

ELECTRONIC FILING REQUIREMENTS OF THE
SAN DIEGO SUPERIOR COURT-FAMILY DIVISION

These requirements are issued pursuant to California Rules of Court ("CRC", rules 2.250 et seq., Code of Civil Procedure §1010.6 and San Diego Superior Court General Order:

Effective May 26, 2020, documents that are determined to be unacceptable for eFiling by the court due to eFiling system restrictions or for failure to comply with these requirements will be rejected subject to being allowed to be filed nunc pro tunc to the original submittal date upon ex parte application to the court and upon good cause shown.

PERMISSIVE eFiling

Effective, May 26, 2020 documents may be filed electronically in family cases in all divisions where either: (1) the case was first initiated on or after 2015 as an imaged case or (2) the case has been imaged by the court and it displays as imaged on the case file in the court's Register of Actions.

REQUIREMENTS FOR ALL eFILERS eFile documents can only be filed through the Electronic Service Provider of your choice. eFilers must comply with CRC 2.250-2.261. Also, all documents electronically filed must be in a text searchable format, ie., OCR. The court is unable to accept documents that do not comply with these requirements or documents that include but are not limited to: digitized signatures, fillable forms, or a negative image.

eFilers are required to enter all parties listed on the document being filed, if the party is not already a part of the case. (If the filer is submitting a new Petition, all parties must be entered.) If all parties are not entered, the transaction will be rejected.

Documents that contain exhibits must be bookmarked. Documents not so bookmarked are subject to rejection. Moving papers with exhibits that are not bookmarked or exceed the page limit amount will be rejected and/or not considered. (See CRC 3.1110(f).)

Exhibits to be considered via a Notice of Lodgment shall not be attached to the electronically filed Notice of Lodgment; instead, the submitting party must provide the assigned department with a copy of the Notice of Lodgment that includes the eFiling envelope number noted in the upper right hand corner and hard copies of the exhibits.

All documents must be uploaded as individual documents within the same transaction.
[Example: A Request to Waive Court Fees must be uploaded separately from the document to which it applies, ie Petition, Response or other responsive pleading, Request for Order, etc. .]

Unless otherwise required by law, per CRC 1.201(a), only the last four digits of a social security or financial account number may be reflected in the court case filings. Exclusion or redaction is the responsibility of the filer, not the clerk(CRC 1.201(b).) Failure to comply with this requirement may result in monetary sanctions (CRC 2.30(b).)

Any documents filed electronically shall be considered as filed with the Clerk of the Superior Court when it is first transmitted to the electronic filing service provider and the transmission is completed, except that any document filed on a day that the court is not open for business, or after 11:59:59 p.m. (Pacific Time) on a day the court is open for business, shall be deemed to have been filed on the next court day.

Electronically filed documents must be correctly named and/or categorized by Document Type. The lead document must also be designated appropriately, as the lead document determines how the transaction will be prioritized in the work queue. Failure to correctly name the document appropriately may result in a detrimental delay in processing of the transaction.

If a hearing is set within 2 court days of the time documents are electronically filed, litigant(s) must provide hard copies of the documents to the court. Envelope numbers must be noted on the documents to the extent it is feasible to do so.

An original of all documents filed electronically, including original signatures, shall be maintained by the party filing the document pursuant to CRC 2.257.

DOCUMENTS INELIGIBLE FOR ELECTRONIC FILING

The following documents are **not eligible for eFiling** in cases subject to either mandatory or permissive filing, and shall be filed in paper form:

- Application and Order for Publication/Posting
- Department of Child Support Services/Family Support Division Filings
- Domestic Violence Paperwork (Initial and Subsequent Filings)
- Earnings Assignment Orders/ Income Withholding Orders
- Ex Parte Filings
- Findings and Orders After Hearing
- Judgments

- Mandatory Settlement Conference Briefs
- Notice of Lodgments and Accompanying Exhibits
- Order on Request to Continue Hearing (FL-307)
- Proposed Orders
- QDRO's
- Request for Dismissal
- Request to Continue Hearing (FL-306)
- Requests to Appear Telephonically
- Stipulations and Orders
- Subpoenaed Documents
- Surrogacy Filings
- Trial Exhibits
- Writs/Abstracts

The following documents **may be filed in paper form**, unless the court expressly directs otherwise:

- Documents filed under seal or provisionally under seal pursuant to CRC 2.551 (although the motion to file under seal itself must be electronically filed)