

SAN MATEO COUNTY CIVIL EFILING GUIDE

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

System Information

- **System**
 - Odyssey
- **Mandatory**
 - Civil, Complex, Small Claims
- **Case Access**
 - [Superior Court of California, County of San Mateo](http://sanmateocourt.org) (sanmateocourt.org)
- **General eFiling Information**
 - [eFiling](http://sanmateocourt.org) (sanmateocourt.org)

Filing Requirements

- **MB Size Limits**
 - 100 MB per document/submission
- **Formatting**
 - Bookmark
 - Preface document description with next hearing date
 - Example: HRG 11/1/2022 Opposition to Motion
- **Exceptions List**
 - **Civil Complex**
 - Proposed Default Court Judgment Packet
 - Ex Parte Motions/Applications and Oppositions thereto
 - Abstract of Judgment
 - Writ of Execution/Possession/Attachment
 - Subpoena
 - Administrative Records

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Filing Requirements, cont.

- **Exceptions List**
 - **General Civil**
 - Civil Restraining Orders
 - Proposed Default Court Judgment Packet
 - Ex Parte Motions and Oppositions thereto
 - Abstract of Judgment
 - Subpoena
 - Writ of Execution/Possession/Attachment
 - Administrative Records
 - **Small Claims**
 - Any document that needs to be issued (examples below, not an inclusive list):
 - Abstracts of Judgment
 - Writ of Execution/Possession/Attachment
 - Subpoena
 - Order for Examination (Must be Electronically filed starting June 1, 2020)
 - Certificate of Facts –DL30
 - Parking Violation Appeals

Submission Requirements

- **Appeal Fees**
 - Walk-In
 - The appeals documents are still filed via eFiling
- **Under Seal**
 - Redacted and Unredacted docs must be submitted in SAME transaction
 - Must mark Sealed/Confidential document as "Sealed"
- **Court Reporter Fees**
 - **Note:** Court Reporter Fees are already built into the Motion document type, total being \$90.00 - if the total is not \$90.00 for a Motion, then a CR fee will need to be added

For any questions or comments about the information provided, please connect with us [here](#). We also welcome your suggestions for other information that can improve this resource!