

Electronic Filing Procedures and Requirements

In an effort to increase efficiency, reduce costs, and decrease environmental impacts, the Sutter County Superior Court has implemented permissive and mandatory Electronic Filing. With Electronic Filing, documents are sent to the court electronically, via the internet.

The following procedures and requirements apply to both mandatory and permissive Electronic Filing, unless otherwise noted.

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, California Rules of Court, Rules 2.250 *et seq.*, and [Sutter County Superior Court Local Rule 2.2](#)).

Mandatory Electronic Filing

As of July 1, 2017, Electronic Filing is mandatory in the following case types:

- Civil Cases (complex, unlimited, and limited)
 - Small Claims cases are exempt
- Probate Cases
- Family Law Cases

Subject to exceptions listed below and in [Sutter County Superior Court Rule 2.2](#), paper filings in the mandatory Electronic Filing case types will not be accepted after July 1, 2017.

Permissive Electronic Filing

Electronic Filing is permitted, but not mandatory, in all case types other than those listed as mandatory.

How to File Electronically; Electronic Filing Service Providers

To start Electronic Filing, you must select your service provider. An Electronic Filing service provider provides an online service to help you file your documents and acts as the intermediary between you and the Court's Case Management System. Once you pick the provider you would like to use for Electronic Filing, you will be able to go through that provider's tutorial. Click the following link ([Service Providers](#)) for a list of approved electronic filing service providers, and for general information and specific e-filing instructions.

Standards and Format of Documents Filed Electronically

Electronically filed documents shall be in PDF format. Searchable PDF format is preferred, but not required. All electronically filed documents, to the extent practicable, must be formatted in accordance with the applicable rules governing formatting of paper pleadings.

Documents Exempted/Excused from Electronic Filing

The following documents shall not be filed electronically:

- Bench warrants
- Deposits of cash or check; Labor Commissioner deposit of cash or check
- Trial exhibits
- Bonds
- Undertakings
- Letters issued by the Probate Court
- Wills/Codicils
- Sealed documents
- Financial institutes documents, care facility documents, or escrow docs as defined under Probate Code section 2620
- California state vital records forms

A notice of filing any of the above exempted documents must be filed electronically.

Proposed Orders

If a proposed order is submitted to the court electronically in a case in which the parties are electronically filing documents, the parties must comply with the requirements of California Rule of Court, Rule 3.1312(c).

Editable versions of proposed orders, as required by Rule 3.1312(c), shall be sent to: efile@suttercourts.com

Signatures

California Rule of Court, Rule 2.257 outlines requirements for signatures on documents submitted electronically to the court. Digital signatures are not required. If you choose to utilize digital signatures, please contact your electronic filing service provider for reference materials.

Questions

For technical support, please contact your Electronic Filing service provider.

For case-specific questions, please contact: (530) 822-3300