

TOP TIP SERIES:

AVOIDING EFILING REJECTIONS IN SAN FRANCISCO SUPERIOR COURT

First Legal has created this Top Tip Series to educate, raise awareness, enhance skills, reduce errors, and improve efficiencies by highlighting a single subject that directly relates to your daily work.

The Superior Court of California, County of San Francisco outlines the mandatory requirements for the electronic filing (eFiling) of documents in Section 2.11 of the [Local Rules](#). The court also provides detailed special instructions regarding electronic filing [Here](#)

While it is beneficial to review and follow all the guidelines provided by the court, First Legal has identified the most common reasons documents are rejected in San Francisco.



TOP REASONS DOCUMENTS ARE REJECTED INCLUDE:

SIGNATURE DOES NOT MEET REQUIREMENTS

A signature line must be populated with either a typewritten “/s/” signature or the image of a wet ink signature. The Court will not accept a typewritten name under a signature line as an acceptable electronic signature. (Many California courts do accept a typewritten signature.)

If a document is signed under “penalty of perjury” an image of a wet ink signature is required by the court. Declarations and Proofs of Service are the most common documents requiring this type of signature.

DOCUMENT DESCRIPTION DOES NOT MATCH DOCUMENT TITLE

The entire title of the document must be entered in the Document Description field on the eFiling portal. The court will not accept any abbreviations or variances from what appears on the face of the actual documents.

Example: If the title is “Plaintiff John Smith’s Opposition to Defendant Sarah Doe’s Motion for Summary Judgment, or in the Alternative, Summary Adjudication” – the entire title must be typed out. (Many other courts do accept condensed document descriptions.)

DOCUMENTS SUBMITTED THROUGH AN INELIGIBLE PORTAL

Per court rules, Complex, Class Action, and Coordinated (JCCP) cases must be filed through the File and Serve Xpress portal.

COURT REPORTER FEE DEPOSIT NOTICE REQUIRED BY DEPARTMENTS 302 AND 504

A letter or pleading is required when depositing court reporter fees in these two departments.

While the court will no longer reject a motion solely for not having one, they are still requesting it be provided.



For any questions or comments about the information provided, please let us know via this [link](#). We also welcome your suggestions for new topics!

First Legal is proud to offer a network of litigation experts who act and feel like a natural extension of your team. We believe in practicing with integrity, delivering on our promises, and being personally accountable. These values define how we work, how we treat others and everything we do.