



**Superior Court of California
County of San Diego**

CENTRAL DIVISION
Civil Operations

Hall of Justice
330 W. Broadway
P.O. Box 120128
San Diego, California 92112-0128

March 26, 2004

TO: All Construction Litigation Counsel

FROM: Judge Kevin Enright
Judge Ronald Styn

SUBJECT: Final Construction Defect E-File Changes Effective April 5, 2004

Based on the information received from the comment period and the March 9 demo with LexisNexis, the following changes will take place on April 5, 2004 for construction defect e-file cases:

- Automated Clearing House (ACH), New Case Filing, and Expansion of the Judge Review Feature will be implemented.
- The Sealed Documents feature will not be activated. Filers will continue to file and serve a motion to file sealed documents electronically and submit the sealed documents in paper form to the court.
- Adobe Acrobat Writer will be installed so court staff can edit forms requiring a clerk's signature, sign the form, and return it to the filer electronically.
- The hard copy case file will be discontinued except for court orders, judgments, and other documents requiring an original signature.
- A courtesy copy will be required of any document that is to be reviewed or signed by the court (see attached list).
- Courtesy copies should be forwarded to the court within two court days after electronic filing except replies to oppositions to motions, which must be delivered, to the court the same day they are filed. The copies should be placed directly in the department box located in the Civil Business Office and a File & Serve detail sheet must be attached to the front of the courtesy copy when sent to the court.
- The court will retain the original of signed orders, minutes or judgments.
- Courtesy copies of documents required for ex parte requests must be delivered to the department by 2:00 p.m. the day before the ex parte

appearance pursuant to department policies and procedures unless specifically stated otherwise.

- Filers may be asked to provide hard copies of documents if a case is assigned to a department that does not normally hear construction defect cases.
- A notice will be placed in all cases ordered to e-file since the inception of the construction defect e-filing project indicating that as of April 5, 2004 all documents will be maintained electronically.
- A hard copy file will be maintained for cases that are exempt from e-file. If exempted, the case will become a hard copy case similar to all other civil cases and filers will be required to provide one copy of all documents electronically filed prior to the date of exemption for inclusion in the Superior Court hard copy case file.
- The deposit of initial jury fees will be assessed electronically through ACH. Subsequent jury and court reporter fees are to be paid manually to the court clerk as directed by the department.
- Appeals staff will be notified through the LexisNexis Alert feature when a document relating to an appeal is filed electronically. Appeal fees will be assessed through ACH with the exception of the fee paid to the District Court of Appeal (DCA), which should continue to be made payable to the DCA and sent to the Appeals section.
- A Public Access Terminal will be available in the Hall of Justice, Room 241.

You are encouraged to register for either web-based or on site training through LexisNexis. Contact Teresa Perry at 1-800-869-1910 or email FileandServetraining@lexisnexis.com.

Attachments:

Electronic Filing and Service Order

Electronic Filing "Type" Reference Guide