

E-filing at the Civil Complex Litigation Center

Since 2003, e-filing has been utilized at the Civil Complex Center as a highly efficient tool for litigants to file legal pleadings with the court via a simple website.

Benefits:

Cost savings: Cost of courier services, paper, tabs, parking and mileage.

Convenience: documents can be e-filed at any time, 24/7.

Ease: our e-file process is straightforward and does not require the use of a 3rd party vendor.

Support: Court staff is available at all times during regular court hours for assistance.

Resources: Are available on the court's website.



Resources

Web (Complex Civil Home Page):

<http://www.occourts.org/directory/civil/complex-civil/>

Web:(Complex Civil E-file Page):

<http://www.occourts.org/directory/civil/complex-civil/e-filing/>

- E-Filing: [Brochure](#)
- E-Filing: [User Manual](#)
- E-Filing: [Registration](#)
- E-Filing: [Log-in](#)

E-File Staff

714-568-4714 E-File Hotline

714-568-4700 Clerk's Office

Superior Court of California County of Orange

Civil Complex Center

E-Filing

In Complex Civil Cases

SUPERIOR COURT OF CALIFORNIA,
COUNTY OF ORANGE
CIVIL COMPLEX CENTER
751 W. SANTA ANA BLVD (BLDG 36)
SANTA ANA, CA 92701
714-568-4700

January 2009

Electronic Filing (E-Filing)

E-Filing is Mandatory in Complex Cases

Court Rules of the Superior Court, County of Orange:

Rule 308. Electronic Filing Program

"The Superior Court of California, County of Orange, has established a system for the electronic filing of documents in complex civil actions in accordance with Code of Civil Procedure §1010.6 and California Rules of Court, rule 2.250, et seq. All papers in complex civil actions must be electronically filed with the court unless the party has been specifically excused from doing so by the Court."

(Full text of rule is available at <http://www.occourts.org/directory/local-rules/local-rules-of-court>).

Steps to take

www.occourts.org/complexcivil

1. Review this brochure (overview).
2. Review technical requirements: **User Manual**
3. **Register:** Allow 24 hours to receive confirmation of your user ID and password. Comment: we allow Attorney Services to register to conform to the requirements of the e-file rules.
4. Convert your document into **PDF (portable document) format**.
5. Send your PDF document(s) using the **Log-in** form (if document requires a filing fee, provide required credit card).

Frequently Asked Questions

What should I do if my password becomes compromised or is lost?

If your password becomes forgotten or lost, complete and re-submit a new Registration Form, including a new password. The new password will be activated and the old information will be deleted from the court's database.

How do I handle attachments, e.g. exhibits?

The Court requires that all exhibits be bookmarked using Adobe Acrobat.

What if I have an oversized document? If a document is excessive in size (over 50 megabytes), it may be broken down and sent as multiple e-filings to be transmitted as a single PDF file.

How many documents can I send at one time?

Four (4) documents may be attached to each E-file submission up to the 50-megabyte limit for all attachments combined.

When will I receive a conformed copy of my order, stipulation or judgment?

A "received" confirmation of any document requiring the court's signature or approval will be provided upon submission of your document.

After the Court signs the document, staff will subsequently process it. A conformed copy will be returned to the submitting party.

How is service of process on counsel of record effected?

The electronic submission of documents does not constitute service of submitted documents on parties.

E-filing substitutes for filing via the filing windows, by mail or by FAX. Submitting parties are still required to follow applicable statutes/ court rules regarding service of process.

What hardware and software does E-filing require?

There is no special hardware required. You may use Windows 98 and later or Macintosh operating systems. You do need an Internet connection and browser. You will need Adobe Acrobat Writer 4.0 software or higher. If you need to file documents that are not in electronic form, you will need a scanner to create an electronic image of the documents **in PDF format** (portable document).

