
Electronic Filing in Civil cases

Rules



THE SUPERIOR COURT OF CALIFORNIA
COUNTY OF SANTA CLARA

Select Language ▼

GENERAL RULE 6

GENERAL RULE 6: ELECTRONIC FILING

- A. MANDATORY ELECTRONIC FILING AND SERVICE
- B. DEADLINE FOR FILING
- C. ELECTRONIC FILING AND SERVICE PROCEDURES
- D. ELECTRONIC FILING FEE WAIVER
- E. CONFIDENTIAL DOCUMENTS
- F. DOCUMENTS NOT FILED ELECTRONICALLY
- G. FORMAT FOR EXHIBITS
- H. ELECTRONIC FILING AND TRACKING OF TRIAL EXHIBITS
- I. PROPOSED ORDERS

These rules shall apply to electronic filing of documents with the Court.

A. MANDATORY ELECTRONIC FILING AND SERVICE

Parties are referred to and shall also comply with all requirements and conditions for electronic filing and service as set forth in Code of Civil Procedure section 1010.6(a)(1), (3), (4), (b)(1), (2), (5) and California Rules of Court, Rules 2.250 through 2.253, 2.256, 2.257, and 2.259, unless this Rule provides otherwise.

As authorized by Code of Civil Procedure section 1010.6(g) and California Rules of Court, Rule 2.253(b)(1)(A), all parties represented by attorneys in all civil cases (including Family, Juvenile Dependency, and Probate cases) shall file and serve documents electronically, except when personal service is required by statute or rule, and excluding ex parte applications which shall be submitted to the Court in paper form as directed by the Local Rules of the Division.

Self-represented parties are not required to file and serve documents electronically. Self-represented parties may continue to file, serve, and receive paper documents by non-electronic means according to all statutory requirements and the California Rules of Court that apply to paper documents, unless the self-represented party affirmatively agrees to electronic filing and service. Self-represented parties are encouraged to agree to electronic filing and service, and may agree by filing with the Clerk of the Court and serving on all parties, either electronically or by non-electronic means, a Consent to Electronic Filing and Service and Notice of Electronic Service Address ([Form CW-9024](#)).

An attorney who is required to file, serve, and receive documents electronically under this Rule may request to be excused from those requirements by showing undue hardship or significant prejudice. An attorney requesting to be excused from mandatory electronic filing and service shall file with the Clerk of the Court and serve on all parties a Request for Exemption from Mandatory Electronic Filing and Service

(Judicial Council Form EFS-007) with a Proposed Order (Judicial Council Form EFS-008). An attorney who files and serves a Request for Exemption from Mandatory Electronic Filing and Service shall be served with documents in paper form until the Court rules on the Request for Exemption. Undue hardship or significant prejudice does not include the inability to pay fees for electronic filing, as fee waivers may be requested if the party otherwise qualifies for or has been granted a fee waiver as provided in this Rule.

(Eff. 6/20/16)

B. DEADLINE FOR FILING

Any document that is electronically filed with the Court after the close of business on any day shall be deemed to have been filed on the next court day. "Close of business," as used in this paragraph, shall mean the deadline for depositing documents in the filing drop box in the Clerk's Office for same-day filing.

(Eff. 6/20/16)

C. ELECTRONIC FILING AND SERVICE PROCEDURES

Documents must be electronically filed with the Court using one of the Court's approved electronic filing service providers. Information concerning the approved electronic filing service providers, including the procedures for electronically filing documents with the Court and for electronically serving documents, is available on the Court's website at www.scscourt.org.

(Eff. 6/20/16)

D. ELECTRONIC FILING FEE WAIVER

A party who has received a fee waiver is not required to pay any fee for electronic filing and service. A party who has not already received a fee waiver may request a waiver of the fees for electronic filing and service by filing with the Court an application for waiver of court fees and costs [Judicial Council Forms [FW-001](#) and [FW-002](#)].

(Eff. 6/20/16)

E. CONFIDENTIAL DOCUMENTS

Except as provided in California Rules of Court, Rules 2.500 through 2.507, an electronically filed document is a public document at the time it is filed unless it is sealed under CRC 2.551(b) or filed as a confidential document pursuant to law. Unless the document is confidential and/or will be filed under seal, to protect personal privacy, parties must refrain from including, or must redact where inclusion is necessary, the personal data identifiers from all documents, including exhibits, filed with the Court under this Rule, such as social security numbers, and financial account numbers.

Where required, a motion to file documents under seal shall be filed and served electronically. However, documents lodged with the Court conditionally under seal, as provided in CRC 2.551(d), shall be served and submitted to the Clerk of the Court in paper form, pending hearing on the motion to seal.

(Eff. 6/20/16)

F. DOCUMENTS NOT FILED ELECTRONICALLY

The following documents shall not be filed electronically: bench warrants, deposits of cash or check, bonds, undertakings, wills and codicils, and trial exhibits.

The following documents must be presented to the Clerk of the Court in paper form for issuance: Writs, Abstracts and Out of State Commissions, Certificate of Facts Re: Unsatisfied Judgment, Orders of Examination, Letters issued by the Probate Court, and Citations issued by the Probate Court.

During trial, a party may submit to the courtroom clerk and serve by hand any pleadings, as long as the pleadings are also filed electronically before the close of business no later than the following court day.

A party may be excused from filing any particular document electronically if it is not available in electronic format and it is not feasible for the party to convert the document to electronic format by scanning it to PDF or it may not be comprehensively viewed in an electronic format. Exhibits to declarations that are real objects also need not be filed electronically.

Such a document or exhibit may be manually filed with the Clerk of the Court and served upon the parties by conventional non-

electronic means. A party manually filing such a document or exhibit shall file electronically and serve a Notice of Manual Filing specifically describing the document or exhibit, and setting forth the reason the document or exhibit cannot be filed electronically.

A party who is required, under these Rules, the California Rules of Court or otherwise, to lodge copies or to submit courtesy copies of certain documents at the request of the trial judge or other judge, shall continue to deliver such documents in paper form. In the Civil Division, such documents shall be delivered to Court Services with the Department number on the front page.

(Eff. 6/20/16)

G. FORMAT FOR EXHIBITS

Exhibit attachments to pleadings filed electronically shall be separated by a single page with a title identifying the sequence of the exhibit.

(Eff. 6/20/16)

H. ELECTRONIC FILING AND TRACKING OF TRIAL EXHIBITS

Proposed trial exhibits shall not be filed electronically but shall be lodged in paper format with the trial department once assigned, unless otherwise instructed by the Court.

(Eff. 6/20/16)

I. PROPOSED ORDERS

Subject to any exemptions described above, proposed orders submitted with moving papers before a hearing on a regularly-noticed motion or orders after hearing shall be lodged with the Court electronically in PDF format attached to [Judicial Council Form EFS-020](#) . At the same time as the EFS-020 and the PDF proposed order are lodged with the Court electronically, a version of the proposed order in an editable wordprocessing format shall be submitted to the Court by electronic mail using an address identified on the Court's website. All other orders shall continue to be submitted to the Court in paper form.

(Eff. 6/20/16)

West's Ann.Cal.C.C.P. § 1010.6

§ 1010.6. Electronic service of documents; local rules for electronic filing;
uniform rules

Effective: January 1, 2018

[Currentness](#)

(a) A document may be served electronically in an action filed with the court as provided in this section, in accordance with rules adopted pursuant to subdivision (e).

(1) For purposes of this section:

(A) “Electronic service” means service of a document, on a party or other person, by either electronic transmission or electronic notification. Electronic service may be performed directly by a party or other person, by an agent of a party or other person, including the party or other person’s attorney, or through an electronic filing service provider.

(B) “Electronic transmission” means the transmission of a document by electronic means to the electronic service address at or through which a party or other person has authorized electronic service.

(C) “Electronic notification” means the notification of the party or other person that a document is served by sending an electronic message to the electronic address at or through which the party or other person has authorized electronic service, specifying the exact name of the document served, and providing a hyperlink at which the served document may be viewed and downloaded.

(2)(A)(i) For cases filed on or before December 31, 2018, if a document may be served by mail, express mail, overnight delivery, or facsimile transmission, electronic service of the document is not authorized unless a party or other person has agreed to accept electronic service in that specific action or the court has ordered electronic service on a represented party or other represented person under subdivision (c) or (d).

(ii) For cases filed on or after January 1, 2019, if a document may be served by mail, express mail, overnight delivery, or facsimile transmission, electronic service of the document is not authorized unless a party or other person has expressly consented to receive electronic service in that specific action or the court has ordered electronic service on a represented party or other represented person under subdivision (c) or (d). Express consent to electronic service may be accomplished either by (I) serving a notice on all the parties and filing the notice with the court, or (II) manifesting affirmative consent through electronic means with the court or the court’s electronic filing service

provider, and concurrently providing the party's electronic address with that consent for the purpose of receiving electronic service. The act of electronic filing shall not be construed as express consent.

(B) If a document is required to be served by certified or registered mail, electronic service of the document is not authorized.

(3) In any action in which a party or other person has agreed or provided express consent, as applicable, to accept electronic service under paragraph (2), or in which the court has ordered electronic service on a represented party or other represented person under subdivision (c) or (d), the court may electronically serve any document issued by the court that is not required to be personally served in the same manner that parties electronically serve documents. The electronic service of documents by the court shall have the same legal effect as service by mail, except as provided in paragraph (4).

(4)(A) If a document may be served by mail, express mail, overnight delivery, or facsimile transmission, electronic service of that document is deemed complete at the time of the electronic transmission of the document or at the time that the electronic notification of service of the document is sent.

(B) Any period of notice, or any right or duty to do any act or make any response within any period or on a date certain after the service of the document, which time period or date is prescribed by statute or rule of court, shall be extended after service by electronic means by two court days, but the extension shall not apply to extend the time for filing any of the following:

(i) A notice of intention to move for new trial.

(ii) A notice of intention to move to vacate judgment under [Section 663a](#).

(iii) A notice of appeal.

(C) This extension applies in the absence of a specific exception provided by any other statute or rule of court.

(5) Any document that is served electronically between 12:00 a.m. and 11:59:59 p.m. on a court day shall be deemed served on that court day. Any document that is served electronically on a noncourt day shall be deemed served on the next court day.

(6) A party or other person who has provided express consent to accept service electronically may withdraw consent at any time by completing and filing with the court the appropriate Judicial Council form. The Judicial Council shall create the form by January 1, 2019.

(7) Consent, or the withdrawal of consent, to receive electronic service may only be completed by a party or other person entitled to service or that person's attorney.

(8) Confidential or sealed records shall be electronically served through encrypted methods to ensure that the documents are not improperly disclosed.

(b) A trial court may adopt local rules permitting electronic filing of documents, subject to rules adopted pursuant to subdivision (e) and the following conditions:

(1) A document that is filed electronically shall have the same legal effect as an original paper document.

(2)(A) When a document to be filed requires the signature of any person, not under penalty of perjury, the document shall be deemed to have been signed by the person who filed the document electronically.

(B) When a document to be filed requires the signature, under penalty of perjury, of any person, the document shall be deemed to have been signed by that person if filed electronically and if either of the following conditions is satisfied:

(i) The person has signed a printed form of the document before, or on the same day as, the date of filing. The attorney or other person filing the document represents, by the act of filing, that the declarant has complied with this section. The attorney or other person filing the document shall maintain the printed form of the document bearing the original signature until final disposition of the case, as defined in [subdivision \(c\) of Section 68151 of the Government Code](#), and make it available for review and copying upon the request of the court or any party to the action or proceeding in which it is filed.

(ii) The person has signed the document using a computer or other technology pursuant to the procedure set forth in a rule of court adopted by the Judicial Council by January 1, 2019.

(3) Any document received electronically by the court between 12:00 a.m. and 11:59:59 p.m. on a court day shall be deemed filed on that court day. Any document that is received electronically on a noncourt day shall be deemed filed on the next court day.

(4) The court receiving a document filed electronically shall issue a confirmation that the document has been received and filed. The confirmation shall serve as proof that the document has been filed.

(5) Upon electronic filing of a complaint, petition, or other document that must be served with a summons, a trial court, upon request of the party filing the action, shall issue a summons with the court seal and the case number. The court shall keep the summons in its records and may electronically transmit a copy of the summons to the requesting party. Personal service of a printed form of the electronic summons shall have the same legal effect as personal service of an original summons. If a trial court plans to electronically transmit a summons to the party filing a complaint, the court shall immediately, upon receipt of the complaint, notify the attorney or party that a summons will be electronically transmitted to the electronic address given by the person filing the complaint.

(6) The court shall permit a party or attorney to file an application for waiver of court fees and costs, in lieu of requiring the payment of the filing fee, as part of the process involving the electronic filing of a document. The court shall consider and determine the application in accordance with Article 6 (commencing with [Section 68630](#)) of [Chapter 2 of Title 8 of the Government Code](#) and shall not require the party or attorney to submit any documentation other than that set forth in Article 6 (commencing with

[Section 68630\) of Chapter 2 of Title 8 of the Government Code](#). Nothing in this section shall require the court to waive a filing fee that is not otherwise waivable.

(7) A fee, if any, charged by the court, an electronic filing manager, or an electronic filing service provider to process a payment for filing fees and other court fees shall not exceed the costs incurred in processing the payment.

(c) If a trial court adopts rules conforming to subdivision (b), it may provide by order that all parties to an action file and serve documents electronically in a class action, a consolidated action, a group of actions, a coordinated action, or an action that is deemed complex under Judicial Council rules, provided that the trial court's order does not cause undue hardship or significant prejudice to any party in the action.

(d) A trial court may, by local rule, require electronic filing and service in civil actions, subject to the requirements and conditions stated in subdivision (b), the rules adopted by the Judicial Council under subdivision (f), and the following conditions:

(1) The court shall have the ability to maintain the official court record in electronic format for all cases where electronic filing is required.

(2) The court and the parties shall have access to more than one electronic filing service provider capable of electronically filing documents with the court or to electronic filing access directly through the court. The court may charge fees of no more than the actual cost of the electronic filing and service of the documents. Any fees charged by an electronic filing service provider shall be reasonable. The court, an electronic filing manager, or an electronic filing service provider shall waive any fees charged if the court deems a waiver appropriate, including in instances where a party has received a fee waiver.

(3) The court shall have a procedure for the filing of nonelectronic documents in order to prevent the program from causing undue hardship or significant prejudice to any party in an action, including, but not limited to, unrepresented parties. The Judicial Council shall make a form available to allow a party to seek an exemption from mandatory electronic filing and service on the grounds provided in this paragraph.

(4) Unrepresented persons are exempt from mandatory electronic filing and service.

(5) Until January 1, 2019, a local child support agency, as defined in [subdivision \(h\) of Section 17000 of the Family Code](#), is exempt from a trial court's mandatory electronic filing and service requirements, unless the Department of Child Support Services and the local child support agency determine it has the capacity and functionality to comply with the trial court's mandatory electronic filing and service requirements.

(e) The Judicial Council shall adopt uniform rules for the electronic filing and service of documents in the trial courts of the state, which shall include statewide policies on vendor contracts, privacy, and access to public records, and rules relating to the integrity of electronic service. These rules shall conform to the conditions set forth in this section, as amended from time to time.

(f) The Judicial Council shall adopt uniform rules to permit the mandatory electronic filing and service of documents for specified civil actions in the trial courts of the state, which shall include statewide policies on vendor contracts, privacy, access to public records, unrepresented parties, parties with fee waivers, hardships, reasonable exceptions to electronic filing, and rules relating to the integrity of electronic service. These rules shall conform to the conditions set forth in this section, as amended from time to time.

(g)(1) The Judicial Council shall adopt uniform rules to implement this subdivision as soon as practicable, but no later than June 30, 2019.

(2) Any system for the electronic filing and service of documents, including any information technology applications, Internet Web sites, and Web-based applications, used by an electronic service provider or any other vendor or contractor that provides an electronic filing and service system to a trial court, regardless of the case management system used by the trial court, shall satisfy both of the following requirements:

(A) The system shall be accessible to individuals with disabilities, including parties and attorneys with disabilities, in accordance with Section 508 of the federal Rehabilitation Act of 1973 ([29 U.S.C. Sec. 794d](#)), as amended, the regulations implementing that act set forth in Part 1194 of Title 36 of the Code of Federal Regulations and Appendices A, C, and D of that part, and the federal Americans with Disabilities Act of 1990 ([42 U.S.C. Sec. 12101 et seq.](#)).

(B) The system shall comply with the Web Content Accessibility Guidelines 2.0 at a Level AA success criteria.

(3) A vendor or contractor that provides an electronic filing and service system to a trial court shall comply with paragraph (2) as soon as practicable, but no later than June 30, 2019. Commencing on June 27, 2017, the vendor or contractor shall provide an accommodation to an individual with a disability in accordance with subparagraph (D) of paragraph (4).

(4) A trial court that contracts with an entity for the provision of a system for electronic filing and service of documents shall require the entity, in the trial court's contract with the entity, to do all of the following

(A) Test and verify that the entity's system complies with this subdivision and provide the verification to the Judicial Council no later than June 30, 2019.

(B) Respond to, and resolve, any complaints regarding the accessibility of the system that are brought to the attention of the entity.

(C) Designate a lead individual to whom any complaints concerning accessibility may

be addressed and post the individual's name and contact information on the entity's Internet Web site.

(D) Provide to an individual with a disability, upon request, an accommodation to enable the individual to file and serve documents electronically at no additional charge for any time period that the entity is not compliant with paragraph (2) of this subdivision. Exempting an individual with a disability from mandatory electronic filing and service of documents shall not be deemed an accommodation unless the person chooses that as an accommodation. The vendor or contractor shall clearly state in its Internet Web site that an individual with a disability may request an accommodation and the process for submitting a request for an accommodation.

(5) A trial court that provides electronic filing and service of documents directly to the public shall comply with this subdivision to the same extent as a vendor or contractor that provides electronic filing and services to a trial court.

(6)(A) The Judicial Council shall submit four reports to the appropriate committees of the Legislature relating to the trial courts that have implemented a system of electronic filing and service of documents. The first report is due by June 30, 2018; the second report is due by December 31, 2019; the third report is due by December 31, 2021; and the fourth report is due by December 31, 2023.

(B) The Judicial Council's reports shall include all of the following information:

(i) The name of each court that has implemented a system of electronic filing and service of documents.

(ii) A description of the system of electronic filing and service.

(iii) The name of the entity or entities providing the system.

(iv) A statement as to whether the system complies with this subdivision and, if the system is not fully compliant, a description of the actions that have been taken to make the system compliant.

(7) An entity that contracts with a trial court to provide a system for electronic filing and service of documents shall cooperate with the Judicial Council by providing all information, and by permitting all testing, necessary for the Judicial Council to prepare its reports to the Legislature in a complete and timely manner.

Credits

(Added by Stats.1999, c. 514 (S.B.367), § 1. Amended by Stats.2001, c. 824 (A.B.1700), § 10.5; Stats.2005, c. 300 (A.B.496), § 5; Stats.2010, c. 156 (S.B.1274), § 1; Stats.2011, c. 296 (A.B.1023), § 40; Stats.2012, c. 320 (A.B.2073), § 1; Stats.2016, c. 461 (A.B.2244), § 1, eff. Jan. 1, 2017; Stats.2017, c. 17 (A.B.103), § 5, eff. June 27,

2017; Stats.2017, c. 319 (A.B.976), § 2, eff. Jan. 1, 2018.)

West's Ann. Cal. C.C.P. § 1010.6, CA CIV PRO § 1010.6
Current with all 2017 Reg.Sess. laws.

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Cal.Rules of Court, Rule 2.250
Formerly cited as CA ST TRIAL CT Rule 2050

Rule 2.250. Construction and definitions

Currentness

(a) Construction of rules

The rules in this chapter must be construed to authorize and permit filing and service by electronic means to the extent feasible.

(b) Definitions

As used in this chapter, unless the context otherwise requires:

(1) A “document” is a pleading, a paper, a declaration, an exhibit, or another filing submitted by a party or other person, or by an agent of a party or other person on the party’s or other person’s behalf. A document is also a notice, order, judgment, or other issuance by the court. A document may be in paper or electronic form.

(2) “Electronic service” is service of a document on a party or other person by either electronic transmission or electronic notification. Electronic service may be performed directly by a party or other person, by an agent of a party or other person, including the party’s or other person’s attorney, through an electronic filing service provider, or by a court.

(3) “Electronic transmission” means the transmission of a document by electronic means to the electronic service address at or through which a party or other person has authorized electronic service.

(4) “Electronic notification” means the notification of a party or other person that a document is served by sending an electronic message to the electronic service address at or through which the party or other person has authorized electronic service, specifying the exact name of the document served and providing a hyperlink at which the served document can be viewed and downloaded.

(5) “Electronic service address” means the electronic address at or through which the party or other person has authorized electronic service.

(6) An “electronic filer” is a party or other person filing a document in electronic form directly with the court, by an agent, or through an electronic filing service provider.

(7) “Electronic filing” is the electronic transmission to a court of a document in

electronic form. For the purposes of this chapter, this definition concerns the activity of filing and does not include the processing and review of the document, and its entry into the court records, which are necessary for a document to be officially filed.

(8) An “electronic filing service provider” is a person or entity that receives an electronic filing from a party or other person for retransmission to the court or for electronic service on other parties or other persons, or both. In submission of filings, the electronic filing service provider does so on behalf of the electronic filer and not as an agent of the court.

Credits

(Formerly Rule 2050, adopted, eff. Jan. 1, 2003. As amended, eff. Jan. 1, 2006. Renumbered Rule 2.250 and amended, eff. Jan. 1, 2007. As amended, eff. Jan. 1, 2008; Jan. 1, 2011; July 1, 2013; Jan. 1, 2018.)

Cal. Rules of Court, Rule 2.250, CA ST TR COURT Rule 2.250

California Rules of Court, California Rules of Professional Conduct, and California Code of Judicial Ethics are current with amendments received through December 15, 2017. California Supreme Court, California Courts of Appeal, Guidelines for the Commission of Judicial Appointments, Commission on Judicial Performance, and all other Rules of the State Bar of California are current with amendments received through December 15, 2017.

Cal.Rules of Court, Rule 2.251

Formerly cited as CA ST TRIAL CT Rule 2060; CA ST TR COURT Rule 2.260

Rule 2.251. Electronic service

Currentness

(a) Authorization for electronic service

When a document may be served by mail, express mail, overnight delivery, or fax transmission, the document may be served electronically under [Code of Civil Procedure section 1010.6](#) and the rules in this chapter.

(b) Electronic service by consent of the parties

(1) Electronic service may be established by consent . A party or other person indicates that the party or other person agrees to accept electronic service by:

(A) Serving a notice on all parties and other persons that the party or other person accepts electronic service and filing the notice with the court. The notice must include the electronic service address at which the party or other person agrees to accept service; or

(B) Electronically filing any document with the court. The act of electronic filing is evidence that the party or other person agrees to accept service at the electronic service address the party or other person has furnished to the court under [rule 2.256\(a\)\(4\)](#). This subparagraph (B) does not apply to self-represented parties or other self-represented persons; they must affirmatively consent to electronic service under subparagraph (A).

(2) A party or other person that has consented to electronic service under (1) and has used an electronic filing service provider to serve and file documents in a case consents to service on that electronic filing service provider as the designated agent for service for the party or other person in the case, until such time as the party or other person designates a different agent for service.

(c) Electronic service required by local rule or court order

(1) A court may require parties to serve documents electronically in specified actions by local rule or court order, as provided in [Code of Civil Procedure section 1010.6](#) and the rules in this chapter.

(2) A court may require other persons to serve documents electronically in specified actions by local rule, as provided in [Code of Civil Procedure section 1010.6](#) and the rules in this chapter.

(3) Except when personal service is otherwise required by statute or rule, a party or other person that is required to file documents electronically in an action must also serve documents and accept service of documents electronically from all other parties or persons, unless:

(A) The court orders otherwise, or

(B) The action includes parties or persons that are not required to file or serve documents electronically, including self-represented parties or other self-represented persons; those parties or other persons are to be served by non-electronic methods unless they affirmatively consent to electronic service.

(4) Each party or other person that is required to serve and accept service of documents electronically must provide all other parties or other persons in the action with its electronic service address and must promptly notify all other parties, other persons, and the court of any changes under (g).

(d) Additional provisions for electronic service required by court order

(1) If a court has adopted local rules for permissive electronic filing, then the court may, on the motion of any party or on its own motion, provided that the order would not cause undue hardship or significant prejudice to any party, order all parties in any class action, a consolidated action, a group of actions, a coordinated action, or an action that is complex under [rule 3.403](#) to serve all documents electronically, except when personal service is required by statute or rule.

(2) A court may combine an order for mandatory electronic service with an order for mandatory electronic filing as provided in [rule 2.253\(c\)](#).

(3) If the court proposes to make any order under (1) on its own motion, the court must mail notice to any parties that have not consented to receive electronic service. The court may electronically serve the notice on any party that has consented to receive electronic service. Any party may serve and file an opposition within 10 days after notice is mailed, electronically served, or such later time as the court may specify.

(4) If the court has previously ordered parties in a case to electronically serve documents and a new party is added that the court determines should also be ordered to do so under (1), the court may follow the notice procedures under (2) or may order the party to electronically serve documents and in its order state that the new party may object

within 10 days after service of the order or by such later time as the court may specify.

(e) Maintenance of electronic service lists

A court that permits or requires electronic filing in a case must maintain and make available electronically to the parties and other persons in the case an electronic service list that contains the parties' or other persons' current electronic service addresses, as provided by the parties or other persons that have filed electronically in the case.

(f) Service by the parties and other persons

(1) Notwithstanding (e), parties and other persons that have consented to or are required to serve documents electronically are responsible for electronic service on all other parties and other persons required to be served in the case. A party or other person may serve documents electronically directly, by an agent, or through a designated electronic filing service provider.

(2) A document may not be electronically served on a nonparty unless the nonparty consents to electronic service or electronic service is otherwise provided for by law or court order.

(g) Change of electronic service address

(1) A party or other person whose electronic service address changes while the action or proceeding is pending must promptly file a notice of change of address electronically with the court and must serve this notice electronically on all other parties and all other persons required to be served.

(2) A party's or other person's election to contract with an electronic filing service provider to electronically file and serve documents or to receive electronic service of documents on the party's or other person's behalf does not relieve the party or other person of its duties under (1).

(3) An electronic service address is presumed valid for a party or other person if the party or other person files electronic documents with the court from that address and has not filed and served notice that the address is no longer valid.

(h) Reliability and integrity of documents served by electronic notification

A party or other person that serves a document by means of electronic notification must:

(1) Ensure that the documents served can be viewed and downloaded using the hyperlink provided;

(2) Preserve the document served without any change, alteration, or modification from

the time the document is posted until the time the hyperlink is terminated; and

(3) Maintain the hyperlink until either:

(A) All parties in the case have settled or the case has ended and the time for appeals has expired; or

(B) If the party or other person is no longer in the case, the party or other person has provided notice to all other parties and other persons required to receive notice that it is no longer in the case and that they have 60 days to download any documents, and 60 days have passed after the notice was given.

(i) When service is complete

(1) Electronic service of a document is complete as provided in [Code of Civil Procedure section 1010.6](#) and the rules in this chapter.

(2) If an electronic filing service provider is used for service, the service is complete at the time that the electronic filing service provider electronically transmits the document or sends electronic notification of service.

(j) Proof of service

(1) Proof of electronic service shall be made as provided in [Code of Civil Procedure section 1013b](#).

(2) Under [rule 3.1300\(c\)](#), proof of electronic service of the moving papers must be filed at least five court days before the hearing.

(3) If a person signs a printed form of a proof of electronic service, the party or other person filing the proof of electronic service must comply with the provisions of [rule 2.257\(a\)](#).

(k) Electronic service by or on court

(1) The court may electronically serve documents as provided in [Code of Civil Procedure section 1010.6](#) and the rules in this chapter.

(2) A document may be electronically served on a court if the court consents to electronic service or electronic service is otherwise provided for by law or court order.

A court indicates that it agrees to accept electronic service by:

- (A) Serving a notice on all parties and other persons in the case that the court accepts electronic service. The notice must include the electronic service address at which the court agrees to accept service; or
- (B) Adopting a local rule stating that the court accepts electronic service. The rule must indicate where to obtain the electronic service address at which the court agrees to accept service.

Credits

(Formerly Rule 2060, adopted, eff. Jan. 1, 2003. Renumbered Rule 2.260 and amended, eff. Jan. 1, 2007. As amended, eff. Jan. 1, 2008; Jan. 1, 2009; July 1, 2009; Jan. 1, 2010. Renumbered Rule 2.251 and amended, eff. Jan. 1, 2011. As amended, eff. July 1, 2013; Jan. 1, 2016; Jan. 1, 2017; Jan. 1, 2018.)

Cal. Rules of Court, Rule 2.251, CA ST TR COURT Rule 2.251

California Rules of Court, California Rules of Professional Conduct, and California Code of Judicial Ethics are current with amendments received through December 15, 2017. California Supreme Court, California Courts of Appeal, Guidelines for the Commission of Judicial Appointments, Commission on Judicial Performance, and all other Rules of the State Bar of California are current with amendments received through December 15, 2017.

Cal.Rules of Court, Rule 2.252
Formerly cited as CA ST TRIAL CT Rule 2052

Rule 2.252. General rules on electronic filing of documents

[Currentness](#)

(a) In general

A court may provide for electronic filing of documents in actions and proceedings as provided under [Code of Civil Procedure section 1010.6](#) and the rules in this chapter.

(b) Direct and indirect electronic filing

Except as otherwise provided by law, a court may provide for the electronic filing of documents directly with the court, indirectly through one or more approved electronic filing service providers, or through a combination of direct and indirect means.

(c) No effect on filing deadline

Filing a document electronically does not alter any filing deadline.

(d) Filing in paper form

When it is not feasible for a party or other person to convert a document to electronic form by scanning, imaging, or another means, a court may allow that party or other person to file the document in paper form.

(e) Original documents

In a proceeding that requires the filing of an original document, an electronic filer may file an electronic copy of a document if the original document is then filed with the court within 10 calendar days.

(f) Application for waiver of court fees and costs

The court must permit electronic filing of an application for waiver of court fees and costs in any proceeding in which the court accepts electronic filings.

(g) Orders and judgments

The court may electronically file any notice, order, minute order, judgment, or other document prepared by the court.

(h) Proposed orders

Proposed orders may be filed and submitted electronically as provided in [rule 3.1312](#).

Credits

(Formerly Rule 2052, adopted, eff. Jan. 1, 2003. Renumbered Rule 2.252 and amended, eff. Jan. 1, 2007. As amended, eff. Jan. 1, 2011; July 1, 2013; Jan. 1, 2018.)

Cal. Rules of Court, Rule 2.252, CA ST TR COURT Rule 2.252

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