

## Who do I contact to begin eFiling?

More Electronic Filing Service Providers (EFSPs) are being added. Check the court's website for the most recent list. As of February 2013, the active EFSPs are:

### American LegalNet

<https://orange.efilingportal.com/MainMenu.aspx>

800-293-2771  
818-817-9225

### Essential Publishers

<http://essentialpublishers.com/epubs/landing>  
800-286-0111

### One Legal

<http://community.onelegal.com/orange-county-efiling-eservice>  
800-938-8815  
[support@onelegal.com](mailto:support@onelegal.com)

### Rapid Legal

<http://www.rapidlegal.com>  
800-366-5445

For technical support, please contact your Electronic Filing Service Provider.  
For case-specific questions, contact a local eFiling specialist at 657-622-5300.

## Paper filings will not be accepted after January 1, 2013\*

\*There will be limited exceptions for indigent and other qualified litigants.

For more information please visit the Orange County Superior Court website at

[www.occourts.org/online-services/efiling](http://www.occourts.org/online-services/efiling)

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## Mandatory eFiling January 1, 2013

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Orange County  
Superior Court

Civil Division

## What is eFiling?

eFiling is a different way of filing papers with the court. Instead of delivering or mailing a paper document to the court, the document is sent to the court electronically, via the Internet.

## What are the benefits of eFiling to the court, the litigants and the lawyers?

eFiling eliminates the need for the court to enter data and scan documents after they have been accepted for filing. This enables the court to save an additional 15-30 minutes of processing per filing, and it gets the filed documents out to court personnel far more quickly and effectively than paper documents filed at the window. Additional benefits to lawyers and litigants include:

- By eFiling, attorneys save the cost of time, paper, file folders, labels, and document delivery services.
- eFiling documents are electronically available to their intended audience almost immediately after being accepted for filing.
- eFiled documents can be filed with the court 24/7.
- eFiled documents are text searchable when downloaded.

## When will eFiling become mandatory?

As of January 1, 2013, eFiling is mandatory for all civil cases (complex, unlimited, and limited) except for small claims cases. (See, Orange County Superior Court Local Rule 352.) Note: Paper filings in civil cases will not be accepted after January 1, 2013.

## What case types can be eFiled?

Civil, Probate, Mental Health and Small Claims papers can be eFiled. Small Claims eFiling is only available through the use of a tutorial forms program called I-CAN! or through fillable forms using SmartForms technology. These are both available through the Small Claims eFiling link at: <http://www.occourts.org/directory/small-claims/efiling.html>

## Will sending documents by email satisfy the rule?

Sending documents by e-mail will NOT satisfy the rule. Documents that are eFiled receive an electronic certification, date and time stamp and are automatically added to the court's electronic document repository. Data submitted with the document is entered automatically into the court's case management system. Parties using the eFiling system receive notifications, messages of confirmation and payment receipts. None of this can happen when a document is sent by email.

## How do I submit (a) courtesy copies and (b) ex parte motions?

- (a) Courtesy copies are not part of the official record and should never be eFiled. They should be submitted directly to the courtroom only when requested by the judge or compelled by local rule, and only in hard copy form.
- (b) Ex parte motions should be submitted through eFiling like any other document. Such documents are automatically routed to clerks for special handling.

## What are the signature requirements for eFiling?

Rule 2.257 of the California Rules of Court outlines the requirements for signatures on documents submitted electronically to the court.

## Do I need to be an attorney to eFile with the court?

Attorney involvement is not necessary. A self-represented litigant can register and obtain an account with any of the court's electronic filing service providers.

### Additional information can be found at:

Civil Code of Procedure 1010.6  
California Rules of Court, Rule 2.257  
Orange County Superior Court Local Rule 352

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