

Tips to Avoid Rejected e-filings

Run-On Documents

Don't e-mail run-on documents. For example, if you have an ex parte application, memorandum of points & authorities, declaration and proposed order, these documents can be e-filed in one transaction, but should be uploaded as 4 separate documents, each with the appropriate caption page as a cover sheet.

Signatures

Remember to sign your documents! The electronic signature, /s/ Attorney Name is permitted on most documents. Handwritten signatures must be used on documents signed under penalty of perjury.

Exhibits

You may append your exhibits to the document to which they pertain. Indicate this on the caption page of your document. For instance, "Declaration of James Smith in Support of Defendant John Doe, and Exhibits A-C."

Proofs of Service

You may attach a proof of service as the last page of a document. If uploading your proof of service independently it must contain a caption page. The signature on your proof of service must be handwritten!

Proposed Orders

Submit proposed orders as standalone documents in a format that can be edited such as Word.

Hearing Dates

Dept 302 - Law & Motion

- E-mail calendar302@sftc.org to obtain hearing date/time & reservation number
- Requests sent after noon may not be processed until the next business day
- Must e-file your moving papers within 24 hours after receiving the reservation number
- Must include reservation number on the caption page of the notice of motion

Dept 514 - Default Prove-Ups / Petitions for Minor's Compromise

- The number of hearings per day is limited.
- No reservation is required, but select a hearing date/time at least 60 days out to ensure date/time is available.
- If hearing date/time is not available, your documents will be rejected.

Court Reporter Fees

For hearings where the moving party must pay a fee for a court reporter provided by the court, the following procedures must be followed to ensure the court is able to access the fee.

When the fee must be paid prior to the day of the hearing:

- The firm representing the moving party must submit a cover letter or notice in the same e-filing transaction as the moving papers. If the cover letter/notice is not submitted with the moving papers, the entire e-filing transaction (including the moving papers) will be rejected.
- The cover letter/notice should specify the case name, case number and name of the party that is paying the fee. The Document Type of "Notice of Payment for Court Reporter Fee" must be selected for the cover letter/notice.
- Self-represented parties may pay the fee using this method or may pay at the civil filing counter in the Civic Center Courthouse (room 103).

When the fee must be paid the day of the hearing, the moving party must pay it at the civil filing counter in the Civic Center Courthouse (room 103).**Scanning**

Documents should be scanned at 300 dpi, black & white (not color or gray scale)
Document output size of 8.5" x 11" (100% normal size, not reduced or magnified)

Discovery

Don't e-file discovery. Interrogatories, requests for productions, deposition notices, etc. should be e-Serve only.

Questions?

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