

MOST COMMON E- FILING PROBLEMS

Use/ Misuse of Proposed Order (Cover Sheet) Rule 3.1312(c)

- Only Proposed Order (Cover Sheet) is submitted
- Only Proposed Order (Cover Sheet) with attached Proposed Order for Judge's signature is submitted
- Proposed Order (Cover Sheet) and Proposed Order are submitted separately
- Proposed Order (Cover Sheet) being submitted in situations other than civil law and motion proceedings

		EFS-020		
ATTORNEY OR PARTY WITHOUT ATTORNEY: STATE BAR NO.:		FOR COURT USE ONLY		
NAME:				
FIRM NAME:				
STREET ADDRESS:				
CITY:			STATE:	ZIP CODE:
TELEPHONE NO.:			FAX NO.:	
E-MAIL ADDRESS:				
ATTORNEY FOR (name):				
SUPERIOR COURT OF CALIFORNIA, COUNTY OF				
STREET ADDRESS:				
MAILING ADDRESS:				
CITY AND ZIP CODE:				
BRANCH NAME:		CASE NUMBER:		
PLAINTIFF/PETITIONER:		JUDICIAL OFFICER:		
DEFENDANT/RESPONDENT:		DEPT:		
OTHER:				
PROPOSED ORDER (COVER SHEET)				

NOTE: This cover sheet is to be used to electronically file and submit to the court a proposed order. The proposed order sent electronically to the court must be in PDF format and must be attached to this cover sheet. In addition, a version of the proposed order in an editable word-processing format must be sent to the court at the same time as this cover sheet and the attached proposed order in PDF format are filed.

SOLUTION:

USE/ MISUSE OF PROPOSED ORDER (COVER SHEET)

- Attach the Proposed Order to the Proposed Order (Cover Sheet) and submit as one lead document. At the same time, e-mail a version of the Proposed Order in an editable word processing format to efile@suttercourts.com .
- Submit the Proposed Order(Cover Sheet) only in civil law and motion proceedings.

Money/ Fees

- Incorrect fees are authorized
- No fee is authorized
- Using incorrect document name, i.e., motion (\$60) instead of motion for summary judgment (\$500)

Fees

Court Fee	\$0.00
Filing & E-File Fee	\$0.00

Rejection Information

Rejection Reason	Date / Time	Rejection Comment
Rejected	9/18/2017 8:44 AM	First appearance fee or fee waiver request is needed.

Documents

Lead Document ~~XXXXXXXXXX~~ RespDecToRFO.pdf [Original] 1,735,935 bytes

Rejection Information

Rejection Reason	Date / Time	Rejection Comment
Rejected	9/13/2017 3:36 PM	There appears to be no Response yet on file, which makes this document your first appearance. Please resubmit your Status Conference Statement with authorization for payment of the \$435 first appearance fee.

Documents

Lead Document Respondent's Status Conference Statement.pdf [Original] 79,016 bytes

Rejection Information

Rejection Reason	Date / Time	Rejection Comment
Rejected	8/11/2017 11:57 AM	Please resubmit with a filing comment that an additional \$870 may be charged, for a total of \$1,305, for Answer fees for all 3 defendants.

Documents

Lead Document 0000516792_F20C..pdf [Original] 3,774,677 bytes

SOLUTION: MONEY/ FEES

- Clerks are not authorized to charge more than the filing code selected by the user. Clerks can adjust the filing code selected to charge a lower fee than is authorized. If you are unsure of the proper filing fee, you can check the civil fee schedule at suttercourts.com, contact a clerk at 530-822-3304, select a filing code with a higher filing fee, which can be adjusted by the clerk, or include an authorization to charge necessary fees in the filing comment field.
- As time permits, a clerk may contact you to obtain authorization to charge a higher amount than has been authorized.
- Select a filing code that best fits the document you are submitting whenever possible.

Using lead documents and attachments inappropriately

- Lead documents create a docketable event. Attachments do not.
- Pages attached to a document as exhibits are being uploaded separately as attachments.
- Second pages of documents are being uploaded as attachments.

Fees

Court Fee	\$0.00
Filing & E-File Fee	\$0.00

Rejection Information

Rejection Reason	Date / Time	Rejection Comment
Rejected	10/5/2017 9:26 AM	An actual signature is needed on Page 1 of the Request for Dismissal. Also, please delete the "Attachments" upon resubmission. We only need one Request for Dismissal. Thank you.

Documents

Lead Document	21-30945 DISM.pdf [Original]	1,395,457 bytes
Attachments	21-30945 DISM.pdf [Original]	1,395,457 bytes

For endorsing?

Rejection Information

Rejection Reason	Date / Time	Rejection Comment
Rejected	9/27/2017 12:44 PM	Per telephone discussion with Attorney [REDACTED] petition is missing exhibits. Please resubmit petition with exhibits as one lead document. All other documents must be rejected at this time and can be resubmitted with correct petition.
Rejected	9/27/2017 12:44 PM	No rejection comment was provided. Please contact the court into which you are filing for more information.

Documents

Lead Document	[REDACTED] Writ of Adm. Mandamus.pdf [Original]	322,954 bytes
Attachments	Request of Administrative record.pdf [Original]	22,067 bytes

Exhibits

Rejection Information

Rejection Reason	Date / Time	Rejection Comment
Rejected	8/31/2017 9:17 AM	Please resubmit your document so that both pages 1 and 2 are included as one lead document. The document cannot be properly filed or uploaded in its present form. Thank you.

Documents

Lead Document	2017_08_29 Substitution of Attorney.pdf [Original]	322,132 bytes
Attachments	2017_08_29 POS for Substitution of Attorney.pdf [Original]	50,538 bytes

SOLUTION USING LEAD DOCUMENTS AND ATTACHMENTS INAPPROPRIATELY

- Upload your document with its attachments in the same manner as if it were a paper copy being filed at the counter.
 - Submit each document electronically as a lead document.
 - If you believe using the attachments option is appropriate, please call the clerk to verify before submitting your filing.
-

MISLABELING OF DOCUMENTS

- Identifying a document by an incorrect filing code may cause a delay in processing, i.e., Request for Dismissal instead of Request for Telephone Appearance, or Notice of Entry of Judgment instead of Notice of Motion, and may not charge correct fees

SOLUTION

MISLABELING OF DOCUMENTS

- Select the filing code which most accurately reflects your document name
 - Include the title or description of your document in the “Filing Description” field
-

ORDER IN SAME ENVELOPE

- Only becomes a problem when it can't be processed within a few days, i.e., hearing is set out 30 days and Order won't be signed until hearing. The bank authorization/hold on the permitted fees is generally good for only about five days. The Order most likely will be rejected with a request to resubmit at a later date.

SOLUTION

ORDER IN SAME ENVELOPE

- Submit Order in a separate envelope
- Email Order to Efile@suttercourts.com

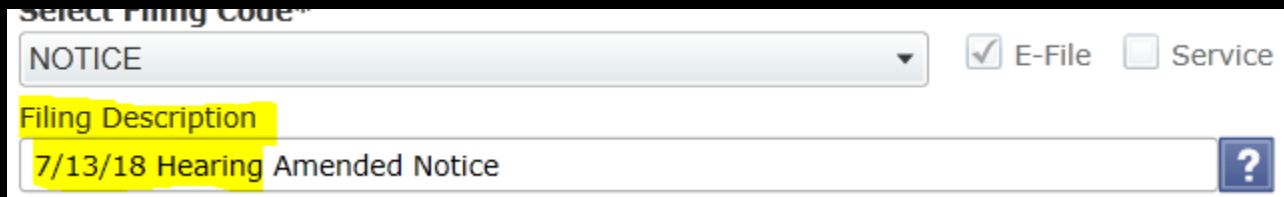
URGENT/LAST-MINUTE FILINGS

- Electronic filings are generally processed in the order received. If something is submitted just prior to a hearing, it may not be processed in time for the judge to review.
- Comments left in the Comment Field are good but are not seen by a clerk until the envelope is actually opened.

SOLUTION

URGENT/LAST-MINUTE FILINGS

- Place the hearing date, the word “Urgent”, or another appropriate label in the Filing Description field on the Filing Details screen. This will show up on the clerk’s review queue and will alert the clerk as to a priority item.



The screenshot shows a web form for filing. At the top, there is a dropdown menu labeled "Select Filing Code" with "NOTICE" selected. To the right of the dropdown are two checkboxes: "E-File" (checked) and "Service" (unchecked). Below the dropdown is a text input field labeled "Filing Description" which contains the text "7/13/18 Hearing Amended Notice". A blue question mark icon is located at the end of the text input field.

- Call the clerk’s office and advise us that a priority filing is being submitted so that we may watch for it.