

JUL 15 2019

V. Magaña

SUPERIOR COURT OF CALIFORNIA
COUNTY OF RIVERSIDE

In Re:
ELECTRONIC FILING PERMITTED

ORDER NO. 2019-13
ADMINISTRATIVE ORDER

Effective July 1, 2019 the Riverside County Superior Court hereby permits electronic filing of documents directly with the court. All electronically filed documents are subject to the following:

A. Definitions

1. "Electronic Filing" is the electronic submission to the court of a document in electronic form. This definition concerns the activity of filing and does not include the processing and review of the document, and its entry into the court records, which are necessary for a document to be officially filed. (California Rules of Court, rule 2.250(b)(7).)

2. "eSubmit-Documents Submission Portal" is the official Riverside Superior Court eFiling portal, which allows court documents to be directly and securely transmitted to the Court via the internet.

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

1 B. Electronic Filing Permitted

2 1. Pursuant to Code of Civil Procedure section 1010.6, and California Rules of
3 Court, rule 2.252, documents may be electronically filed directly with the court using
4 eSubmit.

5 2. Each document transmitted through eSubmit for direct filing with the court shall
6 contain the filing party or attorney's e-mail address in the caption section of the document.
7 Court users must also provide a valid e-mail address.

8 3. eSubmit transactions are limited to a single case and up to 15 documents per
9 transmission. Each document is limited to 50 megabits (mb) in size. Electronically filed
10 documents must be in PDF.

11 4. The court will continue to accept documents in person, via U.S. Mail, in court
12 drop boxes and private courier service at the appropriate courthouses.

13 5. Pursuant to California Rules of Court, rule 1.201, it is the submitting party's
14 responsibility to redact confidential information, such as social security number and
15 financial account numbers, so that the information will not be publicly disclosed.

16 B. Fees

17 1. Pursuant to Code of Civil Procedure section 1010.6 subdivision (d)(2), the
18 eSubmit submission fee is \$1.85 per transmission.

19 2. If a party with a fee waiver files documents electronically, that party is exempt
20 from the fees and costs associated with electronic filing.

21 C. Filed Date

22 1. Any electronically filed document received by the Court before midnight shall
23 be deemed filed on that court day, if accepted for filing.

24 2. Any electronically filed document received by the Court on or after midnight, or
25 received on a noncourt day shall be deemed filed on the next court day, if accepted for
26 filing.

27 3. Electronically transmitted documents shall be deemed filed on the date and
28 time the document is received by the Court and the confirmation of receipt is created.

1 D. Electronic Signatures

2 When an electronically filed document requires a signature of a person under the
3 penalty of perjury, the document shall be deemed properly signed if either:

4 1. The person signs a printed form of the document before the document is
5 electronically filed. The attorney or other person filing the document shall maintain the
6 printed form of the document with the original signature until final disposition of the case,
7 and make it available for review and copying upon request of the Court or any party to
8 the action.

9 2. The person signs the document pursuant to California Rules of Court, rule
10 2.257(b)(1).

11 E. Documents Not Electronically Filed

12 The following documents shall not be accepted for electronic filing:

13 1. Civil

- 14 a. General civil judgments
- 15 b. Unlawful Detainer judgments
- 16 c. Writs
- 17 d. Abstracts
- 18 e. DL30
- 19 f. Civil bench warrant

20 2. Family Law

- 21 a. Family Law judgments
- 22 b. Requests for Intercounty Adoptions
- 23 c. Consents re. Termination of Parental Rights
- 24 d. Citations
- 25 e. Writs
- 26 f. Abstracts
- 27 g. Bonds

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b. Citations

d. Bonds

Bail Bonds

Citations

As of July 1, 2019, the court will no longer accept documents via facsimile.

IT IS SO ORDERED.

JOHN W. VINEYARD
Presiding Judge