

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF ORANGE**  
**TIPS FOR FILING IN CIVIL COURT - FAQ**

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Question	Answer
<b>Will the Court accept my personal check?</b>	Yes, providing your name and address is imprinted on check. Make checks payable to: Clerk of the Court
<b>How long does it take for my document to be filed?</b>	Most new cases and responses are filed on the same day received. Documents, such as defaults and motions, may take several days to process. Documents which must be presented to the Judge for review or signature may take longer to process and file.  If you have not received your document back within two weeks, you may want to call the court for a "status check" of your filing. Please have your case number ready when you call.
<b>How do I know if my document was accepted for filing?</b>	Submit your original document plus one copy along with a self, addressed, stamped envelope. The clerk will return your document in one of two ways: 1. If your copy has a "file stamp" in the top right corner of your document, then it was accepted for filing. This stamp indicates the actual date of filing. 2. If your document was rejected, the clerk will return to you the original document and any copies along with a "rejection" sheet stating the reason your document was not filed.
<b>What does the file stamp mean?</b>	The file date stamp indicates the date your document was accepted for filing by the Court. If your document shows a canceled file date, this means your document was received on that date; however, it was necessary to reject the document for reasons stated on the "rejection" sheet.
<b>The statute time for filing my complaint will soon expire. How can I ensure a timely file date?</b>	File the document in person at the correct Justice Center. It is your responsibility to file your documents timely.
<b>Are footers required on all documents?</b>	Yes. Review Rule 2.100 et seq. California Rules of Court.
<b>What is required to file a complaint?</b>	Original complaint. In Limited Civil actions, a copy of the face page is also required. 2. Correct fees. 3. Civil Case Cover Sheet. (Check Judicial Council forms listing.) 4. In Limited Civil actions, the amount of prayer in complaint and jurisdiction must be typed under caption of case. 5. Cases that are \$25,000 and under, must state "Limited Civil" in the caption of the complaint. (CCP 422.30(b)). 6. If Unlawful Detainer action, a 5-day summons must be provided to the clerk for issuance. (CCP 1166).
<b>Is my hearing STILL on calendar tomorrow?</b>	If you have not heard from the court, you may assume your case is still on calendar.  If you have submitted a continuance request it may be considered by the court at the time of the hearing, not before. Therefore, the clerk's office will not be able to advise you of the status of your continuance request.  If the hearing is for a Case Management Conference on a Limited Civil action and you filed a correct and timely Memorandum to Set Case for Trial, a dismissal or judgment, then your case will not proceed to hearing.
<b>Do the parties need to be present at the Case Management Conference?</b>	Review Rule 3.722(c) of the California Rules of Court.
<b>We have a Case Management Conference coming up. Does the attorney need to appear?</b>	Yes. Appearance is mandatory unless previously waived by the court. Review Rule 3.722(d) of the California Rules of Court.
<b>What is the likelihood of our case going to trial on the scheduled trial date?</b>	VERY likely! The Judicial Officer makes that determination on the morning of your scheduled trial date. Counsel should be ready to go to trial. The clerk has no information prior to that date.