

**E-Filing “Courtesy Copy” Reference
Guide for Department 74
Effective June 2, 2014**

All courtesy copies MUST include the E-Filing Transaction ID number in the upper right-hand corner unless the document was lodged in which case there is no E-Filing Transaction ID number.

Civil Filing Name	Courtesy Copy
Amended Answer	No*
Amended Complaint	No*
Amended Cross-Complaint	No*
Amendment	No
Answer	No*
Application and Order	No
Application and Order (Good Faith)	No
Association of Counsel	No
Brief	Yes
Case Management Conference Statement	Yes
Case Management Order	No
Certificate of Merit	No
Change of Address, Firm Name, Handling Attorney	No
Complaint	No*
Complaint in Intervention	No*
Cross-Complaint	No*
Declaration	Yes
Default	No
Demurrer	Yes
Discovery	No
Dismissal	No
Exhibit List	Yes-in joint trial binder
Exhibits	Yes
Joinder	Yes
Joint Trial Readiness Conference Report	Yes
Judgment	No
Jury Demand	No
Jury Fee Deposit	No
Lis Pendens	No*
Memorandum of Costs	No
Memorandum of Points and Authorities	Yes
Motion and Supporting Documents (Noticed)	Yes
Motion and Supporting Documents (Ex Parte)	Yes
Motion in Limine (including oppositions & replies etc.)	Yes-in joint trial binder
Notice of Appearance	No
Notice of Hearing	No*
Notice of Intention to Move for New Trial	No
Notice of Lodgment	Yes

**E-Filing “Courtesy Copy” Reference
Guide for Department 74
Effective June 2, 2014**

Notice of Stay	No
Notice of Withdrawal of Attorney	No
Objections	Yes
Opposition	Yes
Order (Proposed and After Hearing)	No*
Order (Good Faith)	Yes
Declaration in Support of Out of State Commission	Yes
Peremptory Challenge	No
Petition	Yes
Proof of Service	No*
Recommendation and (Proposed) Order	Yes
Reply	Yes
Satisfaction of Judgment	No
Statement of Damages	No
Stipulation	No
Stipulation and (Proposed) Order	No
Substitution of Attorney	No
Summons	No
Trial Brief	Yes-in joint trial binder
Witness List	Yes-in joint trial binder
Writ of Mandamus	Yes
Writ of Attachment	Yes

*Courtesy copy required when filed in support of any motion.