

A low-angle, upward-looking photograph of several tall skyscrapers in a city, likely San Francisco, with a clear blue sky. The buildings are rendered in a semi-transparent, light blue/grey color, serving as a background for the text.

# **CALIFORNIA SUPERIOR COURT**

---

## **EFILING SUMMARIES**



**FIRSTLEGAL**  
COURT & PROCESS

**800.889.0111 | [FirstLegal.com](https://www.FirstLegal.com)**

## TABLE OF CONTENTS

---

California Supreme & Courts of Appeal eFiling Summary .....	3
Butte County eFiling Summary .....	4
Fresno County eFiling Summary .....	5
Imperial County eFiling Summary .....	7
Kern County eFiling Summary .....	8
Los Angeles County eFiling Summary .....	9
Merced County eFiling Summary .....	12
Monterey County eFiling Summary .....	13
Orange County Efiling Summary .....	15
Placer County Efiling Summary .....	16
San Diego County Efiling Summary .....	17
San Francisco County eFiling Summary .....	19
San Luis Obispo County eFiling Summary .....	22
San Mateo County eFiling Summary .....	23
Santa Barbara County eFiling Summary .....	24
Santa Clara County eFiling Summary .....	26
Santa Cruz County eFiling Summary .....	28
Sonoma County eFiling Summary .....	30
Stanislaus County eFiling Summary .....	32
Sutter County eFiling Summary .....	34
Yuba County eFiling Summary .....	35
Summary of New and Amended Court Rules in CA 2020* .....	37
2020 eService Rules Summary .....	39
eFiling pricing sheet .....	41

# CALIFORNIA SUPREME & COURTS OF APPEAL EFILING SUMMARY

---

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

## District

Supreme (San Francisco)

1<sup>st</sup> (San Francisco)

2<sup>nd</sup> (Los Angeles)

3<sup>rd</sup> (Sacramento)

4<sup>th</sup> (San Diego)

5<sup>th</sup> (Fresno)

6<sup>th</sup> (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](http://www.courts.ca.gov/documents/supreme_court_of_california_rules_regarding_electronic_filing.pdf)

The courts of appeal provide 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 courts also provide additional resources such as sample documents and how-to videos. 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.*

## 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

**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.

## FRESNO COUNTY EFILING SUMMARY

---

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

**Link to Local Rules:** [http://www.fresno.courts.ca.gov/rules/local\\_rules/](http://www.fresno.courts.ca.gov/rules/local_rules/)

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

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

**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. The Court anticipates these requests will become mandatory at a future date. File size limit is 25MB per document, 35MB maximum per envelope.

**Courtesy Copies:** Not generally required. 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. 1. Two printed copies of document(s) to be conformed. 2. Envelopes with sufficient postage addressed to both parties, or their attorney.

**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:** 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.

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.

# IMPERIAL COUNTY EFILING SUMMARY

---

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

**Link to Local Rules:**

[http://www.imperial.courts.ca.gov/documents/2020/Superior%20Court%20of%20California%20Local%20Rules%20July%201,%202020\\_RED\\_UCED.pdf](http://www.imperial.courts.ca.gov/documents/2020/Superior%20Court%20of%20California%20Local%20Rules%20July%201,%202020_RED_UCED.pdf)

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

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

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

- All Documents submitted of more than 15 pages and/or containing multiple exhibits/sections must be bookmarked.
- Bookmarks should be named to match the bookmarked section/exhibit.
- Examples of documents to be bookmarked include, but are not limited to, Civil Petitions with Exhibits and Motions with Exhibits.

**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:** Mandatory Electronic Filing (E-File) will be required for represented parties in all cases filed in Limited and Unlimited Civil, Family Law (subject to the exceptions listed below), California Environmental Quality Act (CEQA), Civil Writ petitions, and Unlawful Detainers. Attorneys in proceedings filed under the Domestic Violence Prevention Act and the Elder Abuse and Dependent Adult Civil Protection Act, attorneys representing minors in family law proceedings, court-appointed attorneys in family law proceedings, attorneys representing parties who have been granted a fee waiver.

**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. There is a 50 megabyte size limit per envelope.

**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.

**Notes:** Selected Notices will be available on-line. Those Notices are Notice of 3.740 hearings, Notice of 3.110 hearing, Notice of Case Management Conference, and Notice of Assignment. Once you have electronically filed your new suit and confirmation of acceptance has been provided to you, please search the Non-Criminal Case Information for your case number. Click on “Documents” and print your Notice(s). You should now be ready to serve your documents.



# 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:** 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. Writs and Abstracts must be submitted as a separate electronic envelope.

**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.

### **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.

## **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.

**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 efilings 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

**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 efilings system. As a reminder, all ex parte applications must be submitted with an ex parte proposed order.

## 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 Limited, Unlimited, Complex, non-DCSS family law and probate matters

**Formatting Requirements:** None. Refer to California Rules of Court

**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.

# MONTEREY COUNTY EFILING SUMMARY

---

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

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

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

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

**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.

**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

**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)

**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; Bonds; Financial Documents submitted by Private Professional Conservator; Letters (probate, guardianship, conservatorship); 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-efiling/Family Law Electronic Filing Exceptions List.pdf](http://www.occourts.org/online-services/family-efiling/Family%20Law%20Electronic%20Filing%20Exceptions%20List.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 Emergency Local Rules:**

[http://www.placer.courts.ca.gov/public\\_notice/COVID/Emergency%20Local%20Rules\\_Updated%20May%2015%202020%20\(Final\).pdf](http://www.placer.courts.ca.gov/public_notice/COVID/Emergency%20Local%20Rules_Updated%20May%2015%202020%20(Final).pdf)

**CMS/EFM:** Journal Technologies eDelivery

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

**Formatting Requirements:** Documents submitted through eDelivery 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.

**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. 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 eDelivery:

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. Abstract of Judgment;
7. Documents submitted conditionally under seal;
8. Certificate of Facts Re Unsatisfied Judgment;
9. Family Law Request for Entry of Default and the Notice of Entry of Judgment;
10. Letters testamentary, of administration, of conservatorship, and of guardianship, including temporary and special letters;
11. Request for Administrative Records;
12. Affidavit Re Real Property of Small Value (Probate),
13. Original will and codicil,
14. Financial documents lodged under Local Rule 80.1.8, and
15. Any paper document ordered by the court to be filed in the clerk's office

**Notes:** none



## 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 eFiling Requirements:**

[http://www.sdcourt.ca.gov/pls/portal/docs/PAGE/SDCOURT/CIVIL2/CIVILEFILING/EFILING\\_REQUIREMENTS.PDF](http://www.sdcourt.ca.gov/pls/portal/docs/PAGE/SDCOURT/CIVIL2/CIVILEFILING/EFILING_REQUIREMENTS.PDF)

**Link to eFiling FAQ:**

[http://www.sdcourt.ca.gov/portal/page?\\_pageid=55,1844828&\\_dad=portal&\\_schema=PORTAL](http://www.sdcourt.ca.gov/portal/page?_pageid=55,1844828&_dad=portal&_schema=PORTAL)

**CMS/EFM:** CCMS/San Diego Superior Court

**Mandatory Case Types:** *Civil class actions, consolidated actions, coordinated actions, and actions that are provisionally complex under CRC 3.400-3.403 (as set forth in the Civil Cover Sheet, Judicial Council form CM-010 – but not including construction defect actions). “Complex cases” included in mandatory filing include Antitrust/Trade Regulation, Mass Tort, Environmental/Toxic Tort, and Securities Litigation cases, as well as insurance coverage claims arising from these case types.*

**Voluntary Case Types:** For civil cases already imaged or initiated in the Central Division after March 4, 2013 and in the North Division after June 30, 2014.

**Formatting Requirements:** The eFiling system converts all standard document types (Word, WordPerfect, Corel, Lotus, TIF, JPEG, for example) into PDF upon upload. The Court requires that users bookmark documents with exhibits. This can be done with Adobe Acrobat or similar applications.

**Courtesy Copies:** If a hearing is set within 48 hours of documents filed, litigant to 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. Exhibits to be considered via a Notice of Lodgment shall not be attached to the electronically filed Notice of Lodgment; instead, the submitting party must provide the assigned department with hard copies of the exhibits with a copy of the Notice of Lodgment that includes the eFiling Transaction ID# noted in the upper right hand corner. For Construction Defect cases assigned to D62, refer to the department's Policies & Procedures on the court's website for further details regarding courtesy copies.

**Limitations on Filings:** The following filings and/or case types are NOT ELIGIBLE for eFiling: Name Change Petitions, Civil Harassment TRO/RO, Workplace Violence TRO/RO, Elder Abuse TRO/RO, Transitional Housing Program Misconduct TRO/RO, School Violence Prevention TRO/RO, Out-of-State Commission Subpoenas, Undertaking/Surety Bonds, Requests for Payment of Trust Funds, Writs, Abstracts, or Warrants to be issued, Notice of Appeal of Labor Commissioner, Settlement Conference Briefs (to be lodged), Confidential documents lodged conditionally under seal, Interpleader actions pursuant to CC2924j

**Notes:** Please be advised that you must schedule a motion hearing date directly with the Independent Calendar Department. 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.

# 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:** Civil and Probate Trust (Subsequent documents only), Misdemeanor appeals, writs and ex parte applications.

**Voluntary Case Types:** Any case in which the parties have stipulated and the Court has designated that the case will be governed by the E-Filing Local

**Formatting Requirements:** All electronically filed documents, to the extent practicable, must be formatted in accordance with the applicable rules governing formatting of paper pleadings.

**Courtesy Copies:** Courtesy copies are required for any Papers filed with the court. The term Papers includes: any filed document requiring court review, action, or signature, any case management statement, response to order to show cause, brief, memorandum, petition, application, request for order, motion, opposition, reply, or response.

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.

**Limitations on Filings:** Notwithstanding the foregoing, the following types of documents may or must be filed conventionally unless otherwise required by the Court: Initiating Filings. A new case shall originate with the filing of a conventional copy of the initial pleading. All documents thereafter must be electronically filed. 2) Documents Issued by Clerk. Issuance of summons and writs, Abstracts and Out of State Commissions, Certificate of Facts RE: Unsatisfied Judgment, Order of Examinations must be handled conventionally. 3) Non-electronic Exhibits or Other Items. Exhibits to declarations or other documents that are non-text articles, physical objects, or other documents not readily susceptible to E-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. 4) Documents served by hand in open court during trial (including motions, memoranda of points & 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. 5) Motions with Jurisdictional Time Limits. The following may be filed and served 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 Court's service copy of any petition to the Court of Appeal for extraordinary relief must be served electronically. 6) The following documents will continue to be required to be submitted in original form for filing in the Clerk's Office: a. Request to Waive Court Fees; Request to Waive Additional Court Fees and Order on Court Fee Waiver b. Original Bonds 7) Petition for Guardian ad Litem. A Petition for Guardian ad Litem must be submitted in original form to the Presiding Judge's department. The filing fee must be paid in the Clerk's Office, Room 103, before submission of the petition.

**Special Notes:** Documents Under Seal: A motion to file documents under seal must be filed electronically. The redacted and un-redacted (conditionally sealed) documents must be electronically filed in the same transaction. Courtesy copies of the conditionally sealed document(s) must be lodged with the department where the motion will be heard

# 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

**Voluntary Case Types:** None

**Formatting Requirements:** None. Refer to California Rules of Court

**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; (d) Financial institution documents, care facility documents or escrow documents as defined under Probate Code Sec. 2620, submitted by private professional conservators or, 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; (h) Certificate of Facts re: Unsatisfied Judgment (DMV form DL30).

**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 Subsequent, Family Law and Probate

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

**Courtesy Copies:** Not required

**Limitations on Filings:** As an exception to Rule 2.1.5 and Rule 2.1.7, certain documents cannot be electronically filed (or lodged) with the Court, and must be filed by conventional means, i.e., paper documents. At present, documents that cannot be electronically filed (or lodged) and must be submitted in paper form, include the following:

- (a) In All Actions: Ex parte applications and all other ex parte filings; stipulation and proposed order; orders after hearing; order of examination; trial exhibits; administrative records; writs; abstracts; subpoenas; requests for judgment; proposed judgments; bonds and undertakings; out-of-state commissions; out-of-state judgments; subpoenas for out-of-state actions; all appeal documents including notice of appeal;
- (b) In Probate actions: Wills; codicils; estate planning documents; documents lodged pursuant to Probate Code section 2620; letters of administration; letters of testamentary; certified copy of death certificate; letters of conservatorship, guardianship, or temporary guardianship or conservatorship;
- (c) In General Civil actions: Mandatory settlement conference statements; Certificate of Fact form DL30;
- (d) In Misdemeanor and Felony Criminal actions: Bench warrants;
- (e) In Family Law actions: Summary dissolution cases; peremptory judicial challenges.

**Notes:** None

# 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:** Required Formatting: All electronic documents must be in text searchable format and must comply with the formatting and content requirements of the California Rules of Court for paper documents. Compliance with California Rules of Court, rule 3.1110(f) relating to tabs for exhibits is accomplished for electronic documents by (i) creating an electronic bookmark for each exhibit, and (ii) inserting between each exhibit a slip sheet containing the identification of the following exhibit (for example, a page where only the words printed are "Exhibit A" or "Exhibit B" or other appropriate identification). Additional formatting requirements are set forth on the court's website: sbcourts.org. Compliance: Compliance with all of the formatting requirements for electronic documents is extremely important for the court's timely consideration of e-filed documents. In cases of noncompliance, the court may, in its discretion, order any, or all, of the following in addition to any other sanction permitted by law: (i) the noncomplying document to be stricken as improperly filed; (ii) the continuance of the hearing to which the noncomplying document pertains; or, (iii) the imposition of monetary sanctions for violation of the California Rules of Court or these Local Rules, following adequate notice and an opportunity to be heard.

**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 under subdivision (a)(1):

- Documents presented for filing 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. 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 lodged with the court provisionally under seal pursuant to California Rules of Court, rule 2.551, or lodged with the court as confidential documents such as settlement conference briefs or documents lodged for any other reason.
- 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, abstracts, 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.
- Documents presented for filing in cases under seal.

**Notes:** Effective January 1, 2018 the court increased the eFiling fee to \$5.00 per envelope

# SANTA CLARA COUNTY EFILING SUMMARY

---

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

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

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

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

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

**Formatting Requirements:** Documents should conform to the 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.

**Courtesy Copies:** A party who is required, under these Rules, the California Rules of Court or otherwise, to lodge copies or to submit courtesy copies of certain documents at the request of the trial judge or other judge, shall continue to deliver such documents in paper form. In the Civil Division, such documents shall be delivered to Court Services with the Department number on the front page.

**Limitations on Filings:** The following documents shall not be filed electronically: bench warrants, deposits of cash or check, bonds, undertakings, wills and codicils, 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, Certificate of Facts Re: Unsatisfied Judgment, Orders of Examination, 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.

A party may be excused from filing any particular document electronically if it is not available in electronic format and it is not feasible for the party to convert the document to electronic format by scanning it to PDF or it may not be comprehensively viewed in an electronic format. Exhibits to declarations that are real objects also need not be filed electronically. 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.

\*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, stipulations, and other requests for orders shall not be electronically filed.

**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.

[http://www.scscourt.org/forms\\_and\\_filing/efiling.shtml](http://www.scscourt.org/forms_and_filing/efiling.shtml). All other orders shall continue to be submitted to the Court in paper form.

## 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:** Electronically filed documents must comply with Code of Civil Procedure § 1010.6 and California Rules of Court 2.250 through 2.261.

**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:

Signatures: California Rule of Court 2.257 should be followed regarding signatures on electronically filed documents.

Redaction of Confidential Information is the Filer's Responsibility:

The responsibility for redacting personal identifiers and privileged or confidential information rests solely with counsel and the parties. The clerk will not review pleadings or other documents for compliance with the law. The court may impose sanctions for violation of these requirements.

## 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

**Courtesy Copies:** All civil law and motion documents; 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.

**Limitations on Filings:** Notwithstanding any other provision of law or these rules, the following items may not be electronically filed: A. Civil: 1. Records and cases under seal; 2. Ex-parte applications/documents; 3. Bench Warrants; 4. Subpoenaed documents; 5. Labor Commissioner deposit of cash or check; 6. Bonds; and 7. Undertakings. B. Probate: 1. Affidavit re: Real Property of Small Value; 2. Bonds; 3. Financial Documents submitted by Private Professional Conservator; 4. Letters (probate, guardianship, conservatorship); 5. Subpoenaed documents; 6. Undertakings; and 7. Will/Codicils – originals for filing or safekeeping. C. Family Law: 1. 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.

**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.stanct.org/>

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

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

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

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

**Formatting Requirements:** All electronically filed documents must be in text searchable format and must comply with the formatting and content requirements of the California Rules of Court for electronic documents, including particularly Rules 2.256(b) and 3.1110(f)(4) requiring electronic bookmarks. Parties shall bookmark 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 document) in the document, as well as any exhibits and/or attachments to the document. For specific formatting requirements, please consult the Court's website at [www.stanct.org](http://www.stanct.org).

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

**Limitations on Filings:** The following documents are exempt from the mandatory e-filing requirement and shall not be e-filed: 1. Abstracts of Judgment and Writs of Execution submitted for certification and issuance by the Court 2. 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). 3. Citations issued by the Probate Court. 4. Orders for deposits of money. 5. Applications for temporary restraining orders (TRO) in Domestic Violence Protection Act (DVPA) matters. 6. Requests for Orders in Family Law cases seeking temporary orders, orders shortening time, orders continuing a hearing, or when there has been no prior general appearance by the Respondent. 7. Notices of Appeal in Unlimited/Complex Civil, Family Law, and Probate cases. 8. Out of State Commissions. 9. Subpoenas for Out of State Actions. 10. Trial documents and exhibits per Local Rule 3.09. In addition, documents and other materials that are not feasibly converted to electronic form by scanning, imaging or other means shall not be electronically filed. Such a document or exhibit may be manually filed with the Clerk of the Court and copies served upon the parties by conventional non-electronic means.

**Notes:** 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.



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.

## 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

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

**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:e-file@suttercourts.com).

## 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

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

**Courtesy Copies:** 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

**Proposed Orders:** 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)

**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

# SUMMARY OF NEW AND AMENDED COURT RULES IN CA 2020\*

---

## Summary of New and Amended Court Rules in CA 2020\*

Amendments effective September 1, 2019

<https://www.courts.ca.gov/documents/2019-05-17-rules-effective-2019-09-01.pdf>

**Rule 2.956 and Rule 3.55:** The court must provide a court reporter at no charge if the party has been granted a fee waiver and the court is not electronically recording the civil hearing or trial. The clerk's fee for preparing a transcript of the electronic recording is also waived.

Amendments effective January 1, 2020

<https://www.courts.ca.gov/documents/2019-09-23-rules-effective-2020-01-01.pdf>

**Rule 2.251:** Cleans up the language for affirmative/express consent to eService. There are still three ways for a party to indicate they agree to accept eService: 1) Serve notice on all parties, 2) Agree to the terms of service of your eFiling provider that includes specific consent language or 3) File a Consent form (EFS-005).

**Rule 2.255:** Requires eFiling service providers to transmit notification of consent to eService (see 2 above) to the court. The mechanisms required to transmit, receive and indicate consent are not in place yet but will eventually allow a filer to identify which parties have consented to eService.

**Rule 2.257:** Clarifies that an electronically filed document may be signed electronically under penalty of perjury if the signature is verifiable electronically. The rule also applies the same standard to documents electronically signed by opposing parties. A digital signature is not required. The terms digital signature and electronic signature are often used synonymously, but they are distinctly different under the law. A simple definition for digital signature is "a type of electronic signature that encrypts documents with digital codes that are particularly difficult to duplicate." An electronic signature could be as simple as an electronically applied image (stamp) of your actual signature done via PDF or word processing software. No encryption required.

**Rule 3.1345:** Creates a new circumstance where a separate statement to a discovery motion is not required. Under (b)(2), a court may allow the moving party to submit a concise outline of the discovery request and each response in dispute.

**Rule 7.575:** States that, unless waived under Probate Code section 2628, conservators and guardians must file accountings as prescribed under Probate Code section 2620. It also allows the court to order accountings to be filed more frequently than required by statute. This rule and sub-divisions were heavily revised as to standard accounting, simplified accounting, waivers and many Judicial Counsel forms. A thorough explanation of the changes is beyond the scope of this summary.

**Rule 8.74:** Heavily revises and clarifies the format of documents to be electronically filed. Although many revisions were made, the rule is similar to the formatting requirements for the trial courts. For example, file type, file size limit, bookmarked, etc.

**Rule 8.500:** States that, if filed in paper format, a Petition for review must also be served on the superior court clerk and Court of Appeals clerk. Electronic filing of a petition constitutes service of the petition on the Court of Appeals clerk.

## Forms

New and revised forms: <https://www.courts.ca.gov/documents/PublishersList2020-01-01-Sep.pdf>

Browse all forms: <https://www.courts.ca.gov/forms.htm>

\*This document contains a summary of the new and amended rules that have the most impact on our clients. The summaries contain facts and data gathered from multiple sources and should not be considered legal advice. For a complete set of rules and forms, please visit the official website for the California Courts <https://www.courts.ca.gov/formsrules.htm>

## 2020 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. A party must consent to eService as outlined in the rules listed as follows.

Consent to eService happens when a party stipulates to eService (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 PRICING SHEET

## eFiling Price Sheet

eFile anywhere in the U.S.

### WHEN IT COMES TO EFILING - TRUST THE EXPERTS.

With years of experience in eFiling, you can be sure that our team will provide excellence in service and quality. First Legal delivers the most comprehensive eFiling program in the industry.

#### CONCIERGE / ON BEHALF\*

Our team of Concierge eFiling Specialists is available until midnight, Monday – Friday to file your documents for you!

**\$32.00 when we process on your behalf.**  
Available in every court that offers eFiling nationally.

#### DIRECT EFILING\*\*

File your documents directly with the court using our secure, user-friendly online entry portal, First Connect.

**\$8.75 through our First Connect Portal.**

#### eSERVICE

**\$1.20 each, \$12.00 maximum**

#### COURTESY COPY\*\*\*

**\$29.75 Civic Centers & US District Courts.**



\*Rush Surcharge when required within two hours or submitted after 5 p.m. \$40.00. Immediate/Special surcharge when eFiling required within one hour, before 8 a.m. or on weekends \$67.95. Additional charges may apply for document formatting.

\*\*Available only in the following California Courts: Alameda, Butte, Calaveras, Fresno, Kern, Kings, Los Angeles, Merced, Monterey, Napa, Orange, San Francisco, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Sonoma, Stanislaus, Sutter & Yuba.

\*\*\*Includes first 25 pages. Additional pages \$.50 each. Civic Centers are LA (Stanley Mosk), Orange (Santa Ana), Riverside, Sacramento, San Diego, San Francisco, San Jose and Ventura. Standard Messenger rates apply to deliveries for other locations.

Contact us today!

877.399.5562 | [eFiling@firstlegal.com](mailto:eFiling@firstlegal.com)

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



Private Investigator Licenses: CA PI: 24171 AZ PI: 1551710 NV PI-PS: 1452

v.2020.2

800.889.0111 | [FirstLegal.com](http://FirstLegal.com)

CA PI: 24171 AZ PI: 1551710 NV PI-PS: 1452