

HOW TO E-FILE DOCUMENTS WITH THE COURT AS A SELF-REPRESENTED LITIGANT

e-Filing is an option available to all court users who want to file their court forms without physically coming to the court. Courts work with Electronic Filing Service Providers (EFSP's) that connect e-Fileers and the court. The following are general guidelines that will help you e-File your court documents.

**Note: Some EFSP's charge fees. If you have been granted a Fee Waiver, or have a previously granted waiver through your case, you may not be charged a fee.*

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Fill out your forms. Some options to complete your forms include: Law Help Interactive (LHI), Guide & File, or downloadable forms on the Judicial Council of California's website. It is recommended that you reach out to your court's self-help center to have a staff member review your forms.

Scan your forms into separate PDF's. This is very important, as separate documents are required to e-File. If you are using Law Help Interactive, your documents will be exported as a single PDF. There are a few options for splitting these:



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1. Print completed documents, manually separate, and scan as separate documents.
2. Use a PDF editing software to manually create separate documents and save separately.
3. Use a scanning app to scan files in and save.

File each form separately, for example, if you are filing these forms, each will be uploaded separately:

- i. Form FL-300
- ii. Form FL-150
- iii. Form FL-330

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Select an authorized e-Filing provider. You can find a list at <http://www.odysseyfileca.com/service-providers.htm>. Please note that the latter list are filing providers authorized for courts with the Odyssey Case Management system only. Some are no-cost and some have specialized services for a fee. The court cannot help you select a provider.

Create an account with your chosen e-Filing provider.

Have a case already? Look up the case through the e-filing system. File documents into that case.



New case? Enter ALL information for you AND the other party.

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Upload your documents. Upload each PDF separately. You will create one e-File, typically called an "envelope," that contains all of the forms.

Make sure to *check for a confirmation message*, typically by email, that your documents were either accepted or rejected.

E-FILING: OTHER CONSIDERATIONS/INFORMATION

GENERAL GUIDANCE & STATUES OF COURT AROUND E-FILING

For general guidance for filers, see California Rules of Court – 2.250 through 2.261, Code Civil Procedures section 1010.6 and Government Code Section 68150.

Files received between 12AM and 11:59:59pm shall be considered filed on that court day. Any document received electronically on a non-court day shall be considered filed on the next court day (ex. Saturday filing counts as Monday filing).

TYPICAL REASONS FOR AN E-FILING REJECTION

- ✗ Incorrect court location
- ✗ Incorrect case category/type selected
- ✗ Incorrect payment option selected
- ✗ Party's name does not match documents
- ✗ Mistakes/discrepancies in addresses
- ✗ Illegible documents
- ✗ Multiple filings submitted with one filing code
- ✗ Document not text searchable (PDF/A format)
- ✗ Incorrect party type selected

ELECTRONIC SERVICE TO OTHER PARTIES



The court will not electronically serve other parties. Contact your e-Filing provider for options. Note that by e-Filing, you have agreed to accept electronic service at the address you provide.

CONFIDENTIALITY



It is YOUR responsibility to ensure that relevant confidential information is omitted or redacted. See California Rules of Court rule 1.201(a).

DOCUMENTS/CASE TYPES NOT ELIGIBLE FOR E-FILING



Check your court's website to verify which types of documents and case type forms are and are not accepted electronically, as this differs between counties and courts.

FIXING ERRORS/ASKING FOR HELP



If you've made a mistake after submitting your documents, the e-Filing provider will be the first point of contact. If the issue cannot be resolved, you may then contact the clerk's office at the court. However, your e-Filing provider will typically be your source for any e-Filing questions.