

## Rule 1.3 ELECTRONIC FILING

### Rule 1.3.01 Electronic Filing General

Electronic filing is required for civil, family, probate, LPS, appellate ~~(except felony appellate filings)~~, criminal (subsequent filings only), juvenile justice (subsequent filings only), and dependency cases types. Court reporter transcripts for all case types must be electronically filed. Electronically filed documents must comply with Code of Civil Procedure § 1010.6 and California Rules of Court 2.250 through 2.261.

(a) Filing Service Provider:

Electronic filing of documents shall occur through the Court's electronic service provider(s) which is available on the Court's website at [www.santacruzcourt.org](http://www.santacruzcourt.org) or [www.efileca.com](http://www.efileca.com).

(b) Fees:

Electronic filing service providers may charge reasonable fees in addition to any filing fees required by the Court. Any party who has received a fee waiver from the Court, or who has otherwise obtained an order of the Court waiving such fees, is exempt from the fees and costs associated with electronic filing.

(c) Exceptions to Electronic Filing:

The following items are not subject to mandatory electronic filing under these rules:

1. Documents presented for filing by a self-represented party. Although electronic filing is not mandatory for self-represented parties, they are encouraged to electronically file documents.
2. Documents ordered by the Court as exempt from electronic filing. A party may seek a court ordered exemption by ex parte application for reason of undue hardship, significant prejudice or other good cause.
3. Documents lodged with the Court provisionally under seal pursuant to California Rule of Court 2.551.
4. Documents with jurisdictional time limits, including notices of appeal, motions for new trial, motions for JNOV, motions to quash service for personal jurisdiction, and petitions for writs. Although not required, electronic filing of these documents is encouraged.

5. Original documents required for a proceeding, ~~including bench warrants, subpoenaed documents, affidavits regarding real property of small value, criminal bail bonds, undertakings, financial documents submitted by a private professional conservator, letters (probate, guardianship, conservatorship), and~~ wills and codicils (for filing or safekeeping) ~~and orders to deposit money and receipt of depository.~~
6. Documents presented for filing in cases under seal.
7. Documents and/or reports provided to the Court from third-party service providers or experts. These documents and reports may be e-filed at the discretion of the provider or expert unless otherwise order to e-file.

(d) Digital Exhibits as Attachment to Electronically Filed Documents

Exhibits in a format that is not appropriate for electronic filing (i.e. CD/DVD/USB Drive) shall be submitted in the courtroom only. The submitting party shall be responsible for providing the necessary equipment to view/present the exhibits.

(e) Effective Date and Time of Electronic Filing:

Documents received by the Court for electronic filing at or prior to 11:59 p.m. on any court day, which otherwise satisfy all requirements for filing, will be deemed filed on that court day as provided in California Rules of Court 2.253(b)(~~76~~) and 2.259. The Court will issue a confirmation that the document has been received and filed in accordance with California Rule of Court 2.259. The confirmation shall serve as proof that the document(s) has been filed.

(f) Redaction of Confidential Information is the Filer's Responsibility:

The responsibility for redacting personal identifiers and privileged or confidential information rests solely with counsel and the parties. The clerk will not review pleadings or other documents for compliance with the law. The court may impose sanctions for violation of these requirements.

(g) Courtesy Copies:

The Court may order the delivery of paper courtesy copies of electronically filed documents.

(h) E-Service:

Unless otherwise ordered by the Court, electronic service of electronically filed documents is optional as provided in California Rules of Court 2.251 and 2.253.

(i) Electronic Signatures:

Signatures: California Rule of Court 2.257 should be followed regarding signatures on electronically filed documents.

(j) Filing Documents Intended for Multiple Cases:

Any party seeking to file a single document into multiple cases must e-file that document into each case. The clerk's office will not place a document from one case into another on behalf of the party. It is the responsibility of the party to file separately for each case.

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(Rev. 1/1/18) (Rev. 7/1/18) (Rev. 7/1/20) (Rev.  
1/1/21) (Rev. 7/1/2022)