

Top 10 Tips to Avoid Rejected Filings

1. Run-On Documents

Don't upload run-on documents. For example, if you have an ex parte application, memorandum of points & authorities, declaration and proposed order, these documents can be e-filed in one transaction, but should be uploaded as 4 separate documents, each with the appropriate caption page as a cover sheet.

2. Document Titles

The title that you type into File & ServeXpress must be an exact match to the title on the caption page for your document. Do not use "Corrected" or "Revised" on a previously rejected document. Title the document as if submitting it for the first time.

3. Signatures

Remember to sign your documents! The electronic signature, /s/ Attorney Name is permitted on most documents. Handwritten signatures must be used on documents signed under penalty of perjury.

4. Exhibits

You may append your exhibits to the document to which they pertain. Indicate this on the caption page of your document. For instance, "Declaration of James Smith in Support of Defendant John Doe, and Exhibits A-C."

If uploading your exhibits independently they must contain a caption page. (Every document uploaded into File & ServeXpress must contain a caption page.)

5. Proofs of Service

You may attach a proof of service as the last page of a document. If uploading your proof of service independently it must contain a caption page. The signature on your proof of service must be handwritten!

6. Proposed Orders

Submit proposed orders as standalone documents in an editable format such as Word.

7. Scanning

Documents should be scanned at 300 dpi, black & white (not color or grayscale) Document output size of 8.5" x 11" (100% normal size, not reduced or magnified)

8. Discovery

Don't e-file discovery. Interrogatories, requests for productions, deposition notices, etc. should be e-Serve only.

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9. Hearing Dates

Dept. 302 - Law & Motion

- E-mail calendar302@sftc.org to obtain hearing date/time & reservation number.
- Requests sent after noon may not be processed until the next business day.
- Must e-file your moving papers within 24 hours after receiving the reservation number.
- Must include reservation number on the caption page of the notice of motion.

Dept. 514 - Default Prove-Ups / Petitions for Minor's Compromise

- The number of hearings per day is limited.
- No reservation is required, but you must select a hearing date/time at least 60 days out to ensure the date/time is available.
- If hearing date/time is not available, your documents will be rejected.

10. Court Reporter Fees

For hearings where the moving party must pay a fee for a court reporter provided by the court, the following procedures must be followed to ensure the court is able to access the fee.

When the fee must be paid prior to the day of the hearing:

The firm representing the moving party must submit a cover letter or notice in the same e-filing transaction as the moving papers. If the cover letter/notice is not submitted with the moving papers, the entire e-filing transaction (including the moving papers) will be rejected.

The cover letter/notice should specify the case name, case number and name of the party that is paying the fee. The Document Type of "Notice of Payment for Court Reporter Fee" must be selected for the cover letter/notice.

When the court accepts the cover letter/notice, the fee will be assessed on the filing firm through File & ServeXpress™, which will transfer the money to the court and invoice the firm. (This is the usual process when any type of fee is assessed by the court on an e-filing transaction.)

Self-represented parties may pay the fee using this method or may pay at the civil filing counter in the Civic Center Courthouse (room 103).

When the fee must be paid the day of the hearing, the moving party must pay it at the civil filing counter in the Civic Center Courthouse (room 103).