

EFILING TIPS

April 2018

RESOURCES:

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

Contact eFiling Help at:
efiling@occourts.org



Bad Dates – Hearing Requests

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

Additionally, please make the comments for the unavailable dates in the comment field that is the same screen as the upload for the FL-300, otherwise the comments will not be seen upon processing.

Represent More than One Claimant

If you represent more than one claimant, you must file separate envelopes for each claimant, even if it involves the same case number. This will ensure fees are accurately distributed.

Defaults

Currently, the Court is covering the costs of mailing a copy to the other party, please continue to provide address information.

NEW E-FILING INFORMATION

Correcting Court Fees – When completing a filing where fees are due the Court, if you neglect to add the fee, the Court will do so and send a note with the accepted filing. This will reduce your e-filing costs by not having to resubmit the filing again.

Standard Processing Time – Our office is currently processing e-filed documents within 24-48 hours. For At issues and Request to Enter Defaults, the timeline is approximately two weeks.

Odyssey Guide and File – Self represented parties can now receive assistance in completing Family Law Judicial Council forms, FL-100 petition or FL-150 income and expense. For more information, go to our self-help website at <http://www.occourts.org/self-help/>