

## **RULE 6 ELECTRONIC FILING**

This Rule applies to filing of documents electronically with the court.

A. (no changes)

### **B. ELECTRONIC FILING RULES THAT APPLY ONLY TO NON-CRIMINAL CASES**

(1) – (3) no changes

#### **(4) DOCUMENTS NOT FILED ELECTRONICALLY**

The following documents cannot be filed electronically: bench warrants, deposits of cash or check, bonds, undertakings, wills and codicils, ~~original orders signed by a judicial officer~~, 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, Sister State Judgments, Subpoenas for Out of State Actions, Local Form FN-022 (Order for Payment from Court Deposit), Local Form FN-030 (Payee Data Record), and Certificate of Facts Re: Unsatisfied Judgment.

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 must 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, must continue to deliver such documents in paper form. In the Civil Division, such documents must be delivered to Court Services with the Department number on the front page.

a. – b. no changes

**(5) – no changes**

**(6) – no changes**

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*(Effective 1/1/2024)*

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*(Effective 7/1/2018)*

**(8) – (10) – no changes**