment or Reimbursement.

**Special Note:** All inquiries to the court re Probate eFiling should be made to [efSMCprobate@lacourt.org](mailto:efSMCprobate@lacourt.org) for Stanley Mosk filings or [efATPprobate@lacourt.org](mailto:efATPprobate@lacourt.org) for Antelope Valley filings. Effective August 1, 2019, upon submission, the filing party must designate whether an ex parte request is a drop off ex parte or an appearance ex parte. When an appearance ex parte is submitted, the filer must add the date, time and department to the caption of the application. Designating the type of ex parte and adding appearance information to the caption of the ex parte application will further streamline the Court's processing of the applications. The designations for ex parte type will be available for selection by filers using the document type drop-down menu when uploading the document to the eFiling system. As a reminder, all ex parte applications must be submitted with an ex parte proposed order.

Ex parte applications must be filed no later than 10:00 a.m. the day before the hearing. Opposition to ex parte eFiled by 4:00 p.m. does not require a courtesy copy. Opposition to ex parte eFiled after 4:00 p.m. requires that a courtesy copy be brought on the day of the ex parte. The proposed order shall be included as a separate document in the same envelope as the ex parte application and brought to court the morning of the Ex Parte.

# MENDOCINO COUNTY EFILING SUMMARY



**Court Website:** [www.mendocino.courts.ca.gov](http://www.mendocino.courts.ca.gov)

**Link to Local Rules:** [https://www.mendocino.courts.ca.gov/general\\_info/courtrules.html](https://www.mendocino.courts.ca.gov/general_info/courtrules.html)

**Link to eFiling Procedures:** <https://www.mendocino.courts.ca.gov/docs/eFileInfo.pdf>

**CMS/EFM:** Tyler Odyssey File & Serve

**Mandatory Case Types:** Civil, Criminal, Family Law & Probate

**Formatting Requirements:** Refer to California Rules of Court.

**PDF Size Limits:** Max Doc Size- 25MB, Max Envelope Size- 35MB

**Courtesy Copies:** Courtesy copies are required if a document is filed within 2 days of hearing date (except ex parte). The filer must e-file documents prior to submitting courtesy copies to the court and the courtesy copy shall include Proof of Electronic Submission. For specified court hearings, the court encourages litigants or their counsel to email courtesy copies of filed documents to the court and all parties to the matter. The use of a file hosting service such as "Dropbox" will be permitted provided there is no cost to the court or other litigants. Electronic delivery of courtesy copies is encouraged. Electronic delivery of courtesy copies is not a substitute for filing and service as required by the Code of Civil Procedures, the Penal Code, and the California Rules of Court. All departments will accept electronic delivery of courtesy copies. Generic email addresses have been established for courtesy copies. The transmitting email and attached copies are to be sent to each department as follows:

[DepartmentA@mendocino.courts.ca.gov](mailto:DepartmentA@mendocino.courts.ca.gov)

[DepartmentB@mendocino.courts.ca.gov](mailto:DepartmentB@mendocino.courts.ca.gov)

[DepartmentC@mendocino.courts.ca.gov](mailto:DepartmentC@mendocino.courts.ca.gov)

[DepartmentCS@mendocino.courts.ca.gov](mailto:DepartmentCS@mendocino.courts.ca.gov) (Child Support cases only)

[DepartmentE@mendocino.courts.ca.gov](mailto:DepartmentE@mendocino.courts.ca.gov)

[DepartmentF@mendocino.courts.ca.gov](mailto:DepartmentF@mendocino.courts.ca.gov)

[DepartmentG@mendocino.courts.ca.gov](mailto:DepartmentG@mendocino.courts.ca.gov)

[DepartmentH@mendocino.courts.ca.gov](mailto:DepartmentH@mendocino.courts.ca.gov)

[DepartmentTM@mendocino.courts.ca.gov](mailto:DepartmentTM@mendocino.courts.ca.gov)

Emailed courtesy copies must conform to the following specifications: 1) All courtesy copies must be exact electronic copies of the documents as filed with the court 2) Only documents in PDF format will be accepted 3) The transmitting email and attached courtesy copies must be copied to all parties who have provided an email address 4) Emailed documents must have a file name in the following uniform format: [case number].[short title of document].[date of hearing].pdf For example, 1234567.OppositiontoDemurrer.010116.pdf 5) The combined size of the email and all attachments cannot exceed 25 megabytes (MB) 6) The court will not read or consider any text included in the email

# MENDOCINO COUNTY EFILING SUMMARY



## Limitations on Filings:

1. In all actions: ex parte applications and all other ex parte filings; stipulation and proposed order; orders after hearing; orders of examination; trial exhibits; administrative records; documents responsive to subpoenas duces tecum; requests for judgment; proposed judgments; bonds and undertakings; out-of-state commissions; out-of-state judgments; subpoenas for out-of-state actions;
2. In all actions: motions and/or declarations for disqualification of a judge pursuant to Code of Civil Procedures section 170.1 or 170.3 and peremptory challenges pursuant to CCP 170.6;
3. In all actions: documents from health care providers and/or mental health professionals ordered by the court;
4. In all actions: documents submitted to the court by the California Department of Corrections and Rehabilitation (CDCR), Department of State Hospitals (DSH), State Adoptions and other licensed adoption agencies;
5. In probate actions: original wills; original codicils; documents lodged pursuant to Probate Code section 2620; letters of administration; letters of testamentary; certified copies of death certificates; letters of conservatorship or temporary conservatorship, letters of guardianship or temporary guardianship;
6. In civil actions: mandatory settlement conference statements;
7. In criminal actions: all documents filed before the complaint or information.
8. In juvenile actions: requests for disclosure of juvenile records.

## Notes:

- Pursuant to California Rules of Court rule 2.252(e), in a proceeding that requires the filing of an original document, an electronic filer may file an electronic copy of a document if the original document is then filed with the court within 10 calendar days
- If parties or their counsel are filing criminal, juvenile delinquency or juvenile dependency documents on the day before a matter is on calendar, the documents must be e-filed no later than 3:00 pm.
- Documents in civil, family law, and probate cases must be e-filed no later than two (2) full business days prior to the court hearing.
- Matters Requiring Immediate Judicial Attention: Matters requiring judicial attention within one (1) business day must be filed in-person at the clerk's office and must not be e-filed.
  
- Exhibits:
- Exhibits must be filed five (5) business days before the hearing and must be served on all parties.
- E-filed exhibits must be submitted in the format required in 1.7(a)(4) along with the Exhibit Cover Sheet (MEX-170). Transcripts for audio exhibits must be included with the initial filing of the audio exhibit.
- Exhibits filed with the court in other electronic formats (flash drive, CD, etc.) must be in the format required in 1.7(a)(4) and filed with the Electronic Media Exhibit Cover Sheet (MEX-175). They must be clearly labeled with the following: the case name, the case number, and the hearing date, time, and department. Transcripts for audio exhibits must be included with the initial filing of the audio exhibit.



# MERCED COUNTY EFILING SUMMARY



**Court Website:** [www.mercedcourt.org](http://www.mercedcourt.org)

**Link to Local Rules:** [http://www.mercedcourt.org/local\\_rules.shtml](http://www.mercedcourt.org/local_rules.shtml)

**CMS/EFM:** Tyler Odyssey File & Serve

**Mandatory Case Types:** Civil, Family Law & Probate

**Formatting Requirements:** Refer to California Rules of Court

**PDF Size Limits:** Max Doc Size- 25MB, Max Envelope Size- 35MB

**Courtesy Copies:** Not required

**Limitations on Filings:** Notwithstanding any other provision of law or this rule certain original documents may not be filed electronically, including civil bench warrants, subpoenaed documents, bonds, undertakings, and original wills/codicils. Sealed documents must be filed and lodged conventionally. Any exhibit that cannot be accurately transmitted via electronic filing due to its size or type may not be electronically filed.

**Notes:**

Electronically filed documents subject to the mandatory electronic filing requirements filed prior to midnight will be deemed filed as of that day pursuant to Code of Civil Procedure section 1010.6, subdivision (d)(1)(D). However, if same day service of a document is required, the document shall be electronically filed by 5 p.m. on the court day that the filing is due.

# MONTEREY COUNTY EFILING SUMMARY



**Court Website:** <http://www.montereycourts.ca.gov/>

**Link to Local Rules:** <http://www.montereycourts.ca.gov/RulesOfCourt.aspx>

**CMS/EFM:** Tyler Odyssey File & Serve

**Mandatory Case Types:** Civil, Family, Probate, Juvenile and Dependency Matters

**Formatting Requirements:** 1. All documents filed electronically must be in electronic text-searchable PDF (portable document format). 2. Pagination. Document pages must be consecutively numbered using only the Arabic numbering system (such as 1, 2, 3), beginning with the number 1 on the first page of the document. When a document, transcript, or record is served in both paper format and electronic format, the pagination must be consistent for both versions. 3. If a party or attorney elects to include hyperlinks in a filing, the hyperlink may be active and should be formatted to standard citation format as provided in California Rules of Court, rule 1.200. 4. Exhibits. Electronic exhibits must include electronic bookmarks with links to the first page of each exhibit and with bookmark titles that identify the exhibit number or letter and briefly describe the exhibit. Electronic exhibits not so bookmarked are subject to rejection.

**PDF Size Limits:** Max Doc Size- 25MB, Max Envelope Size- 35MB

**Courtesy Copies:** A judge may order a courtesy copy at any time, either printed or through electronic delivery

**Limitations on Filings:** The following items are not subject to mandatory e-filing under these rules (E-Filing of Documents): 1. Documents presented for filing by a self-represented party. Although e-filing is not mandatory for self-represented parties, they are encouraged to e-file documents. 2. Documents ordered by the court as exempt from e-filing. A party may seek a court ordered exemption by ex parte application for reason of undue hardship, significant prejudice, or other good cause. 3. Documents and other materials that are not feasibly converted to electronic form by scanning, imaging, or other means. 4. Documents lodged with the court provisionally under seal pursuant to California Rules of Court, rule 2.551, or lodged with the court as confidential documents. 5. Documents with jurisdictional time limits, including notices of appeal, motions for new trial, motions for JNOV, motions to quash service for personal jurisdiction, and petitions for writs taken from local court determination. Although not required, e-filing of these documents is encouraged. 6. Original documents required for a proceeding, including bench warrants, subpoenaed documents, affidavits re: real property of small value, bonds, undertakings, financial documents submitted by a private professional conservator, letters (probate, guardianship, conservatorship), wills and codicils (for filing or safekeeping), and orders to deposit money and receipt of depository. 7. Challenges to judicial officers pursuant to Code of Civil Procedure section 170.1 et seq.

**Miscellaneous Rules:** E-File Version Follow Up to Hand-Served Documents. Documents served by hand, in court, or otherwise permissively, must then be e-filed unless the court specifically provides otherwise. Such e-filing must take place before the close of business on the court day following service by hand in open court. In addition, the Proof of Service must reference the date the document was originally served in open court

# ORANGE COUNTY EFILING SUMMARY



**Court Website:** <http://www.occourts.org/>

**Link to Local Rules:** <http://www.occourts.org/directory/local-rules/local-rules-of-court/>

**CMS/EFM:** CCMS/Orange County Superior Court, Tyler/Odyssey

**Mandatory Case Types:** Civil, Family, Probate/Mental Health Matters

**Formatting Requirements:** Stipulations and Proposed orders must be submitted in Microsoft Word format. All other documents must be submitted in PDF format. Pursuant to California Rules of Court rule 2.111(1), forms and papers filed at the court are to provide an email address on the first page. For purposes of electronic service, this first page email address will be deemed to be the proper email address for service subject to the provisions set forth in Code of Civil Procedure section 1010.6(d)

**PDF Size Limits:** Civil & Probate Max Doc Size- 25MB, Max Envelope Size- 100MB  
Family Law Max Doc Size- 25MB, Max Envelope Size- 35MB

**Courtesy Copies:** Not generally required but may be ordered by a judge at any time.

**Limitations on Filings:** The following original documents may not be filed electronically: For Civil Cases: Bench Warrants; Subpoenaed documents; Labor Commissioner deposit of cash or check; Bonds; and Undertakings. For Probate/Mental Health Cases: Affidavit re: Real Property of Small Value; Financial Documents submitted by Private Professional Conservator; Subpoenaed documents; Undertakings; and Will/Codicils - originals for filing or safekeeping. Follow link to exceptions for Family Law [http://www.occourts.org/online-services/family-filing/Family\\_Law\\_Electronic\\_Filing\\_Exceptions\\_List.pdf](http://www.occourts.org/online-services/family-filing/Family_Law_Electronic_Filing_Exceptions_List.pdf)

**Notes:** Documents that are confidential by law should include the word "Confidential" in the caption. If a document is sealed or conditionally sealed, that fact or request should be noted in the Submitter's Comment Box.

# PLACER COUNTY EFILING SUMMARY



**Court Website:** [www.placer.courts.ca.gov](http://www.placer.courts.ca.gov)

**Link to Local Rules:** <http://www.placer.courts.ca.gov/general-local-rules.shtml>

**Link to eFiling information:** <http://www.placer.courts.ca.gov/online-efiling.shtml>

**CMS/EFM:** Journal Technologies

**Mandatory Case Types:** Civil, Family Law, Mental Health & Probate

**Formatting Requirements:** Documents submitted must be submitted in PDF (Portable Document Format) and text-searchable format, and viewable on any standard PDF Viewer. All documents that equal or exceed 15 pages and/or contain multiple exhibits/sections must be bookmarked. Bookmark titles should match the corresponding section/exhibit. The use of hyperlinks is strongly encouraged.

**PDF Size Limits:** Max Doc Size- 25MB, Max Envelope Size- 100MB

**Courtesy Copies:** Regardless of the time of electronic submission, a printed courtesy copy (along with proof of electronic submission) is required for submissions where the total pages submitted - including notice, points and authorities, declarations, judicial notice requests, separate statements, exhibits, appendices, tables of contents, etc. - exceed 50 pages. A printed courtesy copy (along with proof of electronic submission) is required to be submitted for all Motions for Summary Judgment, Motions for Summary Adjudication, and Anti-SLAPP Motions, including all supporting documents, regardless of the number of pages. The printed courtesy should be provided the same day the electronic copy is submitted

**Limitations on Filings:** The following documents will not be accepted by eFiling:

- 1.Peremptory Challenges or Challenges for Cause of a Judicial Officer pursuant to Code of Civil Procedure sections 170.6 or 170.3;
- 2.Bonds/Undertaking documents;
- 3.Any ex parte application that is filed concurrently with a new complaint;
- 4.Any order with an original judicial officer's signature;
- 5.Out-of-State Commission;
- 6.Copy Requests;
- 7.Documents submitted conditionally under seal;
- 8.Certificate of Facts Re Unsatisfied Judgment;
- 9.Family Law
  - a. Request for Entry of Default;
  - b. Notice of Entry of Judgment;
  - c. Out-of-State Judgments or Orders to be Registered;
  - d. Exhibits to be lodged for Hearings or Trials;
  - e. Child Support Case Registry Form
- 10. Request for Administrative Records;
- 11. Affidavit Re Real Property of Small Value (Probate),
- 12. Original will and codicil;
- 13. Financial documents lodged under Local Rule 80.1.8, and
- 14. Any paper document ordered by the court to be filed in the clerk's office
- 
- The following documents may be eFiled OR at the clerk's office:
  - 1.Family Law Filings related to obtaining, contesting, or modifying a Domestic Violence Restraining Order;
  - 2.Family Law Emergency Hearing or Order Shortening Time Requests;
  - 3.Proposed Family Law Judgments if they are filed with a Request for Entry of Default and/or a Notice of Entry of Judgment;
  - 4.Subpoenas, Writs, or Abstracts of Judgments.

**Notes:** none

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# RIVERSIDE COUNTY EFILING SUMMARY



**Court Website:** <https://www.riverside.courts.ca.gov/>

**Link to Local Rules:** <https://www.riverside.courts.ca.gov/GeneralInfo/LocalRules/local-rules.php>

**Link to eFiling Procedures:** <https://www.riverside.courts.ca.gov/FormsFiling/EFiling/civil-efiling.php>

**CMS/EFM:** Journal Technologies, Inc eCourt (Civil)

**Mandatory Case Types:** All Civil case types

**Formatting Requirements:** Refer to California Rules of Court. Attachments to primary documents must be bookmarked.

**PDF Size Limits:** Max Doc Size- 50MB, Max Envelope Size- 100MB

**Courtesy Copies:** When any statute, rule of court, or court order permits documents to be filed two or fewer days before the hearing, and the document is filed electronically on the last permissible day, a courtesy copy of the document shall be either sent to the departmental email address for the department in which the matter is set to be heard by 4:00 P.M. the same court day the document is filed. If the document is filed electronically after 4:00 P.M., the copy should be sent to the departmental email address or delivered to the courtroom by 8:30 A.M. the next court day.

**Limitations on Filings:** The following documents shall not be filed electronically:

Any ex parte application that is filed concurrently with a new complaint; Bonds and undertakings; Trial documents under Local Rule 3401; Exhibits to be offered at any trial or evidentiary hearing; New Judicial Council Coordinated Proceedings (JCCP) cases. Subsequent filings in JCCP cases are permitted; Harassment proceedings requesting the minor's information be confidential; Mandatory Settlement Conference Briefs; Notices of Appeal and any subsequent appeals documents; Small Claims Notice of Appeal and Small Claims Notice of Appeal as to the Denial of the Motion to Vacate Judgment; Writ Returns; Media Request to Photograph, Record, or Broadcast; Request to file new litigation by vexatious litigants. Motions to declare a litigant vexatious are permitted; Subpoenaed records; Administrative records; Sealed documents; and Documents submitted conditionally under seal. The actual motion or application shall be electronically filed. A courtesy copy of the electronically filed motion or application to submit documents conditionally under seal must be provided with the documents submitted conditionally under seal.

Documents attached to a Notice of Lodgment shall be lodged and/or served conventionally in paper form. The actual document entitled, "Notice of Lodgment," shall be filed electronically.

**Notes:**

1. Proposed orders may be submitted electronically. The proof of service of the proposed order shall not be attached to the proposed order. Instead, the proof of service shall be submitted electronically as a separate document.

# RIVERSIDE COUNTY EFILING SUMMARY



## 2. Ex Parte Applications

a. If an ex parte application is filed electronically, the application and all documents supporting it must be filed no later than 11:00 A.M. the court day before the ex parte hearing.

b. If an opposition to an ex parte application is being filed electronically, the opposition must be filed no later than 8:00 A.M. on the morning of the ex parte hearing. A courtesy copy of the opposition to the ex parte application must shall (sic.) be sent to the departmental email address for the department in which the matter is set to be heard.

3. The Court utilizes a Court Reservation System (CRS) for civil law and motion.

a. You will not be charged the applicable motion filing fee and/or first paper fee at the time you make your reservation. You will be charged the applicable motion filing fee and/or first paper fee at the time you file the motion. You will be charged the applicable \$20.00 continuance fee if you reschedule your hearing reservation.

b. Litigants may request the following law and motion hearing types: Trial/Non-Trial Related Ex-Partes; Motion for Summary Judgment; Anti-SLAPP Motions; Civil Discovery Motions; Motions to Strike; Demurrers; All General Motions

c. After you make your reservation, the Court will send a reservation email to the e-mail address that you provided. The email will include a Reservation ID and PIN that will be required should you wish to reprint your receipt, update your contact information, reschedule, or cancel your reservation. Receiving the email does not mean your motion has been added to the court's calendar.

d. All motions and related documents shall be filed with the clerk's office according to statute. Once this paperwork is filed with the court your request shall be confirmed. To expedite your motion filing, indicate the CRS Reservation ID number on the motion/document face page.

# SAN DIEGO COUNTY EFILING SUMMARY



**Court Website:** [www.sdcourt.ca.gov/](http://www.sdcourt.ca.gov/)

**Link to Local Rules:** [http://www.sdcourt.ca.gov/portal/page?\\_pageid=55,1117634&\\_dad=portal&\\_schema=PORTAL](http://www.sdcourt.ca.gov/portal/page?_pageid=55,1117634&_dad=portal&_schema=PORTAL)

**Link to General eFiling Order:**

[http://www.sdcourt.ca.gov/pls/portal/docs/PAGE/SDCOURT/CIVIL2/EFILING\\_IMAGING\\_GENERAL\\_ORDER.PDF](http://www.sdcourt.ca.gov/pls/portal/docs/PAGE/SDCOURT/CIVIL2/EFILING_IMAGING_GENERAL_ORDER.PDF)

**Mandatory Case Types:** Civil & Probate

**CMS/EFM:** CCMS/San Diego Superior Court (Civil & Probate) Tyler Odyssey File & Serve (Family)

**Formatting and General Requirements:**

- When serving a complaint, cross-complaint, petition or other case-initiating documents, a copy of the general order regarding eFiling must be served along with forms CIV-409 and PR-188 in Civil and probate cases respectively.
- On all pleadings after the initial case originating filing, all parties must, to the extent it is feasible to do so, place the words "IMAGED FILE" in all caps immediately under the title of the pleading on all subsequent pleadings filed in the action.
- Proposed orders should only be submitted with initial pleadings for an ex parte hearing and should not be submitted for a law and motion hearing until after the hearing. Proposed filings should be eFiled as an exhibit and then re-submitted as a new eFiling transaction after the court has ruled on the matter.
- Exhibits must be preceded by a cover page that contains solely the word "Exhibit" and the identifying number or letter. Exhibits presented for filing must also include bottom tabs.
- Exhibits to be considered via "Notice of Lodgment" shall not be attached to the eFiled document. They must be provided in paper to the assigned department with the eFiling Transaction ID noted in the upper right-hand corner.
- \*\*Documents must be text searchable and bookmarked. Failure to do so will result in rejection.

**PDF Size Limits:** Max Doc Size- 35MB, Max Envelope Size- 60MB

**Special Requirements for Civil eFiling**

**Link to Civil eFiling Page:** [www.sdcourt.ca.gov/portal/page?\\_pageid=55,1844803&\\_dad=portal&\\_schema=PORTAL](http://www.sdcourt.ca.gov/portal/page?_pageid=55,1844803&_dad=portal&_schema=PORTAL)

**Courtesy Copies:** If a hearing is set within two court days of the time documents are eFiled, parties must provide hard copies of documents in court with the eFiling Transaction ID noted in the upper right-hand corner of the first page of the document. Hard copies for ex parte hearings must be delivered directly to the department on or before 12:00 p.m. the court day immediately preceding the hearing date. For Construction Defect cases assigned to D74, refer to the department's Policies & Procedures on the court's website for further details regarding courtesy copies.

[https://www.sdcourt.ca.gov/pls/portal/docs/page/sdcourt/generalinformation/localrulesofcourt/rocdepartmentrules/department74/departmentsd74text/e-filing\\_courtesy\\_copy\\_ref\\_guide\\_6-2-14\\_v3.pdf](https://www.sdcourt.ca.gov/pls/portal/docs/page/sdcourt/generalinformation/localrulesofcourt/rocdepartmentrules/department74/departmentsd74text/e-filing_courtesy_copy_ref_guide_6-2-14_v3.pdf)

# SAN DIEGO COUNTY EFILING SUMMARY



**Limitations on Filings:** The following filings and/or case types are NOT ELIGIBLE for eFiling: Application for Order Declaring Information of Affidavit of Voter Registration Confidential and Order; Civil Harassment TRO/RO, Confidential documents lodged conditionally under seal, Elder Abuse TRO/RO, Gun Violence Emergency Protective Order, Gun Violence TRO/RO, Interpleader actions pursuant to CC2924j, Notice of Appeal of Labor Commissioner, Out-of-State Commission Subpoenas, Private Postsecondary School Violence Prevention TRO/RO, Safe at Home Name Change Petitions, Settlement Conference Briefs (to be lodged), Stand-alone exhibits, Transitional Housing Program Misconduct TRO/RO, Undertaking/Surety Bonds, Warrants, Workplace Violence TRO/RO

**Notes:** Please be advised that you must schedule a motion hearing date directly with the Independent Calendar Department by calling the department or using the court's motion scheduler application, available at: <https://racd.sdccourt.ca.gov/> A motion filed without an appointment, even when a conformed copy of the filing is provided by the court, is not scheduled and the hearing will not occur.

**Special Requirements for Probate eFiling**

[Link to Probate eFiling Page: http://www.sdccourt.ca.gov/portal/page?\\_pageid=55,1850375&\\_dad=portal&\\_schema=PORTAL](http://www.sdccourt.ca.gov/portal/page?_pageid=55,1850375&_dad=portal&_schema=PORTAL)

**Limitations on Filings:** The following filings and/or case types are NOT ELIGIBLE for eFiling: Original Wills & Codicils, Undertaking/Surety Bonds, Settlement Conference Briefs (to be lodged, not filed), Documents filed under seal or provisionally under seal, exhibits that are physical objects.

**Notes:**

- A party filing a petition, motion or other paperwork that refers to a trust must file a copy of the trust under a "Trust Coversheet" in accordance with Local Rule 4.3.3.
- In support of an accounting of assets as required by Probate code section 2620 or and interim accounting required by Local Rule 4.15.2, the accounting statements, closing escrow statements, and bill statements for a residential or long-term care facility may be filed with the court under a "Financial Statement Coversheet."
- Notices of lodgments submitted through e-filing, must not have the lodged documents attached. A copy of the e-filed notice of lodgment must be submitted to the probate business office with the numbered exhibits attached, a Lodged Documents coversheet (ADM-378) (preferably printed on pink paper) on top; and a means of return. The eFiling Transaction ID # must be noted in the upper right-hand corner of the coversheet



# SAN FRANCISCO COUNTY EFILING SUMMARY



**Court Website:** <http://sfsuperiorcourt.org/>

**Link to Local Rules:** <http://sfsuperiorcourt.org/general-info/local-rules>

**E-Filing Special Instructions:** <https://sfsuperiorcourt.org/node/224>

**CMS/EFM:** Thompson Reuters C-Track/San Francisco Superior Court

**Mandatory Case Types:** “Designated Case” means single assignment cases, complex cases, all general civil cases (with the exception of small claims cases), misdemeanor appeals, misdemeanor writs, ex parte applications involving misdemeanor convictions, probate trust and decedent’s estate cases, family law dissolution cases (no other family law cases are Designated Cases), any case in which the parties have stipulated and the Court has designated that the case will be governed by these E-Filing Rules, any case designated by Court Order pursuant to CRC 2.253 and any other cases designated by the Court under these E-Filing Rules. A case provisionally complex pursuant to CRC 3.400(c), or otherwise designated by a party as complex, is not a Designated Case until such time as the Court enters a classification order pursuant to CRC 3.403. A matter becomes a Designated Case as of the date it is so designated.

**Formatting Requirements:** Refer to California Rules of Court.

**PDF Size Limits:** Max Doc Size- 15MB, Max Envelope Size- 75MB

**Courtesy Copies:** Courtesy copies are required for any filed document requiring court review, action, or signature.

1) Timing: Unless a different deadline is required in the local rules pertaining to a specific court, department or division, or in an order shortening time, parties must lodge courtesy copies of any papers as follows: For all papers filed by Conventional filing, parties must lodge courtesy copies at the time of filing. For all papers filed fewer than 7 court days before the hearing, parties must lodge courtesy copies on the day of filing. For papers filed by E-filing 7 or more court days before the hearing, parties must lodge courtesy copies no later than 2 court days after the date of E-filing.

2) Location: Unless a different location is required in the local rules pertaining to a specific court, department or division, parties must deliver the courtesy copies to the department in which the matter will be heard.

3) Contents: Courtesy copies must include any supporting documents filed with the Papers. If the Papers challenge the sufficiency of a pleading already on file, the moving party must also supply a courtesy copy of that pleading. For papers filed by E-filing, all courtesy copies must include the relevant Transaction Receipt. With prior court approval, parties may provide copies of voluminous exhibits on electronic media (e.g., a USB device).

4) Consequences: Failure to lodge courtesy copies of moving Papers as required by statute, rule or court order may, in the discretion of the judicial officer presiding over the hearing, result in denial of the motion, continuance of the hearing, or taking the motion off calendar. Failure to lodge courtesy copies of opposition Papers as required by statute, rule or court order may, in the discretion of the judicial officer presiding over the hearing, result in the granting of the motion or continuance of the hearing. Failure to lodge courtesy copies of reply papers as required by statute, rule or court order may, in the discretion of the judicial officer presiding over the hearing, result in the reply Papers not being considered.

# SAN FRANCISCO COUNTY EFILING SUMMARY



**Limitations on Filings:** The following are excluded from the eFiling and eService requirements:

- Papers filed in any case not identified as a Designated Case.
- Initiating document for: Unlawful Detainer, Civil Harassment, and Name/Gender Change.
- Writs, Abstracts, Out of State Commissions, Certificate of Facts Re: Unsatisfied Judgments, Unlawful Detainer Summonses, Claims of Right to Possession, Undertakings and Rent Deposits, Bonds, and Order of Examinations.
- Documents that are three-dimensional objects, information that can only be stored on physical media other than paper, or other documents not readily susceptible to E-filing may be filed or lodged Conventionally in accordance with the direction of the Court. A notice of such filing must be E-Filed and E-Served.
- During an ongoing hearing or trial, the following may be filed Conventionally: motions with jurisdictional time limits including motions for new trial, motions JNOV, motions to quash service for personal jurisdiction, any notice of appeal, and petitions for writs.
- The original Petition for Appointment of a Guardian ad Litem with original signatures and the proposed order must be Conventionally filed directly in the Presiding Judge's department after the filing fee has been paid. The filing fee may be paid either in the Clerk's Office, Room 103, or through an E-Filing Vendor by electronically submitting a copy of the petition.
- The following documents in any Family Law dissolution case must be conventionally filed:
  - Ex Parte Requests for Order and all documents in support thereof
  - Ex Parte Applications for Temporary Restraining Orders and all documents in support thereof (see Rule 11.9(B))
  - Proposed Orders (including proposed Stipulated Orders and proposed Findings and Order After Hearing)
  - Requests to Enter Default (FL-165)
  - Default, Uncontested, and True Default Judgment packets.

**Special Notes:**

- Documents Under Seal: In all Designated Cases, a motion to file documents under seal and all related papers must be E-Filed. The redacted and un-redacted (conditionally sealed) documents must be E-Filed in the same transaction. Courtesy copies of the conditionally sealed document(s) must be lodged with the assigned department.
- During trial, motions, memoranda, and matters presented to the Court in writing for decision may be served in open court in hard copy form. These items and proofs of service must be E-Filed no later than the Close of Business on the court day following service by hand in open court, and the electronic proof of service must reference the date originally served in open court
- During an ongoing hearing or trial, motions with jurisdictional time limits including motions for new trial, motions JNOV, motions to quash service for personal jurisdiction, any notice of appeal, and petitions for writs may be served Conventionally. The Court's service copy of any petition to the Court of Appeal for extraordinary relief must be E-Served.
- In most Designated Cases, papers may be E-Filed through any court-approved Vendor. However, there is only one Vendor for the following Designated Cases: Asbestos, Complex Litigation, Probate, Family Law Dissolution, and Appellate Division Misdemeanor proceedings. In those cases, parties must use File & ServeXpress

# SAN LUIS OBISPO COUNTY EFILING SUMMARY



**Court Website:** [www.slo.courts.ca.gov/](http://www.slo.courts.ca.gov/)

**Link to Local Rules:** [www.slo.courts.ca.gov/gi/rules.htm](http://www.slo.courts.ca.gov/gi/rules.htm)

**CMS/EFM:** Tyler Odyssey File & Serve

**Mandatory Case Types:** Civil, Family Law and Probate

**Formatting Requirements:** Refer to California Rules of Court.

**PDF Size Limits:** Max Doc Size- 25MB, Max Envelope Size- 35MB

**Courtesy Copies:** Not required

**Limitations on Filings:** Notwithstanding any other provision of law or this rule, the following items shall not be electronically filed: (a) Any will, codicil, or testamentary trust; (b) Bond or undertaking; (c) Subpoenaed documents (Subpoenaed documents on Criminal or Juvenile matters may be submitted electronically by permission of the Criminal Clerk's office only); (d) Financial institution documents, care facility documents or escrow documents as defined under Probate Code Sec. 2620, submitted by conservators, guardians, or trustees of court supervised trusts; (e) California state vital records forms; (f) Any exhibits that cannot be accurately transmitted via electronic filing due to size or type; (g) Documents lodged with the court provisionally under seal (Criminal, traffic, juvenile, habeas corpus, and appeal - documents provisionally under seal can be filed by e-file or email with proper identification in the electronic filing comment or email subject stating the document is sealed or proposed sealed status and selection of the appropriate confidential security type when filing for e file); (h) Certificate of Facts Re: Unsatisfied Judgment (DMV form DL30); (i) CLETS, RAP sheet; (j) DMV Driver's License print outs.

**Notes:**None

# SAN MATEO COUNTY EFILING SUMMARY



**Court Website:** [www.sanmateocourt.org](http://www.sanmateocourt.org)

**Link to Local Rules:** [www.sanmateocourt.org/general\\_info/local\\_rules](http://www.sanmateocourt.org/general_info/local_rules)

**Link to eFiling Procedures:** [www.sanmateocourt.org/online\\_services/efiling.php](http://www.sanmateocourt.org/online_services/efiling.php)

**CMS/EFM:** Tyler Odyssey File & Serve

**Mandatory Case Types:** Civil, Criminal, Family Law and Probate

**Formatting Requirements:** Refer to California Rules of Court

**PDF Size Limits:** Max Doc Size- 100MB, Max Envelope Size- 100MB

**Courtesy Copies:** Not required

**Limitations on Filings:** Below is the list of documents that are NOT currently being accepted through e-filing. Please submit hard copies at the clerk's office.

**Civil Complex:** Proposed Judgment, Ex Parte Motions and Oppositions thereto, Abstract of Judgment, Writ of Execution/Possession/Attachment, Subpoena and Administrative Records

*General Civil:* Civil Restraining Orders, Proposed Judgment, Ex Parte Motions and Oppositions thereto, Abstract of Judgment, Writ of Execution/Possession/Attachment, Subpoena and Administrative Records

*Small Claims:* Any document that needs to be issued, Abstracts of Judgment, Writ of Execution, Subpoena, Certificate of Facts -DL30

**Probate:** Abstract of Judgment; Affidavit re Real Property of Small Value; Appeal Documents; Bond; Estate Planning Documents; Wills and Codicils; and Writ

**Family Law:** Abstract of Judgment, Ex Parte's (Other than DVPA Restraining Order Filings), 170.6 Challenges (Must be E-Filed starting March 1, 2021), 170.1/3 Challenges, Opposition to Commissioner pursuant to Local Rule 5.4 and Writ

**Notes:**

Rule 2.1.6 Attaching Photographs to Filed Documents: A person filing a document with the court who is attaching a black and white or color photograph to the document to be filed must include on the caption page "Photograph Image Attached".

PROPOSED ORDERS: Your Proposed Order should be e-filed with the pleading it relates to (e.g. stipulation or motion) in conformity with CRC Rule 3.1312(c).

- For Complex Civil actions, you must also email an editable version of the Proposed Order in Word format (not PDF) to: [complexcivil@sanmateocourt.org](mailto:complexcivil@sanmateocourt.org) so that the judge can modify it prior to signing, if needed.
- For Probate actions, you must also email an editable version of the Proposed Order in Word format (not PDF) to: [probate@sanmateocourt.org](mailto:probate@sanmateocourt.org) so that the judge can modify it prior to signing, if needed.
- For Small Claims actions ONLY, a proposed order in an editable word-processing format does NOT need to be submitted to the court under Section 3.1312(c)(2) of the California Rules of Court.

# SANTA BARBARA COUNTY EFILING SUMMARY



**Court Website:** <http://www.sbcourts.org/>

**Link to Local Rules:** <http://www.sbcourts.org/ff/local-rulesTOC.shtm>

**Link to eFiling FAQ:** <https://www.sbcourts.org/FAQeFilingOct2018.pdf>

**CMS/EFM:** Tyler Odyssey File & Serve

**Mandatory Case Types:** Civil, Family Law and Probate

**Formatting Requirements:** Refer to California Rules of Court

**PDF Size Limits:** Max Doc Size- 25MB, Max Envelope Size- 35MB

**Courtesy Copies:** The court may by order require the delivery of paper courtesy copies of e-filed documents.

**Limitations on Filings:** The following documents are not subject to mandatory e-filing:

- Documents presented for filing or lodging by a self-represented party. Although not required, self-represented parties are encouraged to e-file documents.
- Documents ordered by the court as exempt from e-filing or e-lodging. A party may seek a court-ordered exemption by ex parte application for reason of undue hardship, significant prejudice, or other good cause.
- Documents and other materials that are not feasibly converted to electronic form by scanning, imaging, or other means.
- Documents and other materials that are so voluminous that they may be alternatively lodged in tangible form as set forth in Local Rule 1007.
- Documents with jurisdictional time limits, including notices of appeal, motions for new trial, motions for JNOV, motions to quash service for personal jurisdiction, and petitions for writs. Although not required, e-filing of these documents is encouraged.
- Original documents required for a proceeding, including bench warrants, subpoenaed documents, affidavits re real property of small value, bonds, undertakings, account statements submitted by a conservator, letters (probate, guardianship, conservatorship), and wills and codicils (for filing or safekeeping).
- Trial exhibits are to be filed, lodged, or otherwise made available to the court pursuant to the respective department's policy and orders for such exhibits.

**Notes:**

- You must always put the next court hearing date in the "Filing Description" field when you are e-filing. That field is also used for further descriptions of the document being efiled, so be sure to put the court hearing date FIRST in the field - BEFORE any further description of the document being e-filed.
  - Select "Filing Code" and enter the appropriate code (e.g.: Motion).
  - Select "Filing Description" and enter the court hearing date, then the further description of the document, if needed (e.g.: 06/28/16 For XYZ).

# SANTA CLARA COUNTY EFILING SUMMARY



**Court Website:** <http://www.sccscourt.org/>

**Link to Local Rules:** [http://www.sccscourt.org/general\\_info/rules/rules\\_home.shtml](http://www.sccscourt.org/general_info/rules/rules_home.shtml)

**Link to eFiling Procedures:** [http://www.sccscourt.org/forms\\_and\\_filing/efiling.shtml](http://www.sccscourt.org/forms_and_filing/efiling.shtml)

**CMS/EFM:** Tyler Odyssey File & Serve

**Mandatory Case Types:** Civil, Family and Probate

Formatting Requirements: Refer to the California Rules of Court. Exhibit attachments to pleadings filed electronically must be separated by a single page with a title identifying the sequence of the exhibit. Any pleadings or documents (except for trial exhibits) that are submitted to the Clerk in paper format must not be stapled, but instead must be held together by binder clips or two-prong fasteners.

**PDF Size Limits:** Max Doc Size- 25MB, Max Envelope Size- 35MB

**Courtesy Copies:** Unless the case was settled at the Mandatory Settlement Conference or dismissed in full prior thereto, or unless otherwise ordered by the Court, the following items must be filed, with courtesy paper copies delivered to the department of the trial judge or with Court Services if no trial judge has yet been assigned, and served on all other parties by noon on the last court day before the date set for trial: (1) all in limine motions; (2) exhibit lists, except impeachment exhibits; (3) witness lists, except impeachment witnesses, and unusual scheduling problems; (4) jury instruction requests, except for instructions that cannot reasonably be anticipated prior to trial; (5) proposed special verdicts; (6) any stipulations on factual or legal issues; (7) a concise, non-argumentative statement of the case to be read to the jury in jury trials; (8) trial briefs; (9) trial exhibits may not be filed, but must be lodged with the trial department when known

#### **Limitations on Filings:**

- The following documents shall not be filed electronically: bench warrants, deposits of cash or check, bonds, undertakings, wills and codicils, original orders signed by a judicial officer, and trial exhibits.
- The following documents must be presented to the Clerk of the Court in paper form for issuance: Writs, Abstracts and Out of State Commissions, Sister State Judgments, Subpoenas for Out of State Actions, Local Form FN-022 (Order for Payment from Court Deposit), Local Form FN-030 (Payee Data Record), Certificate of Facts Re: Unsatisfied Judgment, Letters issued by the Probate Court, and Citations issued by the Probate Court.
- During trial, a party may submit to the courtroom clerk and serve by hand any pleadings, as long as the pleadings are also filed electronically before the close of business no later than the following court day.
- Applications for ex parte orders in civil cases shall be submitted to the Court in paper form in accordance with Local Civil Rule 8(F) and the California Rules of Court. Ex parte applications shall not be electronically filed. All other stipulations, and requests for orders must be electronically filed.
- Proposed trial exhibits must not be filed electronically but instead must be lodged in paper format with the trial department once assigned, unless otherwise instructed by the Court.

# SANTA CLARA COUNTY EFILING SUMMARY



**Notes:**

- Subject to any applicable exemptions, proposed orders submitted with moving papers before a hearing on a regularly-noticed motion or orders after hearing shall be lodged with the court electronically in PDF format attached to Judicial Council Form EFS-020. At the same time as the EFS-020 and the PDF proposed order are lodged with the court electronically, a version of the proposed order in an fully editable word-processing format (preferably in MS Word format, and not PDF or PDF converted to a word format) shall be submitted to the Court by electronic mail using an address identified on the Court's website at [http://www.sccourt.org/forms\\_and\\_filing/efiling.shtml](http://www.sccourt.org/forms_and_filing/efiling.shtml).
- A motion to file documents under seal must be filed and served electronically. Confidential documents shall be lodged or filed with the court by electronic submission in the manner described in Rule 2.551(d). Such records must not be submitted in paper form, unless an exception to the mandatory electronic filing rules applies or has been granted. A cover sheet that identifies the lodged or sealed documents must be electronically filed. Redacted versions of any lodged or sealed documents must be filed electronically at the same time.

# SANTA CRUZ COUNTY EFILING SUMMARY



**Court Website:** <http://www.santacruzcourt.org/>

**Link to Local Rules:** <https://www.santacruzcourt.org/forms-filing/local-rules>

**Link to eFiling Procedures:** <https://www.santacruzcourt.org/efile>

**CMS/EFM:** Tyler Odyssey File & Serve

**Mandatory Case Types:** Electronic filing is required for civil, family, probate, LPS, appellate (except felony appellate filings), criminal (subsequent filings only), juvenile justice (subsequent filings only), and dependency cases types. Court reporter transcripts for all case types must be electronically filed.

**Formatting Requirements:** Refer to the California Rules of Court

**PDF Size Limits:** Max Doc Size- 35MB, Max Envelope Size- 45MB

**Courtesy Copies:** The Court may order the delivery of paper courtesy copies of electronically filed documents.

**Limitations on Filings:** The following items are not subject to mandatory electronic filing under these rules:

1. Documents presented for filing by a self-represented party. Although electronic filing is not mandatory for self-represented parties, they are encouraged to electronically file documents.
2. Documents ordered by the Court as exempt from electronic filing. A party may seek a court ordered exemption by ex parte application for reason of undue hardship, significant prejudice or other good cause.
3. Documents lodged with the Court provisionally under seal pursuant to California Rule of Court 2.551.
4. Documents with jurisdictional time limits, including notices of appeal, motions for new trial, motions for JNOV, motions to quash service for personal jurisdiction, and petitions for writs. Although not required, electronic filing of these documents is encouraged.
5. Original documents required for a proceeding, including bench warrants, subpoenaed documents, affidavits regarding real property of small value, bonds, undertakings, financial documents submitted by a private professional conservator, letters (probate, guardianship, conservatorship), wills and codicils (for filing or safekeeping) and orders to deposit money and receipt of depository.
6. Documents presented for filing in cases under seal.
7. Documents and/or reports provided to the Court from third-party service providers or experts. These documents and reports may be e-filed at the discretion of the provider or expert unless otherwise order to e-file.

**Notes:**

- Digital Exhibits as Attachment to Electronically Filed Documents: Exhibits in a format that is not appropriate for electronic filing (i.e. CD/DVD/USB Drive) shall be submitted in the courtroom only. The submitting party shall be responsible for providing the necessary equipment to view/present the exhibits.
- Any party seeking to file a single document into multiple cases must e-file that document into each case. The clerk's office will not place a document from one case into another on behalf of the party. It is the responsibility of the party to file separately for each case.
- For cases that are sent to the Criminal Master Calendar, criminal trial documents must be electronically filed no later than 12 p.m. the day of the Master Calendar.



# SONOMA COUNTY EFILING SUMMARY



**Court Website:** <http://sonoma.courts.ca.gov/>

**Link to Local Rules:** <http://sonoma.courts.ca.gov/info/local-rules>

**Link to eFiling Procedures:** <http://sonoma.courts.ca.gov/online-services/e-Filing>

**CMS/EFM:** Tyler Odyssey File & Serve

**Mandatory Case Types:** Civil, Family Law and Probate

**Formatting Requirements:** Refer to California Rules of Court

**PDF Size Limits:** Max Doc Size- 25MB, Max Envelope Size- 35MB

**Courtesy Copies:** Parties shall deliver courtesy copies of all documents filed in connection with a law and motion proceeding directly into the drop box for the department hearing the matter. Courtesy copies do not need to be file endorsed; civil pre-trial stipulations and statements; civil post-trial documents; all family law documents filed fewer than 10 court days prior to a hearing date. Copies are to be delivered to the judicial officer's chambers.

**Limitations on Filings:** Notwithstanding any other provision of law or these rules, the following items may not be electronically filed:

*CIVIL:* Records and cases under seal; Ex parte applications/documents that are required to be presented to the Assigned Judge pursuant to Local Rule 5.6; Bench Warrants; Subpoenaed documents; Labor Commissioner deposit of cash or check; Bonds; and Undertaking.

*PROBATE:* Affidavit re: Real Property of Small Value; Bonds; Letters (probate, guardianship, Conservatorship); Subpoenaed documents; Undertakings; and Will/Codicils - originals for filing or safekeeping.

*FAMILY LAW:* Judgments

## **Notes:**

### ELECTRONICALLY FILED PROPOSED ORDERS AND ORDERS AFTER HEARING

A. **Proposed Orders in Civil and Family Division Cases 1.** Proposed orders (except in the case of ex parte or discovery motions, which shall include proposed orders with their filing) may not be submitted with moving papers before a hearing on a regularly-noticed motion unless ordered by the Court or if otherwise required by applicable statute or Rule of Court (such as motions to be relieved as counsel, petitions for compromise of minors' claims, orders on objections to evidence in summary judgment motions, pro hac vice applications, applications for writs of attachment, etc.). 2. If required to include a proposed order, or instructed to prepare a proposed order, or order after hearing, orders shall be lodged with the court electronically in PDF format attached to Judicial Council Form EFS-020. At the same time as the EFS-020 and the PDF proposed order are lodged with the court electronically, a version of the proposed order in a fully editable word processing format (preferably in MS Word format, and not PDF or PDF converted to a word format) shall be submitted to the Court by electronic mail using an address identified on the Court's website.

# SONOMA COUNTY EFILING SUMMARY



**B. Proposed Orders in Probate Division Cases 1.** Subject to any applicable exemptions, proposed orders submitted with moving papers before a hearing on a regularly-noticed motion or orders after hearing shall be lodged with the court electronically in PDF format attached to Judicial Council Form EFS-020. At the same time as the EFS-020 and the PDF proposed order are lodged with the court electronically, a version of the proposed order in an fully editable word processing format (preferably in MS Word format, and not PDF or PDF converted to a word format) shall be submitted to the Court by electronic mail using an address identified on the Court's website. 2. If instructed to prepare an order after a hearing, proposed orders after hearing shall be lodged with the court electronically in PDF format attached to Judicial Council Form EFS-020. At the same time as the EFS-020 and the PDF proposed order are lodged with the court electronically, a version of the proposed order in a fully editable word processing format (preferably in MS Word format, and not PDF or PDF converted to a word format) shall be submitted to the Court by electronic mail using an address identified on the Court's website.

# STANISLAUS COUNTY eFILING SUMMARY



**Court Website:** <http://www.stanet.org/>

**Link to Local Rules:** <http://www.stanet.org/local-rules-fee-schedule>

**Link to eFiling Info Page:** <http://www.stanet.org/node/2119823>

**CMS/EFM:** Tyler Odyssey File & Serve

**Mandatory Case Types:** Civil, Family Law & Probate

**Formatting Requirements:** Refer to the California Rules of Court

**PDF Size Limits:** Max Doc Size- 25MB, Max Envelope Size- 35MB

**Courtesy Copies:** The Court may order a party to provide courtesy copies of e-filed documents.

**Limitations on Filings:** The following documents cannot be accepted via File and Serve at this time: Abstracts; Administrative Records or other lodged documents; Affidavit re: Real Property of Small Value; Appeals Documents/filings; Bench Warrant; Bonds; Certificate of Facts; Citations to be issued by Probate; Civil Pre-Trial Trial briefs; Coordinated proceedings or filings on coordinated cases; Copy or search requests including estate searches; Coversheet / Declaration Re Covid-19 Related Financial Distress; Domestic Violence Petitions; Elder/Dependent Adult Abuse Petitions; Ex Parte Communication; Exemplification (Certificate of Authenticity); Exhibits; Guardianships with Temporary Orders; Notice of Jury Fees cannot be filed pursuant to California Rules of Court 3.250.; Order to Show Cause re: Contempt; Original Letters to be Issued; Original Will; Out of State Commissions; Request for Orders with Temporary Orders or Requests for Order Shortening Time (Family Law); Request to Continue Hearings and related proposed Orders (FL-306, FL-307, DV-115 & DV-116); Stipulation and Order to ADR (STAN-100); Subpoenas for Out of State Actions; Undertaking; and Writs.

**Notes:**

- Jury fees are located in Optional Services and are only accepted if they are submitted in conjunction with a document filing.
- At the election of a party, the following documents may be e-filed: **1.** Proposed Judgments in Family Law cases. **2.** Requests for Entry of Default in Family Law cases. **3.** Sister State Judgments. **4.** Except for the initial charging documents, e.g. complaint, documents in Criminal cases.
- Confidential documents shall be lodged or filed with the Court by electronic submission in the manner described in Rule of Court 2.551(d). Such records must not be submitted in paper form, unless an exception to the mandatory electronic filing rules applies or has been granted. A cover sheet that identifies the lodged or sealed documents shall be electronically filed. Redacted versions of any lodged or sealed documents shall be filed electronically at the same time.
- For Probate Estates/Trust cases:
  - Add the names of the Trustor, Petitioner and/or Trustee.
  - Do not add beneficiaries.
  - When a Petition for Probate of Will is e-Filed, a copy of the will must be submitted with a coversheet and the original will must be delivered to the Clerk's Office no later than 3 weeks before the hearing. Failure to deliver the original will to the clerk's office may result in your petition hearing being continued or dismissed.

# SUTTER COUNTY EFILING SUMMARY



**Court Website:** [www.suttercourts.com](http://www.suttercourts.com)

**Link to Local Rules:** <http://www.suttercourts.com/general-info/local-rules-of-court>

**Link to eFiling Procedure:**

<https://www.suttercourts.com/sites/default/files/pdfs/LocalRules/electronic%20filing%20procedures%206%2020%2017.pdf>

**CMS/EFM:** Tyler Odyssey File & Serve

**Mandatory Case Types:** Civil, Family Law & Probate Matters

**Formatting Requirements:** Refer to California Rules of Court

**PDF Size Limits:** Max Doc Size- 25MB, Max Envelope Size- 35MB

**Courtesy Copies:** Not required

**Limitations on Filings:** The following documents shall not be filed electronically: • Bench warrants • Deposits of cash or check; Labor Commissioner deposit of cash or check • Trial exhibits • Bonds • Undertakings • Letters issued by the Probate Court • Wills/Codicils • Sealed documents • Financial institutes documents, care facility documents, or escrow docs as defined under Probate Code section 2620 • California state vital records forms. A notice of filing any of the above exempted documents must be filed electronically.

**Notes:** If a proposed order is submitted to the court electronically in a case in which the parties are electronically filing documents, the parties must comply with the requirements of California Rule of Court, Rule 3.1312(c). Editable versions of proposed orders, as required by Rule 3.1312(c), shall be sent to: [e-file@suttercourts.com](mailto:file@suttercourts.com)

# YOLO COUNTY EFILING SUMMARY



**Court Website:** [www.yolo.courts.ca.gov](http://www.yolo.courts.ca.gov)

**Link to Local Rules:** <https://www.yolo.courts.ca.gov/general-information/local-rules-news-notices-orders-and-policies>

**Link to eFiling Procedures:** <https://www.yolo.courts.ca.gov/online-services/efile-court-documents>

**CMS/EFM:** Tyler Odyssey File & Serve

**Mandatory Case Types:** All documents filed in civil, probate and family law cases shall be filed and served electronically, except when personal service is required by statute or rule and excluding ex parte applications.

**Formatting Requirements:** Refer to California Rules of Court. Exhibit attachments to pleadings filed electronically shall be separated by a single page with a title identifying the sequence of the exhibit.

**PDF Size Limits:** Max Doc Size- 25MB, Max Envelope Size- 35MB

**Courtesy Copies:** Not required

**Limitations on Filings:** The following documents shall not be filed electronically:

- Subpoenaed documents
- Labor Commissioner deposit of cash or check
- Bonds
- Undertakings
- Deposits of cash, check or credit cards
- Wills/Codicils
- Sealed documents
- Financial institutes documents, care facility documents, or escrow documents as defined under Probate Code section 2620
- California State vital records forms
- Notice of Appeal (subsequent filings maybe be filed electronically)
- Proposed trial exhibits shall not be filed electronically but shall be lodged in paper format with the trial department once assigned unless otherwise instructed by the Court.

**Notes:**

A party may be excused from filing any particular document or exhibit electronically if it is not available in electronic format and it is not feasible for the party to convert the document or exhibit to electronic format, or it may not be comprehensively viewed in an electronic format, including but not limited to exhibits that are real objects. Such a document or exhibit may be manually filed with the Clerk of the Court and served upon the parties by conventional non-electronic means. A party manually filing such a document or exhibit shall file electronically and serve a Notice of Manual Filing specifically describing the document or exhibit and setting forth the reason the document or exhibit cannot be filed electronically.

# YUBA COUNTY EFILING SUMMARY



**Court Website:** [www.yubacourts.org](http://www.yubacourts.org)

**Link to Local Rules:** [www.yubacourts.org/general-info/local-rules](http://www.yubacourts.org/general-info/local-rules)

**Link to eFiling Procedures:** [www.yubacourts.org/sites/default/files/pdfs/Misc/EFileRequirements.pdf](http://www.yubacourts.org/sites/default/files/pdfs/Misc/EFileRequirements.pdf)

**CMS/EFM:** Tyler Odyssey File & Serve

**Mandatory Case Types:** Civil, Family Law, Juvenile Dependency & Probate Matters

**Formatting Requirements:** Refer to California Rules of Court

**PDF Size Limits:** Max Doc Size- 25MB, Max Envelope Size- 35MB

**Courtesy Copies:**

- A Courtesy copy of all e-filed documents in excess of 10 pages shall be submitted to the court within one court day after filing.
- A courtesy copy of the ex parte request and all supporting documentation shall be provided to the Court by 2:00 p.m. on the day prior to the scheduled hearing
- Family Law Trial briefs must be filed five (5) judicial days prior to the trial/hearing date, with a courtesy copy provided for the trial judge.
- In actions under California Environmental Quality Act and all other writ proceedings, courtesy copies of all briefs shall be lodged with the clerk at the same time as filing thereof.
- For Contested Trials, A courtesy copy of all trial and/or reply briefs, and the statement referred to in subpart C of this rule shall be provided for the trial judge at the time said briefs are filed.

**Limitations on Filings:** The following documents shall not be filed electronically:

- Deposits of cash, check, or credit card. Labor Commissioner deposits.
- Trial Exhibits
- Bonds
- Undertakings
- Wills/Codicils
- Sealed Documents
- Financial institutes documents, care facility documents, or escrow docs as defined under Probate Code §2620
- California State vital records forms.

The following documents are excused from the electronic filing requirement, but may be filed electronically:

- Civil Harassment Restraining Order forms
- Domestic Violence Restraining Order forms
- Elder or Dependent Adult Abuse Restraining Order forms
- School Violence Restraining Order forms
- Workplace Violence Restraining Order forms

**Notes:**

Proposed orders that are electronically filed must comply with California Rule of Court, Rule 3.1312(c). In accordance with the rule, editable versions of the proposed orders shall be sent via email to

- Civil and Probate Proposed Orders: [CivilDivision@yuba.courts.ca.gov](mailto:CivilDivision@yuba.courts.ca.gov)
- Family Law Proposed Orders: [FamilyDivision@yuba.courts.ca.gov](mailto:FamilyDivision@yuba.courts.ca.gov)
- Juvenile Dependency Proposed Orders: [JuvenileDivision@yuba.courts.ca.gov](mailto:JuvenileDivision@yuba.courts.ca.gov)

# 2022 ESERVICE RULES SUMMARY



Hand-in-hand with eFiling is eService. It can be performed by the law firm or through a vendor. Following is a summary of the legal requirements:

Pursuant to CRC 2.251(a), you can eServe a document if you can serve it by mail, overnight or fax. Anything that requires personal service is not permitted for eService.

Pursuant to CCP 1010.6 (e) Represented parties shall accept electronic service at a confirmed e-mail address. Furthermore, upon request, parties shall electronically serve other parties.

Non-represented parties must consent prior to eService as outlined in CRC 2.251(b)(1)(A) or when a party manifests affirmative consent with the court or an eFiling Service Provider CRC 2.251(b)(1)(B).

- **Express Consent Form (Standard):** <http://www.courts.ca.gov/documents/efs005cv.pdf>
- **Express Consent Form (Juvenile):** <http://www.courts.ca.gov/documents/efs005jv.pdf>
- **Withdraw Express Consent Form:** <http://www.courts.ca.gov/documents/efs006.pdf>
- **Request for Exemption:** <http://www.courts.ca.gov/documents/efs007.pdf>

Per CRC 2.251(i), service is complete at the time of transmission or at the time the notification is sent. Per CCP 1010.6 (a)(4)(B) any period of notice, response, etc. is extended by two court days, but the extension shall not apply to extend the time for filing any of the following:

- A notice of intention to move for new trial,
- A notice of intention to move to vacate judgment under Section 663a,
- A notice of appeal.

A Proof of Electronic Service needs to be included with the documents you are eFiling and eServing. The Proof of Service can be attached to the supporting document or as a separate document and can be submitted in pleading format or on a Judicial Council form. Refer to CCP 1013b for specific proof requirements.

- **Proof of Electronic Service:** <http://www.courts.ca.gov/documents/efs050.pdf>

# EFILING RATE CARD



## **SERVICE TYPES**

### **DIRECT EFILING**

WHERE EFILING IS MANDATORY OR AVAILABLE

\$8.75

### **CONCIERGE EFILING**

WHERE EFILING IS MANDATORY OR AVAILABLE

Starting at \$31.00 / first 25 pages

### **ESERVICE PER ENTITY**

\$1.25 / \$12.50 maximum

### **COURTESY COPY**

Starting at: \$33.50

### **ADDITIONAL INFORMATION**

\$67.95 immediate/special surcharge when required within 1 hour, before 8 a.m., or on weekends | \$.50 per page for additional Courtesy Copies | Wait time: first 15 min included in base charge; \$47.25 per hour after | Check charge: 10% of fees advanced | Rates do not include transaction fees | Contact your Account Executive for additional information.

### **CONTACT US!**

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