



5 Secrets to Successful eFiling

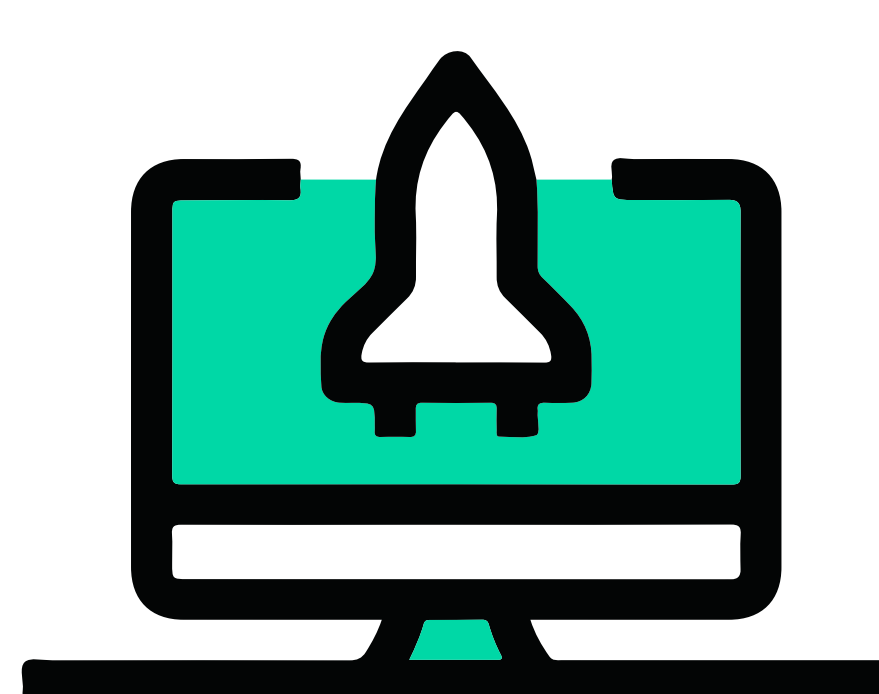
Want to improve your eFiling success rate?
Here are 5 sure-fire ways to do it.

Use high-performance eFiling technology

1

Partner with a leading litigation support service provider with a high-performance eFiling technology platform. **Rapid Legal provides you these must-have eFiling features:**

- User portal
- Online fee calculator
- Automated alerts (e.g., missing data points, document is not text-searchable, duplicate PDF has been uploaded)
- Self-service and concierge service options



Use expert reviewers to minimize rejection

2

When you have a complex document, need special assistance, or are short on time, Rapid Legal's team of eFiling experts offers the ideal solution to get your work done right. **Our experts ensure your documents are correctly formatted and assembled and conform to the requirements of each court.**

The **expert review audit** for document formatting and assembly checks that:

- Documents are not password-protected or corrupted.
- Font size and style are correct.
- Document pages are paginated correctly.
- The summons matches the complaint.
- All mandated forms are attached.
- All exhibits are electronically bookmarked.
- Text is text searchable.

Expert review **digs deep into document details** and to confirm:

- Signatures and dates appear as required.
- Court locations and addresses appear correctly.
- Names and parties match on the documents.
- Case numbers match and documents are confirmed (where applicable).
- Document titles are correct.
- Verify that correct document titles have been selected so that fees are paid to the court correctly.



Know the Court eFiling Rules

3

Understand the eFiling rules of each court and stay informed about changes.

Align yourself with a knowledgeable litigation support service provider who can help you stay abreast of changes through their customer communications, alerts, and social media posts.



Know Document Formatting Requirements

4

Use proper formatting and procedures for your documents, including exhibits and other attachments.

Correct use of electronic bookmarks is essential.

Each electronic document must include an electronic bookmark to each heading, subheading, and the first page of any component of the document, including any:

- Table of contents
- Table of authorities
- Petition
- Verification
- Memorandum
- Certificate of word count
- Certificate of interested entities or persons
- Declaration
- Proof of service
- Exhibit
- Attachment

Familiarize yourself with all formatting requirements for electronic documents under Rule 8.74 of the California Rules of Court.



Keep a clear head

5

The legal profession is demanding. Being stressed while working can lead to errors.

Practice mindfulness exercises and meditation throughout the day to help clear your mind and relax.



Find out more about the tools and best practices for improving your eFiling success. Read: **5 Secrets to Successful eFiling**

*Information updated as of October 1, 2022.

