



# SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

## ELECTRONIC FILING REQUIREMENTS (FAMILY)

This document includes the San Diego Superior Court's electronic filing (e-filing) requirements for family law and the Family Support Division. These requirements are issued pursuant to Cal. Rules of Court, rules 2.250 et seq., Code Civ. Proc. § 1010.6, and San Diego Superior Court General Order of the Presiding Department: In Re Procedures Regarding Electronically Imaged Court Records, Electronic Filing and Access to Electronic Court Records in Family Law Cases.

Documents that are determined to be unacceptable for e-filing by the court due to e-filing system restrictions or for failure to comply with these 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.

### **PERMISSIVE E-FILING**

Documents may be filed electronically in family law cases and family support division cases. E-filed documents must be submitted through one of the court's approved electronic filing service providers ("EFSPs"), with limited exceptions for certain documents (see below list of ineligible documents).

### **REQUIREMENTS FOR ALL E-FILERS**

E-filed documents may be filed only through the court's approved EFSPs. To submit documents through one of the court's approved EFSPs, go to the "Family Law E-Filing" page on the court's website at [www.sdcourt.ca.gov](http://www.sdcourt.ca.gov), and click on the link to the "Odyssey eFileCA" website. Once in the "Odyssey eFileCA" website, click on "Get Started" and the list of court approved EFSPs will appear.

E-filers must comply with Cal. Rules of Court, rules 2.250-2.261. Also, all e-filed documents must be in a pdf format using Adobe Acrobat version 7 or higher, and must be in a text searchable format (i.e., optical character recognition (OCR)). The court is unable to accept documents that do not comply with these requirements, or documents that include certain characteristics including but not limited to: forms with fillable fields, a negative image, or an image that is saved as an "object" on the filed document.

E-filers are required to enter all parties listed on the document being filed, which would include any party that is not already a part of the case. If the e-filer is submitting a new petition, ALL parties must be entered. If all parties are not entered, the transaction will be rejected.

Documents that contain exhibits must be bookmarked, as set forth on the EFSP's site. Documents not so bookmarked, including moving papers containing non-compliant exhibits may be rejected and/or not considered. (See Cal. Rules of Court, rule 3.1110 (f).)

Exhibits to be considered via a "Notice of Lodgment" must not be attached to the e-filed "Notice of Lodgment." The submitting party must provide the assigned department with copies in paper form of the exhibits with a copy of the "Notice of Lodgment" that includes the e-filing transaction/envelope number noted in the upper right-hand corner.

All documents must be uploaded as individual documents within the same transaction. Example: A "Request for Order" must be uploaded separately from any other supporting documents.

Unless otherwise required by law, pursuant to Cal. Rules of Court, rule 1.201(a), only the last four digits of a social security or financial account number may be reflected in the court case filings. Exclusion or redaction is the responsibility of the e-filer, not the clerk. (See Cal. Rules of Court, rule 1.201(b).) Failure to comply with this requirement may result in monetary sanctions, pursuant to Cal. Rules of Court, rule 2.30(b).

Any document filed electronically will be considered as filed with the Clerk of the Superior Court when first transmitted to the electronic filing service provider and the transmission is completed, except that any document filed on a day that the court is not open for business, or after 11:59:59 p.m. (Pacific Time) on a day the court is open for business, will be deemed to have been filed on the next court day.

E-filed documents must be correctly named and/or categorized by "Document Type." The lead document must also be designated appropriately, as the lead document determines how the transaction will be prioritized in the work queue. Failure to name the document correctly and/or designate the lead document appropriately may result in a detrimental delay in processing of the transaction.

If a hearing is set within two (2) court days of the time documents are e-filed, the party(ies) must provide copies of the documents in paper form to the court. Transaction/Envelope numbers must be noted on the documents to the extent it is feasible to do so.

E-filers must maintain originals of all documents that are e-filed with the court, including but not limited to those documents containing signatures, pursuant to Cal. Rules of Court, rule 2.257.

## **DOCUMENTS INELIGIBLE FOR E-FILING IN FAMILY LAW CASES**

The following documents are **not eligible for e-filing** and must be filed in paper form:

- Application and Order for Publication/Posting.
- Disability Accommodation Requests/Requests for Accommodations by Persons with Disabilities and Response.
- Documents filed under seal or provisionally under seal pursuant to Cal. Rules of Court, rule 2.551 (although the motion to file under seal itself may be electronically filed).
- Domestic Violence Temporary Restraining Order/Restraining Order (including responses or subsequent filings).
- Ex Parte related filings.
- Judgments.
- Mandatory Settlement Conference Briefs.
- Notices of Appeal and any supporting appeal paperwork.
- Notices of Lodgments with accompanying exhibits.
- Peremptory Challenges.
- Orders (including Earnings Assignment Orders/Income Withholding Orders, Findings and Orders After Hearing, proposed orders, and Qualified Domestic Relations Orders (QDROs)).
- Recorded Abstracts.
- Requests for Dismissal.
- Request for Payment of Trust Funds.
- Requests to Appear Telephonically, Continue Hearing, Enter Default, or File New Litigation by Vexatious Litigant.
- Returned Writs.
- Stipulations and Orders.
- Subpoenaed Documents.
- Trial Exhibits.
- Writs/Abstracts.

## **DOCUMENTS INELIGIBLE FOR E-FILING IN FAMILY SUPPORT DIVISION CASES**

The following documents are **not eligible for e-filing** and must be filed in paper form:

- Application and Order for Publication/Posting.
- Disability Accommodation Requests/Requests for Accommodations by Persons with Disabilities and Response.
- Documents filed under seal or provisionally under seal pursuant to Cal. Rules of Court, rule 2.551 (although the motion to file under seal itself may be e-filed).
- Ex Parte related filings.
- Judgments.
- Notices of Appeal and any supporting appeal paperwork.
- Notices of Lodgments with accompanying exhibits.
- Orders (including Earnings Assignment Orders/Income Withholding Orders, Findings and Orders After Hearing, and proposed orders).
- Orders to Show Cause (Governmental).
- Peremptory Challenges.
- Release of Judgment Lien and Acknowledgment (Recorded).
- Requests for Dismissal.
- Request for Payment of Trust Funds.
- Requests to Appear Telephonically, Continue Hearing, or File New Litigation by Vexatious Litigant.
- Returned Writs.
- Stipulations and Orders.
- Subpoenaed Documents.
- Trial Exhibits.
- Writs/Abstracts.