

JUN 21 2021

*V. Magaña*

SUPERIOR COURT OF CALIFORNIA  
COUNTY OF RIVERSIDE

IN RE RIVERSIDE SUPERIOR COURT –  
OPTIONAL ELECTRONIC FILING FOR  
CIVIL

GENERAL ORDER 2021-22

On July 1, 2021, the Riverside County Superior Court will provide electronic filing of all documents in Unlimited Civil, including Complex, Limited Civil, Unlawful Detainers, and Small Claims cases (California Rules of Court, rule 2.253). All electronically filed documents in Unlimited Civil, including Complex, Limited Civil, Unlawful Detainers and Small Claims cases are subject to the following:

1) DEFINITIONS

- a) "Bookmark" A bookmark is a PDF document navigational tool that allows the reader to quickly locate and navigate to a designated point of interest within a document.
- b) "Efiling Portal" The official court website includes a webpage, referred to as the eFiling portal, that gives litigants access to the approved Electronic Filing Service Providers (EFSP).
- c) "Electronic Envelope" A transaction through the electronic service provider for submission of documents to the Court for processing which may contain one or more PDF documents attached.
- d) "Electronic Filing" Electronic Filing (eFiling) is the electronic transmission to a Court of a document in electronic form. (California Rules of Court, rule 2.250(b)(7).)
- e) "Electronic Filing Service Provider" An Electronic Filing Service Provider (EFSP) is a person or entity that receives an electronic filing from a party for retransmission to the Court. In the submission of filings, the EFSP does so on behalf of the electronic filer and

not as an agent of the Court. (California Rules of Court, rule 2.250(b)(8).)

f) "Electronic Signature" For purposes of this order and in conformity with Code of Civil Procedure section 17, subdivision (b)(3), section 34, and section 1010.6, subdivision (b)(2), Government Code section 68150, subdivision (g), and California Rules of Court, rule 2.257, the term "Electronic Signature" is generally defined as an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record.

g) "Hyperlink" An electronic link providing direct access from one distinctively marked place in a hypertext or hypermedia document to another in the same or different document.

h) "Portable Document Format" A digital document format that preserves all fonts, formatting, colors and graphics of the original source document, regardless of the application platform used.

## 2) ELECTRONIC FILING

### a) Trial Court Records

Pursuant to Government Code § 68150, trial court records may be created, maintained, and preserved in electronic format. Any document that the Court receives electronically must be clerically processed and must satisfy all legal filing requirements in order to be filed as an official court record (California Rules of Court, rules 2.100, et seq., 2.253(b)(6) and 2.256(b)).

### b) Represented Litigants

Pursuant to California Rules of Court, rule 2.253(b), represented litigants are required to electronically file documents with the Court through an approved EFSP.

### c) Public Notice

The Court has issued a Public Notice with effective dates the Court required parties to electronically file documents through one or more approved EFSPs. Public Notices containing effective dates and the list of EFSPs are available on the Court's website.

### d) Documents in Related Cases

Documents in related cases must be electronically filed in the eFiling portal for that case type if electronic filing has been implemented in that case type, regardless of whether the case has been related to a Civil case.

1 3) EXEMPT FILINGS

2 a) The following documents shall not be submitted electronically:

- 3 i) Any ex parte application that is filed concurrently with a new complaint;
- 4 ii) Bonds/Undertakings;
- 5 iii) Trial Documents under Local Rule 3401;
- 6 iv) Trial and Evidentiary Hearing Exhibits;
- 7 v) Judicial Council Coordinated Proceedings (JCCP);
- 8 vi) Harassment pleadings requesting the minor's information be confidential;
- 9 vii) Notices of Appeal and any subsequent appeals documents;
- 10 viii) Small Claims Notice of Appeal and Small Claims Notice of Appeal as to the
- 11 Denial of the Motion to Vacate Judgment;
- 12 ix) Writ Returns;
- 13 x) Subpoenaed Records;
- 14 xi) Administrative Records;
- 15 xii) Sealed Documents; and
- 16 xiii) Documents submitted conditionally under seal. The actual motion or
- 17 application to file the document under seal shall be electronically filed. A courtesy
- 18 copy of the electronically filed motion or application to submit documents
- 19 conditionally under seal must be provided with the documents submitted
- 20 conditionally under seal.

21 b) Lodgments

22 Documents attached to a Notice of Lodgment shall be lodged and/or served

23 conventionally in paper form. The actual document entitled, "Notice of Lodgment,"

24 shall be submitted electronically.

25 4) ELECTRONIC FILING SYSTEM WORKING PROCEDURES

26 Electronic filing service providers must obtain and manage registration information for

27 persons and entities electronically filing with the court.

28 5) TECHNICAL REQUIREMENTS

- a) Electronic documents must be electronically filed in PDF, text searchable format when
- technologically feasible without impairment of the document's image.

- 1 b) The table of contents for any filing must be bookmarked.
- 2 c) Electronic documents, including but not limited to, declarations, proofs of service, and
- 3 exhibits, must be bookmarked within the document pursuant to California Rules of Court,
- 4 rule 3.1110(f)(4). Electronic bookmarks must include links to the first page of each
- 5 bookmarked item (e.g. exhibits, declarations, deposition excerpts) and with bookmark
- 6 titles that identify the booked marked item and briefly describe the item.
- 7 d) Attachments to primary documents must be bookmarked. Examples include, but are not
- 8 limited to, the following:
- 9 i) Depositions;
- 10 ii) Declarations;
- 11 iii) Exhibits (including exhibits to declarations);
- 12 iv) Transcripts (including excerpts within transcripts);
- 13 v) Points and Authorities;
- 14 vi) Citations; and
- 15 vii) Supporting Briefs.
- 16 e) Use of hyperlinks within documents (including attachments and exhibits) is strongly
- 17 encouraged.
- 18 f) Accompanying Documents
- 19 Each document accompanying a single pleading must be electronically filed as a separate
- 20 digital PDF document.
- 21 g) Multiple Documents
- 22 Multiple documents relating to one case can be uploaded in one envelope transaction.
- 23 h) Writs and Abstracts
- 24 Writs and Abstracts must be submitted as a separate electronic envelope.
- 25 i) Sealed Documents
- 26 If and when a judicial officer orders documents to be filed under seal, those
- 27 documents must be filed in-person; the burden of accurately designating the
- 28 documents as sealed at the time of electronic submission is the submitting party's
- responsibility.
- j) Redaction

Pursuant to California Rules of Court, rule 1.201, it is the submitting party's responsibility to redact confidential information (such as using initials for names of minors, using the last four digits of a social security number, and using the year for date of birth) so that the information shall not be publicly displayed.

#### 6) ELECTRONIC FILING SCHEDULE

##### a) Filed Date

- i) Any document received electronically by the court between 12:00 a.m. and 11:59:59 p.m. shall be deemed to have been effectively filed on that court day if accepted for filing. Any document received electronically on a non-court day, is deemed to have been effectively filed on the next court day if accepted.

(California Rules of Court, rule 2.253(b)(6); Code Civ. Proc. § 1010.6(b)(3).)

- ii) Notwithstanding any other provision of this order, if a digital document is not filed in due course because of: (1) an interruption in service; (2) a transmission error that is not the fault of the transmitter; or (3) a processing failure that occurs after receipt, the Court may order, either on its own motion or by noticed motion submitted with a declaration for Court consideration, that the document be deemed filed and/or that the document's filing date conform to the attempted transmission date.

#### 7) EX PARTE APPLICATIONS

- a) Ex parte applications and all documents in support thereof must be electronically filed no later than 10:00 a.m. the court day before the ex parte hearing.
- b) Any written opposition to an ex parte application must be electronically filed by 8:30 a.m. the day of the ex parte hearing. A printed courtesy copy of any opposition to an ex parte application must be provided to the court the day of the ex parte hearing.

#### 8) PRINTED COURTESY COPIES

- a) For any filing electronically filed two or fewer days before the hearing, a courtesy copy should be delivered to the courtroom by 4:30 p.m. the same business day the document is efiled. If the filing is submitted after 4:30 p.m., the courtesy copy should be delivered to the courtroom by 10:00 a.m. the next business day.

#### 9) WAIVER OF FEES AND COSTS FOR ELECTRONICALLY FILED DOCUMENTS

- 1 a) Fees and costs associated with electronic filing must be waived for any litigant who has  
2 received a fee waiver. (California Rules of Court, rule, 2.258(b), Code Civ. Proc. §  
3 1010.6(d)(2).)
- 4 b) Fee waiver applications for waiver of court fees and costs pursuant to Code of Civil  
5 Procedure section 1010.6, subdivision (b)(6), and California Rules of Court, rule 2.252(f),  
6 may be electronically filed in any authorized action or proceeding.

7 10) SIGNATURES ON ELECTRONIC FILING

8 For purposes of this General Order, all electronic filings must follow California Rules of  
9 Court, rule 2.257.

10 This General Order applies to documents filed within the Civil Division of the Riverside  
11 County Superior Court. This General Order is effective as of July 1, 2021, and is to remain  
12 in effect until otherwise ordered by the Presiding Judge.

13  
14  
15  
16 DATE:

6/18/21

  
JOHN M. MONTEROSSO  
Presiding Judge