

Important Note:

If this is your first time submitting an e-filings, you will need to fill out an "Attorney Authorization" form and return it to Freewheelin' at file@e-filings.com.

e-filings must be submitted by 2:00 to guarantee filing by 4:00 same day

e-filings submitted after 2:00 are subject to availability

Please see "Rates and Deadlines" for more information.

How to do an e-filings?

- Send your pleadings to file@e-filings.com in the following formats:
 - PDF
 - Word/Word Perfect
- *Note: the court requires all Proposed Orders to be submitted in a writable format*
- EACH document must be received as a separate attachment. No run-on documents
- Attachments must be 5MB (5 MEGABYTES) MAXIMUM-best if scanned as 300dpi /black and white
- Documents larger than 5MB, need to be broken into parts, each with a separate "file-stampable" caption page.
- Pleadings requiring a Court Reporter must be accompanied by a "Notice of Payment of Court Reporter Fees" caption page.
- Alert us of HEARING DATES or if your client has a FEE WAIVER and give us the date it was filed so that we may alert the clerk! This way you can avoid any erroneously charged fees.

Still have questions?

Contact us at Monday through Friday 8:30-5:30
415.278.9978
file@e-filings.com