

## Monterey County Superior Court Local Rule

### 1.06 E-Filing of Documents

Beginning January 2, 2016, parties may file documents electronically in civil, family, probate, juvenile, and dependency case types. Electronic filing of documents in these case types will be mandatory as of July 1, 2016. Electronic filing will be permitted in criminal and appellate department cases at a date announced by the presiding judge.

#### A. Filing Service Provider

Electronic filing of documents shall occur through the court's electronic service provider(s). Electronic service provider information is available on the court's website at [www.monterey.courts.ca.gov](http://www.monterey.courts.ca.gov).

#### B. Exceptions to E-filing

The following items are not subject to mandatory e-filing under these rules (E-Filing of Documents):

1. Documents presented for filing by a self-represented party. Although e-filing is not mandatory for self-represented parties, they are encouraged to e-file documents.
2. Documents ordered by the court as exempt from e-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 and other materials that are not feasibly converted to electronic form by scanning, imaging, or other means.
4. Documents lodged with the court provisionally under seal pursuant to California Rules of Court, rule 2.551, or lodged with the court as confidential documents.
5. 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 taken from local court determination. Although not required, e-filing of these documents is encouraged.
6. Original documents required for a proceeding, including bench warrants, subpoenaed documents, affidavits re real property of small value, bonds, undertakings, abstracts, financial documents submitted by a private professional conservator, letters (probate, guardianship, conservatorship), wills and codicils (for filing or safekeeping), and orders to deposit money and receipt of depository.
7. Challenges to judicial officers pursuant to Code of Civil Procedure section 170.1 et seq.

#### C. Effective Date and Time of E-Filing

Documents transmitted electronically are deemed filed only after accepted for filing by the clerk. Documents may be electronically transmitted to the court at any time of the day. For purposes of electronic filing, pursuant to California Rules of Court, rule 2.250(b)(10), the "close of business" is 5:00 p.m., Monday through Friday, excluding court holidays. Pursuant to California Rules of Court, rule 2.259(c), a document received electronically by the court after the close of business is deemed to have been filed on the next court day. Nothing in this section shall limit the clerk's ability to reject filings. The court will issue a confirmation that the document has been received and filed in accordance with California Rules of Court, rule 2.259. The confirmation shall serve as proof that the document has been filed.

#### D. Format of E-Filed Materials

1. All documents filed electronically must be in electronic text-searchable PDF (portable document format).
2. Pagination. Document pages must be consecutively numbered using only the Arabic numbering system (such as 1, 2, 3), beginning with the number 1 on the first page of the document. When a document, transcript, or record is served in both paper format and electronic format, the pagination must be consistent for both versions.
3. If a party or attorney elects to include hyperlinks in a filing, the hyperlink may be active and should be formatted to standard citation format as provided in California Rules of Court, rule 1.200.
4. Filings that contain multiple documents must be linked together.

#### E. Courtesy Copy

A judge may order a paper courtesy copy at any time, either printed or through electronic delivery.

#### F. E-File Version Follow Up to Hand-Served Documents

Documents served by hand, in court, or otherwise permissively, must then be e-filed unless the court specifically provides otherwise. Such e-filing must take place before the close of business on the court day following service by hand in open court. In addition, the Proof of Service must reference the date the document was originally served in open court.

#### G. Errors are the Responsibility of the Filer

The confirmation of filing of the document and verification of the accuracy of the document shall be the sole responsibility of the filer. The court shall not be responsible for errors or malfunction occurring in the electronic transmission of a document to the court for filing.

#### H. 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.

#### I. Fees and Fee Waiver

Electronic filing service providers may charge reasonable fees in addition to any filing fees required by the court. A 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.

*(Adopted January 1, 2016)*