



CALIFORNIA SUPERIOR COURT EFILING SUMMARIES

06/01/19

Table of Contents

California Supreme & Courts of Appeal	3
Superior Courts of California	4
Butte County	4
Fresno County	5
Kern County	7
Los Angeles County	8
Merced County	10
Monterey County	11
Orange County	13
San Diego County	14
San Francisco County	16
San Luis Obispo County	18
Santa Barbara County	19
Santa Clara County	21
Santa Cruz County	23
Stanislaus County	24
Sutter County	26
Yuba County	27
New E-Filing Rules in California 2019	30
E-service Rules Summary	31
First Legal eFiling Rates	32

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)

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 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. The filing attorney must provide their True Filing credentials and have a valid credit card associated with that account. If you would like to utilize our concierge service, simply email your documents and credentials to efiling@firstlegal.com and we will take care of the rest.*

BUTTE COUNTY eFILING SUMMARY

Court Website: www.buttecourt.ca.gov

Link to Local Rules: www.buttecourt.ca.gov/LocalRules/CurrentRules/

Link to eFiling Procedures: www.buttecourt.ca.gov/CaseInformation/eFiling/

CMS/EFM: Tyler Odyssey File & Serve

Mandatory Case Types: Juvenile Dependency & Unlimited Civil

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

Link to 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.

KERN COUNTY eFILING SUMMARY

Court Website: www.kern.courts.ca.gov

Link to Local Rules: www.kern.courts.ca.gov/local_rules_of_court

Link to eFiling Procedures: www.kern.courts.ca.gov/online_services/efile

CMS/EFM: Tyler Odyssey File & Serve

Mandatory Case Types: Limited Civil including Unlawful Detainer

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: Kern is not accepting the following documents through eFileCA (subject to change): Appeals, Civil Harassments, Elder Abuse, Workplace Violence, Gun Violence, Probate Petitions Initiating A New Case, Wills/Codicils, Bonds, Abandonments, Adoptions, Termination of Parental Rights, Domestic Violence, Surrogacy Actions, Petitions to Establish Parental Rights, Foreign Custody Decree, Foreign Divorce Decree, Registration of *Out of State Order, Reciprocal incoming/outgoing -UIFSA, Letters (probate, guardianship, conservatorship)*

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

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/civil/pdf/GeneralOrderreMandatoryElectronicFilingforCivil.pdf>

Link to Probate eFiling FAQ: 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.

*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 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.

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. If written opposition is electronically filed after 4:00 p.m. the court day before, a printed courtesy copy is required.

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

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 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

Special Note: All inquiries to the court re Probate eFiling should be made to efSMCprobate@lacourt.org for Stanley Mosk filings or efATPprobate@lacourt.org for Antelope Valley filings.

MERCED COUNTY EFILING SUMMARY

Court Website: www.mercedcourt.org

Link to Local Rules: 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

Voluntary Case Types: TBA Appellate & Criminal

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](http://www.occourts.org/directory/local-rules/local-rules-of-court/CMS/EFM:CCMS/Orange%20County%20Superior%20Court,%20Tyler/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.

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_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.

SAN DIEGO COUNTY EFILING SUMMARY

Court Website: www.sdcourt.ca.gov/

Link to Local Rules:

[http://www.sdcourt.ca.gov/pls/portal/docs/PAGE/SDCOURT/GENERALINFORMATION/LOCALRULESOF COURT/LOCALRULESINDEX/2019 SAN DIEGO COUNTY SUPERIOR COURT RULES.PDF](http://www.sdcourt.ca.gov/pls/portal/docs/PAGE/SDCOURT/GENERALINFORMATION/LOCALRULESOF COURT/LOCALRULESINDEX/2019_SAN_DIEGO_COUNTY_SUPERIOR_COURT_RULES.PDF)

Link to eFiling Requirements:

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

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>

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.

SAN LUIS OBISPO COUNTY EFILING SUMMARY

Court Website: www.slo.courts.ca.gov/

Link to Local Rules: 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

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: <http://www.sbcourts.org/FAQeFilingJan2018.pdf>

CMS/EFM: Tyler Odyssey File & Serve

Mandatory Case Types: Civil, Family Law and Probate

Formatting Requirements: 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

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.sccourt.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: <http://www.santacruzcourt.org/forms-filing/local-rules>

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), delinquency (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 section 1010.6 and California Rules of Court, rules 2.250 through 2.261.

Courtesy Copies: The court may order the delivery of paper courtesy copies of electronically filed documents but will not accept them otherwise.

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 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 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. Although not required, electronic filing of these documents is encouraged. 6. Original documents required for a proceeding, including bench warrants, subpoenaed documents affidavits regarding 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. 7. Documents presented for filing in cases under seal. 8. 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.

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 Procedures: <http://www.stanct.org/important-notice-mandatory-electronic-filing>

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.

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

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

Link to eFiling Procedures:

<http://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.

YUBA COUNTY EFILING SUMMARY

Court Website: www.yubacourts.org

Link to Local Rules: www.yubacourts.org/general-info/local-rules

Link to eFiling Procedures: 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: Not required

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
- Family Law Proposed Orders: FamilyDivision@yuba.courts.ca.gov
- Juvenile Dependency Proposed Orders: 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

New E-Filing Rules in California for 2019

First Legal is committed to providing a seamless File thru Trial solution for our clients. We also make it our priority to provide critical information when changes occur in our industry, especially when it effects the services we provide.

Electronic filing will continue to be a significant part of all our lives as more and more California courts implement their eFiling programs. The court rules are evolving to accommodate the way documents are submitted electronically. Let First Legal be your resource to not only California but to all eFiling venues across the country. Questions? Just ask us at efiling@firstlegal.com or call 877-399-5562.

These rules apply to the California Courts, including Court of Appeals. Bear in mind that the changes below may be interpreted or applied differently at the local court level. Refer to local court rules or contact your First Legal representative for up to date information relating to filing documents.

An explanatory document was released by the Judicial Council, which gives a better understanding why these changes have been imposed. Link <http://www.courts.ca.gov/documents/itac-20180702-materials.pdf> to view.

Rule 2.251 Electronic Service

The new rules changed the manner in which consent to electronic service is established. Prior to 1/1/19, the act of eFiling automatically established consent to accept electronic service. Now, consent must be established by serving notice on parties or by affirmative consent through the court or one of the court's eFiling service providers. In most cases, this will be done by agreeing to the terms of service on your eFiling provider's portal. Several forms have been created to address this new rule.

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>

Rule 2.257 Requirements for signatures on documents being electronically filed

The term "electronic signature" was defined in terms that accommodate the various acceptable signature formats and processes. Essentially any method of signature can be used if it expresses the intent to sign an electronically stored document.

One of two conditions must be satisfied for documents signed under penalty of perjury:

- 1) An electronic signature is applied to an electronic document, or
- 2) A physical signature is applied to a printed document.

In the latter, the actual physical document must be maintained and made available for inspection.

California eService Rules Summary

Do you need to serve a document but aren't sure
about the eService rules for California courts?

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)(1), 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 1013 for specific proof requirements.

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

Contact us today at 877.399.5562

Efiling Price Sheet

California Superior Courts: Alameda, Butte, Calaveras, Contra Costa*, Fresno, Kern, Kings, Los Angeles, Merced, Monterey, Napa, Orange, San Diego*, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Stanislaus, Sutter, Tulare*, Ventura* & Yuba

- **\$27.00** when we process “on your behalf” via eMail or the uploading of your documents online
- **\$6.75** when eFiling directly through our First Connect Portal.
- **eService: \$1.15 each**, max \$11.50

*Direct eFiling through First Connect Portal not available in these court but we can efile “on your behalf”.

San Francisco County Superior Court:

- **\$27.00** when we process “on your behalf” via eMail or the uploading of your documents online.
- **\$21.00 Courtesy Copy Delivery Only:** There is no per-page charge on courtesy copy deliveries.
- **eService:** No charge option included when we file on your behalf. Simply let us know you require eService and our eFiling specialists will take care of everything.

Federal US District Courts:

Base Charge: \$27.00

- Includes 15 min processing time for document preparation and eFiling.
- Additional processing time charged at \$44.40 per hour.

Courtesy Copies: \$28.75

- First 15 pages free. Charges apply for additional pages. To be delivered the next day before 12:00 pm.

Arizona, Oregon, Nevada, Texas & More**

- **\$27.00** when we process “on your behalf” via eMail or the uploading of your documents online. **Contact efiling@firstlegal.com to check availability and pricing in other areas.

eFiling Pricing is subject to change, please contact your local Account Executive for Superior Court Pricing throughout the state. *Notes: Rush surcharge when eFiling required within two hours or submitted after 5pm \$40.00. Immediate/Special surcharge when eFiling required within one hour, before 8am or on weekends \$72.95. Additional charges may apply for document formatting.*