

## San Diego eFiling Cheat Sheet

**COURT WEBSITE:** [www.sdcourt.ca.gov](http://www.sdcourt.ca.gov)

**LOCAL RULES:** [http://www.sdcourt.ca.gov/portal/page?\\_pageid=55,1117634&\\_dad=portal&\\_schema=PORTAL](http://www.sdcourt.ca.gov/portal/page?_pageid=55,1117634&_dad=portal&_schema=PORTAL)

**MANDATORY EFILING CASE TYPES:** Provisionally Complex Case Types (One Legal only)

**PERMISSIVE EFILING CASE TYPES:** Civil Limited, Civil Unlimited, Probate

**EFILING DEADLINE:** 11:59 p.m.

**FORMATTING REQUIREMENTS:** Bookmark documents with exhibits. All documents electronically filed must be in a text searchable format, i.e., OCR. The court is unable to accept documents that do not comply with these requirements, or documents that include but are not limited to digitized signatures, fillable forms, or a negative image. eFilers are required to enter all parties listed on the document being filed, if the party is not already a part of the case. (If the filer is submitting a new complaint, ALL parties must be entered.) If all parties are not entered, the transaction will be rejected.

### COURTESY COPIES:

- If a hearing is set within 48 hours of documents filed, litigant to provide hard copies of documents in court with the eFiling Transaction ID noted in the upper right-hand corner of the first page of the document.
- Exhibits to be considered via a Notice of Lodgment shall not be attached to the electronically filed Notice of Lodgment; instead, the submitting party must provide the assigned department with hard copies of the exhibits with a copy of the Notice of Lodgment that includes the eFiling Transaction ID# noted in the upper right hand corner.
- For Construction Defect cases assigned to D62, refer to the department's Policies & Procedures on the court's website for further details regarding courtesy copies.

**LIMITATIONS ON FILINGS:** Notwithstanding any other provision of law or this rule, the following may not be eFiled:

- Name Change Petitions (Safe at Home.)
- Civil Harassment TRO/RO
- Workplace Violence TRO/RO
- Elder Abuse TRO/RO
- Stand-alone exhibits
- Transitional Housing Program Misconduct TRO/RO
- School Violence Prevention TRO/RO
- Out-of-State Commission Subpoenas
- Undertaking/Surety Bonds
- Requests for Payment of Trust Funds
- Notice of Appeal of Labor Commissioner
- Abstracts, Warrants
- Settlement Conference Briefs (to be lodged)
- Confidential documents lodged conditionally under seal
- Interpleader actions pursuant to CC2924j

Note: Notices generated by the Court's case management system are mailed via U.S. Mail rather than electronically served to all parties.

This information is up-to-date as of January 1, 2020.