

SAN DIEGO COUNTY CIVIL EFILEING GUIDE

First Legal has created this resource to assist our clients with electronic eFiling. The information contained within this guide was extracted from the official court website, local rules, and the vast experience of our concierge eFiling team.

System Information

- **System**
 - Odyssey
- **Mandatory**
 - Civil, Complex, UD

Helpful Links

- **Case Access**
 - [San Diego Superior Court - Register of Actions \(ca.gov\)](#)
- **Civil eFiling**
 - [Civil E-Filing | Superior Court of California - County of San Diego](#)

Filing Requirements

- **MB Size Limits**
 - 35 MB/document
 - 60 MB/submission
- **Formatting**
 - Text-search
 - Bookmark
- **Exceptions List**
 - Application for order declaring information on affidavit of voter registration confidential order
 - Civil Harassment TRO/RO
 - Confidential/Under Seal
 - Elder Abuse TRO/RO
 - Gun Violence Emergency Protective Order
 - Gun Violence TRO/RO
 - Interpleaders
 - Notice of Appeal of Labor Commissioner
 - Out-of-State Commission Subpoenas
 - Private Postsecondary School Violence Prevention TRO/RO
 - Petition for recognition of minor's change of gender and sex identifier and issuance of new birth certificate
 - Subpoenaed documents
 - Safe at Home Name Change Petitions
 - Settlement Conference Brief/Statement
 - Stand-alone Exhibits

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- **Exceptions List. cont.**
 - Transitional Housing Program Misconduct TRO/RO
 - Undertaking/Surety Bonds
 - Warrants
 - Workplace Violence TRO/RO
 - Small Claims
 - Full Notice of Lodgment [submit only pleading, no exhibits]
 - Case Initiating Application for Discovery Subpoena/Out of State Subpoenas/Out of State Commissions

Submission Requirements

- **UD Case Search**
 - [San Diego Superior Court - Register of Actions \(ca.gov\)](#)
- **Notice of Lodgment**
 - Only submit Pleading, REMOVE EXHIBITS
 - **Full Notice of Lodgment with Exhibits is sent OTC**
- **Appeal Fees**
 - Walk in (all)
 - The appeals documents are still filed via eFiling
- **Sealed Documents**
 - Walk in
- **Court Reporter Fees**
 - N/A

For any questions or comments about the information provided, please connect with us [here](#).
We also welcome your suggestions for other information that can improve this resource!