

# eSubmit User Reference Guide



## eSubmit – Document Submission Portal

Superior Court of California, County of Riverside

Effective July 1, 2019, the Court has implemented a new electronic document delivery system called eSubmit - Document Submission Portal ('eSubmit'), which allows customers to upload documents and pay filing fees electronically via an online portal on the court's website.

The eSubmit application is available to court customers for all case types. Documents must be in a Portable Document Format (PDF). The eSubmit submission fee per transaction is \$1.85. eSubmit transactions are limited to one case and up to 15 documents per transaction.

Additionally, for security reasons, the application will not work when using Internet Explorer on Windows 7 or older but will work with Google Chrome or Mozilla Firefox. Submissions must not include coversheets or contain any credit card or payment information on any of the uploaded documents.

This user reference guide will take you through the steps for submitting documents to the court via eSubmit.

**To begin**, from the eSubmit screen, select '[Access the eSubmit - Document Submission Portal](#)' link at the bottom of the screen. You will be taken to the eSubmit - Document Submission Portal where you will fill out the eSubmit form and upload the case documents for your submission.

## Step 1 - Filer Information

Complete all applicable fields (Note: Fields selected with a red asterisk (\*) are mandatory fields and must be completed before moving to the next page).

**eSubmit - Document Submission Portal**  
Superior Court of California, County of Riverside

Filer Information

Page 1 of 5

**Filer Information**

First Name \* Thomas Middle Name A Last Name \* Filer

Street Address \* 123 Anywhere Street City \* Riverside State \* CA Zip \* 92501

Phone Number \* (951) 555-1234 Fax Number Optional Company / Agency Optional

Email Address \* thomas.filer@yahoo.com Confirm Email \* thomas.filer@yahoo.com

Next

# eSubmit User Reference Guide



## eSubmit – Document Submission Portal

Superior Court of California, County of Riverside

### Step 2 - Filing Information

The Filing Information page is comprised of several sections detailed below with all fields being mandatory. Sections that display are case type specific and dependent on options selected within each section of the Filing Information page.

#### Is this a new case?

If you mark **No**, enter the Case Number for your filing in the Case Number field, select the case type from the drop down in the Case Type field, and then select the correct court location for filing your document(s) from the drop down in the Court Location field.

Is this a new case? *	Case Number *	Case Type *	Court Location *
<input checked="" type="radio"/> No <input type="radio"/> Yes	<input type="text" value="TST123456"/>	<input style="border: none; border-bottom: 1px solid black;" type="text" value="Civil"/>	<input style="border: none; border-bottom: 1px solid black;" type="text" value="Riverside"/>

If you mark **Yes**, the Case Number field will vanish. Select the case type from the drop down in the Case Type field, and then select the correct court location for filing your document(s) from the drop down in the Court Location field.

Refer to the following link for 'Where to File Documents' [www.riverside.courts.ca.gov/wheretofile.shtml](http://www.riverside.courts.ca.gov/wheretofile.shtml)

Is this a new case? *	Case Type *	Court Location *
<input type="radio"/> No <input checked="" type="radio"/> Yes	<input style="border: none; border-bottom: 1px solid black;" type="text" value="Civil"/>	<input style="border: none; border-bottom: 1px solid black;" type="text" value="Riverside"/>

#### Fee waiver or other exemption?

In this section, mark the radio dial for the applicable waiver of fees or exemption. If there are no applicable exemptions or fee waivers, mark **None**. (Note: The Court will verify Fee Waivers and other exemptions when reviewing the submission.)

# eSubmit User Reference Guide



## eSubmit – Document Submission Portal

Superior Court of California, County of Riverside

The “Exempt Pursuant to GC § 6103” should be selected for any public agency listed in this code section including law enforcement.

Fee waiver or other exemption?\*

None     Fee Waiver     Exempt Pursuant to G.C. §6103     Other Exempt Party/Agency

The “Other Exempt Party/Agency” option should only be selected by parties/agencies that are exempt from filing/transaction fees, who are not included in exemptions listed in GC § 6103 (e.g. court appointed mediators, court appointed medical examiners. etc.).

If the Fee Waiver or an exemption option is selected, you will not be prompted to enter credit card information at the conclusion of your submission.

### Does this case/submission include a restraining order involving violence?

This section must be completed when **None** is selected under Fee waiver or other exemption. (Note: If fee waiver or other exemption is selected, this section will not appear.)

Does this case/submission include a restraining order involving violence?\*

No     Yes     I don't know

- If **No** is selected, you will be prompted to enter credit card information at the conclusion of your submission.
- If **Yes** is selected, there is no filing/transmission fee required and you will not be prompted to enter credit card information at the conclusion of your submission.
- If **I don't know** is selected, you will be prompted to enter credit card information at the conclusion of your submission and the court will determine if the submission is exempt from a filing/transmission fee.

# eSubmit User Reference Guide



## eSubmit – Document Submission Portal

Superior Court of California, County of Riverside

### Filing as an Attorney?

In this section, select the appropriate radio dial to indicate whether you are submitting your filing on your own behalf or submitting your filing as an attorney.

If **Yes** is selected, enter your state bar number and the party(ies) you are representing on the case.

The screenshot shows a form section titled "Filing as an Attorney?". It contains three main fields: "Filing as an Attorney?" with radio buttons for "No" and "Yes" (where "Yes" is selected); "Bar Number\*" with the value "123456789"; and "Attorney For\*" with the value "Jane Doe". Below the "Attorney For\*" field is a link that says "Add another party".

Two callout boxes provide instructions: one points to the "Add another party" link, stating "If you represent more than one party on the filing, click 'Add another party' to add additional fields."; the other points to the "Attorney For\*" field, stating "Enter only one party name in the field."

The screenshot shows the full "Filing Information" form. At the top, it includes the eSubmit logo and the text "eSubmit - Document Submission Portal" and "Superior Court of California, County of Riverside". Below this is a progress bar and the text "Filing Information" and "Page 2 of 5".

The form contains several sections:

- Is this a new case?\*** with radio buttons for "No" (selected) and "Yes".
- Case Number\*** with the value "TST123456".
- Case Type\*** with a dropdown menu showing "Civil".
- Court Location\*** with a dropdown menu showing "Riverside".
- Fee waiver or other exemption?\*** with radio buttons for "None" (selected), "Fee Waiver", "Exempt Pursuant to G.C. §6103", and "Other Exempt Party/Agency".
- Does this case/submission include a restraining order involving violence?\*** with radio buttons for "No" (selected), "Yes", and "I don't know".
- Filing as an Attorney?\*** with radio buttons for "No" and "Yes" (selected).
- Bar Number\*** with the value "123456789".
- Attorney For\*** with the value "Jane Doe".
- A link below the "Attorney For\*" field that says "Add another party".

At the bottom of the form are two buttons: "Previous" and "Next".

A callout box points to the "Next" button, stating "Once all applicable fields are complete, click Next."

# eSubmit User Reference Guide



## eSubmit – Document Submission Portal

Superior Court of California, County of Riverside

### Step 3 - Upload Documents

Enter the title of your document in the Document Title field. This field will automatically search for documents based on the word(s) you enter. Choose from the list of documents or manually enter the document title if not listed. Click the Upload button to the right to upload your PDF document. If you have another document to file for the same case, click 'Add Another Document' and repeat the steps above. (Note: You may add a maximum of 15 PDF documents to your submission and each PDF document may be no more than 50MB.)

**eSubmit - Document Submission Portal**  
Superior Court of California, County of Riverside

Upload Documents  
Page 3 of 5

### Upload Documents

Instructions:

1. Click on the document title field to view a list of commonly filed documents for the selected case type.
2. Begin typing to narrow the options and make a selection, or manually enter a title for your document.
3. Click the upload button and select a file from your device, or drag and drop the file (PDF only, 50MB or less).

**Document Title\***

Complaint, answer or other first paper limited civil under \$10,000 ca

**File Upload\***

Upload

Answer to Complaint.pdf 670.05KB X

Document (Max 15)

Next

This field will automatically search for documents based on the word(s) you enter. Choose from the list of documents or manually enter the document title if not listed.

If the incorrect document is uploaded, click the X to remove it.

Once all documents have been entered and uploaded, click Next.

Please note that certain documents types are **NOT** accepted through the eSubmit Document Submission Portal. A [full listing of documents](#) can be found on the court's website.



# eSubmit User Reference Guide



## eSubmit – Document Submission Portal

Superior Court of California, County of Riverside

### Step 5 - Review & Submit

#### Filer Information, Filing Information, Documents

Review your submission details. Use the **Previous** button to move back to the previous screens to make any necessary changes. Once changes are made, click the **Next** button until you return to the Review & Submit page.

#### Notes/Special Instructions

You may use this section to provide additional information relevant to your submission and/or indicate if you would like to pay any additional fees associated with your case (e.g. Jury Fees, Complex Case Fees, etc.).

#### Submission Fee

The submission fee section will appear on the Review & Submit page only when there are no fee waivers or exemptions indicated on the Filing Information page. The submission fee field is prepopulated with a fee of \$1.85, which cannot be modified.

#### Credit Card Authorization

The credit card authorization section will appear on the Review & Submit page only when there are no fee waivers or exemptions indicated on the Filing Information page. You must check the box to authorize charges for any filing fees owed and the submission fee before you can complete your submission.

Click **Complete** to submit your document(s) for filing.

# eSubmit User Reference Guide



## eSubmit – Document Submission Portal

Superior Court of California, County of Riverside



### eSubmit - Document Submission Portal

Superior Court of California, County of Riverside

Review & Submit

Page 5 of 5

#### Review & Submit

Filer Information	Filing Information
Thomas A Filer 123 Anywhere Street Riverside, CA 92501 (951) 555-1234 thomas.filer@yahoo.com	TST123456 Civil - Riverside Standard Filing Fees Bar Number: 123456789

**Documents**

- 1) Complaint, answer or other first paper limited civil under \$10,000 case (amount up to \$10,000)
- 2) Cross-Complaint

**Notes/Special Instructions (?)**

Optional

**Submission Fee**

\$ 1.85

**Credit Card Authorization\***

I authorize charges for Filing Fees owed pursuant to the Riverside Superior Court Fee Schedule and any amount imposed by the card issuer or draft purchaser to be charged to the card provided with this form.

[Click here to view the Riverside Superior Court Fee Schedule](#)

Previous Complete

Click to view fee schedule.

Click **Complete** to submit your document(s) for filing.

# eSubmit User Reference Guide



## eSubmit – Document Submission Portal

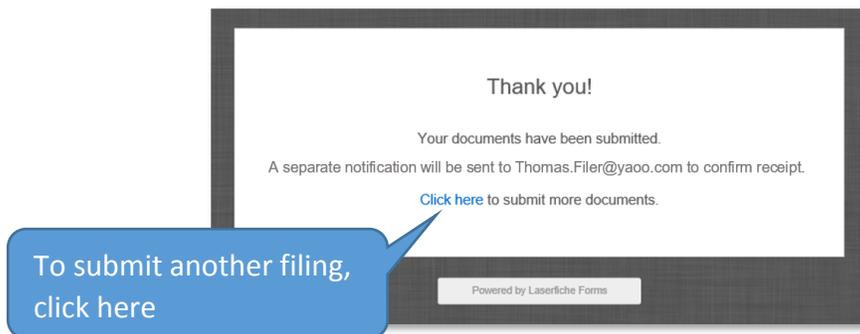
Superior Court of California, County of Riverside

### Step 6 - Payment Information

A Payment Information window will appear for you to enter your credit card information only when there are no fee waivers or exemptions indicated on the Filing Information page. Enter your credit card number, expiration date, and card code, and then click **Submit**.

The screenshot shows a 'Payment Information' window with a close button (x) in the top right corner. It contains three input fields: 'Card Number \*' with a card icon, 'Exp. Date \*', and 'Card Code'. Below these fields is a large grey 'Submit' button.

The following message will appear indicating that your documents have been submitted.



# eSubmit User Reference Guide



## eSubmit – Document Submission Portal

Superior Court of California, County of Riverside

### Delivery Confirmation

An eSubmit-Document Submission Portal Delivery Confirmation will be sent to the email address provided listing the submission details.

 <b>eSubmit – Document Submission Portal</b> Delivery Confirmation				
<b>Submission ID</b>		<b>Date Received</b>		
4553		6/18/2019 3:42 PM		
<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>		
Thomas	A	Filer		
<b>Street Address</b>		<b>City</b>	<b>State</b>	<b>Zip</b>
123 Anywhere Street		Riverside	CA	92501
<b>Phone Number</b>	<b>Fax Number</b>	<b>Company / Agency</b>		
(951) 555-1234				
<b>Email Address</b>				
Thomas.Filer@yahoo.com				
<b>New Case</b>	<b>Case Number</b>	<b>Case Type</b>	<b>Court Location</b>	
No	TST123456	Civil	Riverside	
<b>Fee Waiver or Other Exemption</b>				
None				
<b>Filing as an Attorney?</b>	<b>Bar Number</b>	<b>Attorney For</b>		
Yes	123456789	Jane Doe		
<b>Documents</b>				
1	Complaint, answer or other first paper limited civil under \$10,000 case (amount up to \$10,000)			
2	Cross-complaint			
<b>Notes / Special Instructions</b>				
<b>IMPORTANT:</b> This document serves as a confirmation of delivery only and the submitted documents have not yet been processed and/or filed by the Superior Court of California, County of Riverside.				