



# NEWS RELEASE

SUPERIOR COURT OF CALIFORNIA • COUNTY OF SAN DIEGO  
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Release: Immediately  
Date: 10/18/13

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## **San Diego Superior Court Enforces E-Filing Requirements**

*Will Reject Improperly E-Filed Forms Starting November 1<sup>st</sup>*

In an effort to increase the speed and accuracy of eFilings and to address the number of Civil and Probate eFilings submitted incorrectly, the San Diego Superior Court is spotlighting its Electronic Filing requirements and is informing the public that as of November 1<sup>st</sup>, it will no longer accept incorrectly filed documents.

Effective November 1, 2013, documents that are determined to be unacceptable for eFiling by the Court due to eFiling system restrictions or for failure to comply with customary eFile 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.

“The San Diego Superior Court is pleased to provide the enhanced access of e-Filing and is committed to reducing processing time as much as possible. Incorrect filings slow the process for all filers. The court is adopting this policy to provide a mechanism for dealing with date critical filings rejected because they do not comply with the e-Filing Requirements. This procedure will aid reducing processing time as much as possible. The ex-parte application should be brought before the assigned judge,” says Supervising Civil Court Judge Jeffrey B. Barton.

(MORE)

All eFiling requirements for both Civil and Probate cases are available on the court website:

[sdcourt.ca.gov](http://sdcourt.ca.gov). Some of the requirements include:

- EFile documents can only be filed through the court's Electronic Filing Service Provider: One Legal ([onelegal.com](http://onelegal.com))
- EFilers must comply with CRC 2.250-2.261. **Also, all documents electronically filed must be in a pdf format using Adobe Acrobat version 7 or higher that is also a text searchable format, i.e., 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.
- Documents that contain exhibits must be bookmarked, as set forth on the Provider's site. Documents not so bookmarked are subject to rejection. Moving papers with exhibits that are not bookmarked will be rejected. (See CRC 3.1110(f) with bookmarking being the substitute for plastic tabs in electronically filed documents.)
- 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 hard copies of the exhibits with a copy of the Notice of Lodgment that includes the eFiling Transaction ID# noted in the upper right hand corner.
- Unless otherwise required by law, per CRC 1.20(b) only the last four digits of a social security or financial account number may be reflected in court case filings. Exclusion or redaction is the responsibility of the filer, not the clerk, CRC 1.20(b)(3). Failure to comply with this requirement may result in monetary sanctions, CRC 2.30(b).
- Proposed filings, such as proposed court orders and amended complaints, should be submitted as an exhibit and then re-submitted as a separate and new eFiling transaction after the Court has ruled on the matter to which the proposed document applies. See also CRC 3.1312
- Any document filed electronically shall be considered as filed with the Clerk of the Superior Court when it is first transmitted to the vendor and the transmission is completed, except that any document filed on a day that the court is not open for

(MORE)

Superior Court of California, County of San Diego

NEWS RELEASE

Page 3 of 2

10/18/2013

business, or after 5:00 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.

For more details on the eFiling process or additional requirements, please view the court website or contact One Legal at [training@onelegal.com](mailto:training@onelegal.com).

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