



TOP TIP: MANAGING INCOMING EFILING MESSAGES

Anyone familiar with eFiling knows that a single eFiling can generate numerous incoming messages. These messages can come from the eFiling portal, the court or eService from other parties. Managing eFiling messages can be tricky because the attorney of record may receive a message without a copy going to the support staff for calendaring.

When creating a procedure for managing eFiling email, it is important to understand a single person's email address can reside in multiple locations within the eFiling portal. The attorney can be listed as the filing party attorney, a service contact or the person submitting the filing.

Filing Attorney Profile

The filing attorney profile within the eFiling portal is where the official "filing party attorney" information is stored. This profile:

- Must contain an email address that matches the one listed on the filed documents or your documents may be rejected.
- Can be set to send the attorney a copy of filed and rejected documents.
- Can be set to send a courtesy copy to another email address.
- Can be private for a single user, available to members of the same firm or open to anyone using the eFiling system (if made public).

Electronic Service

Filers have the ability to create or edit service contacts on the portal for each case. Do not assume the service contacts already listed within the case are correct. Verify and correct eService addresses in the portal before submitting each filing.

The email address listed in the attorney profile on the California State Bar website is commonly used by parties for eService. First Legal recommends that this email address be considered the primary, public address for the attorney. A separate email address can be created for the attorney's private correspondence. By creating different email addresses for public and private use, the support staff can monitor the public address while keeping private attorney correspondence separate.

Inbox Rules

Another option for managing incoming email is to create rules in your email. For instance, a rule can be created that recognizes the sender and automatically forwards a copy of that message to another specified person (secretary, calendar clerk, etc.) [Click here](#) for a quick tutorial on the Microsoft website or talk to your IT staff about creating inbox rules to help you manage your inbox more efficiently.

If you have any questions about eFiling, please contact our eFiling department [here](#), give us a call at 877.399.5562 or use the chat feature within our [portal](#).