

CONTRA COSTA EFILING

Description

The Court's website is <http://www.cc-courts.org/>.

Complex Litigation Department 39 Judge Edward G. Weil Presiding
Denese Johnson, Clerk
Phone: (925) 608-1139
Fax: (925) 608-2686

Effective August 15, 2005, the Court began accepting electronic filings on designated Complex Litigation cases. The court will designate a service provider for each complex litigation case. Contra Costa mandates eFiling in its cases that are deemed complex, but not before an [Order Authorizing Electronic Service](#) is issued by the Judge. That Order is generally not issued before the first Case Management Conference.

The Court's ability to mandate electronic filing is based on a [Standing Order for Electronic Service](#).

Currently, the Court does not allow new case or originating case filings; only subsequent filings after the Order Authorizing has issued are allowed.

The Court assesses statutory fees when the transaction is processed and also imposes an additional \$5.00 electronic transaction fee to support Court technology.

- ✓ [Contra Costa Court Electronic Filing FAQs](#)
- ✓ [A Guide to Complex Department 39](#)

Rules

The eFiling deadline is 11:59 P.M.

The Court does not allow Self-Represented Individuals to participate electronically without direct permission from the Complex Department Judge.

The Court requires a courtesy copy delivered to the Complex Clerk for each e-Filed document. Courtesy copies can be requested through the FSX application at the time a user electronically files their transaction.

If you are eFiling a Proposed Order to the court, email a Microsoft Word version of your document to the complex courtroom clerk at cxlit@contracosta.courts.ca.gov.

✓ [California Rules of Court: Electronic Filing](#)

Document Types

E-filing transactions can only contain one “Main” or “Lead” document. Main or Lead documents are:

AMENDED ANSWER FILED	MEMORANDUM OF POINTS AND AUTHORITIES FILED	PROOF OF PERSONAL SERVICE FILED
AMENDED COMPLAINT FILED	MOTION FILED	PROOF OF SERVICE BY FAX
AMENDED FILING	MOTION IN LIMINE FILED	PROOF OF SERVICE BY MAIL
AMENDMENT FILED	NOTICE AND ACKNOWLEDGMENT OF RECEIPT FILED	PROOF OF SERVICE OF COMPLAINT BY CERT MAIL
ANSWER FILED	NOTICE FILED	PROOF OF SERVICE OF COMPLAINT BY MAIL
APPEAL OF ORDER FILED	NOTICE OF APPEARANCE	PROOF OF SERVICE OF COMPLAINT BY PUBLICATION
APPL FOR DETERMINATION OF GOOD FAITH SETTLEMENT	NOTICE OF ENTRY	PROOF OF SRV BY MAIL WITH NTC AND ACK OF RECEIPT
BANKRUPTCY FILED BY DEFENDANT	NOTICE OF ENTRY OF JUDGMENT FILED	PROOF OF SUB SERVICE ON BUSINESS
CASE MANAGEMENT CONFERENCE STATEMENT FILED	NOTICE OF LIS PENDENS FILED	PROOF OF SUB SERVICE ON DEFENDANT
COMPLAINT IN INTERVENTION FILED	NTC OF CHANGE OF ADDRESS/PH NUM OF ATTY FIRM	REPLY FILED
CORRESPONDENCE	NTC OF CHANGE OF ATTY FIRM NAME	REQUEST FOR DISMISSAL OF CAUSE OF ACTION
CROSS-COMPLAINT FILED	NTC OF UNAVAILABILITY OF ATTORNEY	REQUEST FOR DISMISSAL OF DEFENDANT
DECLARATION FILED	OPPOSITION FILED	REQUEST FOR JUDICIAL NOTICE FILED
DECLARATION IN OPPOSITION TO MOTION FILED	ORDER AFTER HEARING FILED	REQUEST TO ENTER DEFAULT FILED
DECLARATION IN SUPPORT TO MOTION FILED	ORDER APPOINTING GUARDIAN AD LITEM	RESPONSE TO ORDER TO SHOW CAUSE FILED
DEMURRER FILED	ORIGINAL SUMMONS FILED	STIPULATION FILED
EX PARTE APPLICATION FILED	PET OR DECL TO APPOINT GUARDIAN AD LITEM	SUBSTITUTION OF ATTORNEY FILED
GENERAL DENIAL FILED	PETITION TO OR FOR FILED	SUMMARY MOTION FILED
ISSUE CONFERENCE STATEMENT FILED	PREMPTORY CHALLENGE FILED	TRIAL BRIEF FILED
JURY FEES POSTED	PRF OF SRV OF DETERMINATION OF GOOD FAITH SETT	WITHDRAWAL OF ATTORNEY REPRESENTING PARTY FILED
MEMORANDUM OF COSTS FILED	PROOF OF NON-PERSONAL SERVICE FILED	WITHDRAWAL OF ATTORNEY REPRESENTING PARTY FILED

If your Main or Lead document type is not listed here, select "CORRESPONDENCE" and provide an appropriately descriptive title for your document.

Attachments to your transaction's Main or Lead document may include the following document types:

ANSWER FILED	PROOF OF PERSONAL SERVICE FILED
APPLICATION FILED	PROPOSED ORDER
CORRESPONDENCE	REPLY FILED
CROSS-COMPLAINT FILED	REQUEST FOR DISMISSAL FILED
DECLARATION	REQUEST FOR JUDICIAL NOTICE FILED
EXHIBIT	REQUEST TO ENTER DEFAULT FILED
MEMO OF POINTS AND AUTHORITIES	SEPARATE STATEMENT OF DISPUTED FACTS FILED
NOTICE FILED	SEPARATE STATEMENT OF UNDISPUTED FACTS FILED
ORDER AFTER HEARING FILED	SUMMONS
PETITION FOR MINORS CLAIM	
PROOF OF NON-PERSONAL SERVICE FILED	

If your attached document type is not listed here, select "CORRESPONDENCE" and provide an appropriately descriptive title for your document.

Document/Transaction Limits

There are two size limits in this jurisdiction. Documents are limited to 5 MB per document. Transactions are limited to 25 MB per transaction. Filers will get an error message on FSX if their documents and/or transaction exceeds these limits. If a filer's document exceeds 5 MB, they will need to break down the document into multiple documents. If a filer's transaction exceeds 25 MB, they will need to submit their documents in more than one transaction.

Contra Costa eService

Eservice is available in all Contra Costa case types upon agreement and stipulation by the parties and does not require Court approval. Eservice may be mandated by the Court in cases where the Court has ordered the participation of a Special Master for discovery issues. There are no eService transaction or document size limits.

PDF Issues

Sometimes documents submitted to the Contra Costa Superior Court appear all black or blank when the clerk opens them, so they are rejected. To work around this, Court viewable PDFs can be created by "printing" the original PDF via 'Print to PDF' to create a new document, which can then be uploaded into a new submission to the court. Printing to PDF will remove the technical aspect of the original PDFs that the court's system is not able to view.