

# EFILING TIPS

February 2018

## RESOURCES:

- [Family Law eFiling FAQ sheet](#)
- [Family Law Filing Exceptions List](#)
- [Local Rule 700.7](#)

Contact eFiling Help at:  
[eFiling@occourts.org](mailto:eFiling@occourts.org)



## HEARING DOCUMENTS

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### *Preferred Dates*

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When filing a document that requires a hearing for which you have a preferred date, list the bad dates instead of available dates. This gives the court flexibility when scheduling – rather than having to return the document due to unavailability.

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### *Common Fee Errors*

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When filing a Request for Order to modify existing child custody/visitation orders ensure the **Mediation Fee** of \$25 and **Court Reporter Fee** of \$30 is added.

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### *Compressing PDF*

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Trouble with uploading an eFile document greater than 25 megabytes? You may need to compress the PDF and try again. Help can be found with Google Chrome.

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### *Courtesy Copies*

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Unless the court requests otherwise – a courtesy copy is not required. If the filing party wishes to provide a courtesy copy, please print the conformed copy from the link emailed to the user and deliver it to the assigned department.

## FILING DETAILS

**Selecting New Case versus Existing Case** – When filing subsequent documents into an existing case, search the case number. A common error is when the filing party submits their subsequent document as new cases.

**Filing Code** – A common selection error is when a Request for Order filing is assigned the filing code Request – Other. If the correct filing code is not selected, the filing fees will not be charged and the court will need to return for correction. Please choose the filing code that is closest to the document being submitted (i.e.: FL-300 requesting attorney's fees will be assigned the code Motion – Attorney's Fees).

**Separating multiple documents** - When filing multiple documents, please be sure to separate each document. The only time this would not apply is for ATTACHED documents (i.e.: POS on pleading attached to a response). If submitting multiple judicial council/local forms, ensure each form is separate.

**Associated Parties** – When uploading each document make sure the appropriate associated party is selected.