



1 2.250 through 2.261, Code of Civil Procedure section 1010.6, and the court’s e-filing requirements  
2 listed in San Diego Superior Court Form (“SDSC Form”) #D-305, which is available on the court’s  
3 website [www.sdcourt.ca.gov](http://www.sdcourt.ca.gov). Below are some of the applicable rules, but parties should refer to  
4 SDSC Form #D-305 for the most up-to-date requirements.

5 **A. Electronic Court File in Imaged / Partial-Imaged Cases – the Official Court Record**

6 Pursuant to Government Code section 68150 and California Rules of Court, rule 2.504, the  
7 official court record of the case file is as follows:

- 8 1. Partial-Imaged Cases: The paper portion of the file containing documents filed before June  
9 1, 2022, and the electronic portion of the file in Odyssey containing documents imaged on  
10 and after June 1, 2022, are together certified as the official record of the court.
- 11 2. Imaged Cases: The electronic court file in Odyssey is certified as the official record of the  
12 court.
- 13 3. All other cases: For all matters filed on or before August 22, 2015, in which no documents  
14 become part of the case file on or after June 1, 2022, the paper portion of the case file is  
15 certified as the official record of the court.

16 **B. Filing and Service Requirements in Imaged and Partial-Imaged Family Law Cases**

- 17 1. E-filing Service Providers: E-filing must be completed through a court approved Electronic  
18 Service Provider (“EFSP”). Further information and an approved list of court approved  
19 EFSPs can be found on the court’s website at [www.sdcourt.ca.gov](http://www.sdcourt.ca.gov). The court also continues  
20 to accept documents in person, via U.S. Mail, in court drop boxes, and via private courier  
21 service at the appropriate courthouses.
- 22 2. Service of Imaged Case Notice: Parties filing new actions that are assigned to the Imaging  
23 Program as Imaged Cases shall serve on all parties a copy of the “Notice of Electronic Case  
24 File and Imaged Documents” with the complaint, petition, or other case initiating pleading.  
25 A copy of this notice will be provided to the filing party by the court clerk when case  
26 originating filings are processed.
- 27 3. “Partial-Imaged” Identifiers: For Partial-Imaged Cases, all documents filed on or after  
28 June 1, 2022, must include the words, “PARTIAL-IMAGED FILE” in all caps immediately

1 under the case number.

- 2 4. Original Documents: Original documents should not be filed with the court. Original  
3 documents should be lodged with the court, as necessary, under the procedures set forth in  
4 paragraph nine (9) below. Any original document filed will be imaged and destroyed in  
5 accordance with this order.
- 6 5. Proposed Orders: Proposed orders should only be submitted with initial pleadings for ex-  
7 parte hearings or motion hearings in which proposed orders are statutorily required. Proposed  
8 orders should not be submitted for a noticed "Request for Order" hearing until after the  
9 hearing is completed, unless requested otherwise by a judicial officer or through in-person  
10 submission in compliance with San Diego Local Rules, rule 5.5.2.
- 11 6. Exhibits: Any exhibits attached to a pleading presented for filing must have the exhibit tabs  
12 located at the bottom of the respective documents, in accordance with California Rules of  
13 Court, rule 3.1110. Each exhibit must be preceded by a cover page that contains solely the  
14 word "Exhibit" and the exhibit's identifying number or letter.
- 15 7. Confidential Documents: Any documents classified or considered confidential pursuant to  
16 statute, rule of court, or local rule filed with the court will be imaged and destroyed in  
17 accordance with this order. Access to the imaged confidential document(s) shall be as set  
18 forth in paragraph (C)(3) below.
- 19 8. Redactions - Confidential Information: Pursuant to California Rules of Court, rule 1.201, it  
20 is the submitting party's responsibility to redact confidential information, such as social  
21 security numbers and financial account numbers.
- 22 9. Lodged Documents: The Notice of Lodgment itself must be filed with the court. In  
23 accordance with California Rules of Court, rule 3.1302(b), the documents submitted with the  
24 notice must be lodged, not filed, and will be returned in the manner requested by the party  
25 or recycled if no manner of return is specified.
- 26 10. Format: All documents e-filed with the court must be in a text-searchable format (e.g. PDF,  
27 OCR). The court is unable to accept documents that do not comply with these requirements,  
28 or documents that include, inter alia: digitized signatures, fillable forms, or negative image.

1 11. Fees: The e-filing fee is governed by Code of Civil Procedure section 1010.6. If a party with  
2 a fee waiver files documents electronically, that party is exempt from the fees and costs  
3 associated with e-filing.

4 12. Filing Date: The receipt and filing of documents submitted electronically is governed by  
5 Code of Civil Procedure section 1010.6 and California Rules of Court, rule 2.259. The  
6 court's filing deadline is 11:59:59 p.m. (Pacific Time) on court days. The electronic  
7 transmission of a document to the court can take time, so waiting until shortly before the  
8 deadline to electronically transmit a filing is not advised, as it could be received by the court  
9 after 11:59:59 p.m. and deemed filed the next court day. Per California Rules of Court, rule  
10 2.259, the e-filer is responsible for verifying that the court received and filed any document  
11 submitted electronically. Please see the applicable EFSP's website for filing instructions.  
12 To the extent any San Diego Superior Court Local Rule sets forth a different deadline for  
13 filing electronic documents, the applicable portions of the Local Rule are no longer valid  
14 with respect to Family Law Division filings.

15 **C. Enhanced Electronic Access to Official Court File and Court Documents**

16 1. Access in Clerk's Business Offices: Public kiosks providing free access to the official  
17 electronic record of the court file in Imaged and Partial-Imaged cases are available in the  
18 Family Business Offices identified below:

- 19 a. North County, 235 South Melrose Drive, Vista, California, 92081.
- 20 b. Central Courthouse and Family Support Division, 1100 Union Street, San Diego,  
21 California, 92101.
- 22 c. East County, 250 East Main Street, El Cajon, California, 92020.
- 23 d. South County, 500 Third Avenue, Chula Vista, California, 91910.

24 Members of the public may access and view all public portions of the files as they currently  
25 do with paper court files. If there are people waiting to use the kiosks, a time limit of 15 minutes  
26 will be imposed. Additional time will be permitted after waiting in line again to use one of the  
27 kiosks. Any changes to this policy will be made by the Presiding Judge or the Family Law Division  
28 Supervising Judge and the new policy will be posted in the applicable Business Offices.

1 Copies, including certified copies, of any documents contained in the electronic court file  
2 may be obtained by paying the applicable fee. The court's Fee Schedule is available on the court's  
3 website at [www.sdcourt.ca.gov](http://www.sdcourt.ca.gov). (See SDSC Form #ADM-001.)

4 Additional instructions about obtaining printed copies of records from the electronic case file  
5 will be provided at the kiosk locations in the applicable business offices; instructions are also  
6 available at the court's website listed above.

- 7 2. Remote Electronic Access of Imaged Documents: The court also has an online Register of  
8 Actions for family law cases (ROA Family) that permits users to identify and order non-  
9 confidential case documents that have been imaged, including certified and exemplified  
10 copies, for a fee. Upon ordering and paying the appropriate fees (including postage fees)  
11 online, the documents will be mailed to users at their designated mailing address. While the  
12 ROA Family allows users to identify and order available documents, users cannot view the  
13 documents online remotely. (See Cal. Rules of Court, rule 2.503 [prohibiting public remote  
14 access to family court records].) In addition, the ROA Family cannot process requests for  
15 documents without collecting a fee by credit card. Therefore, parties with a valid fee waiver  
16 on file must request copies in person and present a valid government-issued photo  
17 identification for the court to be able to apply the fee waiver.
- 18 3. Access to Non-Imaged Documents: Non-imaged documents will not be accessible online nor  
19 at the public kiosks, nor will information and documents that are confidential by operation  
20 of law or have been ordered sealed. Requests for non-imaged documents must be made in  
21 person at the Family Law Business Office at the court location where the case resides.
- 22 4. Access to Confidential or Sealed Documents: Court documents that are confidential by  
23 operation of law shall remain confidential and may not be released except as legally  
24 permitted. Requests to view confidential documents must be made to the clerks in the  
25 Family Law Division Business Office. Individuals who are legally permitted to access the  
26 records must present valid government-issued photo identification. Case documents that  
27 have been ordered sealed require a court order to unseal. Absent a court order and valid  
28 government-issued photo identification they will not be released.

1 5. Notice Regarding Electronic Access: In accordance with California Rules of Court, rule  
2 2.504, the Manager of Family Operations, or their designee, is the court staff member who  
3 may be contacted about the requirements for accessing the court's records electronically in  
4 all divisions of the court.


5 6. Damage to or Alteration of Official Record: Any person who willfully destroys or alters any  
6 court record maintained in any form is subject to the penalties imposed by Government Code  
7 section 6201.

8 7. Photography or Other Imaging of Record: No person shall photograph or otherwise record  
9 any digital images of documents displayed on the kiosk screens in the Business Offices.

10 This order shall become effective on January 1, 2024, and expire on December 31, 2024,  
11 unless otherwise ordered by this court.

12 IT IS SO ORDERED.

13  
14 DATED: December 27, 2023

  
HONORABLE MICHAEL T. SMYTH  
PRESIDING JUDGE