

ALAMEDA COUNTY

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

ELECTRONIC FILING GUIDE FOR ALAMEDA COUNTY CIVIL CASES

SYSTEM INFO

- SYSTEM
 - JTI
- MANDATORY
 - Civil, Civil Harassment, Small Claims

HELPFUL LINKS

- [CIVIL WEBSITE - Civil eFiling - County of Alameda - Superior Court of California](#)
- [DOC TYPES/CODE FINDER - Civil eFiling Document Finder | Superior Court of California | County of Alameda](#)
- [CIVIL FAQ - Civil eFiling FAQ's - County of Alameda - Superior Court of California](#)
- [CIVIL CASE ACCESS - https://www.alameda.courts.ca.gov/online-services/civil-e-filing](https://www.alameda.courts.ca.gov/online-services/civil-e-filing)

FILING REQUIREMENTS

- MB SIZE LIMITS
 - Recommended to stay under 100MB per submission
- FORMATTING
 - Bookmark
 - Text-Search
 - Must enter the ENTIRE exact document title/caption as the document description
 - Note: Can only be done for documents that contain a "(name extension)" – if the document type selected does not have a name extension, then it is a static title and cannot be edited.
- EXCEPTIONS LIST
 - (1) Bench Warrants
 - (2) Subpoenaed documents
 - (3) Bonds
 - (4) Undertakings
 - (5) Certified judgments
 - (6) Out of State or Out of County Abstracts or Commissions
 - (7) Sister State Judgments

- EXCEPTIONS LIST (cont.)
 - (8) Subpoenas for Out of State Actions
 - (9) Payee Data Records

SUBMISSION REQUIREMENTS

- FIRST APPEARANCE FEES
 - Determined in Case Participants tab by marking "Yes" or "No" for having paid.
- APPEALS FEES
 - Fees
 - \$100 paid via "Notice of Appeal" submission
 - \$775 and any additional Appeals Fees must walk-in
 - Notice of Appeal
 - Submit onto "Complaint" Subcase
 - Designation on Appeal
 - Submit onto "Appeal" Subcase
- UNDER SEAL
 - eFiled, but there is no option to select "sealed" for the document type. Each under seal doc must state on caption either "under seal" or "unredacted". **Submit as follows:**
 - Submit under normal matching document type – example: Declaration = Declaration (name extension)
 - If there is a Name Extension for that doc type, enter "[UNREDACTED]" to preface the description of the document
 - Leave a note to the Clerk advising X document(s) being filed under seal and to please process as sealed/not for public view or purchase
- MOTIONS/DEMURRERS
 - Court Reservation Receipt must be attached, and reservation number included on caption of document
- CHANGE OF ADDRESS
 - Submit using **ATTORNEY** as the "Filed By" party – NOT the filing party on the document
- AFFIDAVIT OF DUE DILIGENCE
 - Submit as "Declaration re: Due Diligence"

For any questions or comments about the information provided, please let us know via this link: <https://www.firstlegal.com/contact-us/> We also welcome your suggestions for other information that can improve this resource!

PERSONALIZED SOLUTIONS. EFFORTLESS EXPERIENCE. FILE THRU TRIAL™.