

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF RIVERSIDE**

**TITLE 3 – CIVIL**

**EFFECTIVE JANUARY 1, 2022**

**RULE 3118**

**ELECTRONIC FILINGS IN CIVIL CASES**

Pursuant to Code of Civil Procedure section 1010.6, subdivision (d), in all limited and unlimited civil actions, including unlawful detainers, parties represented by counsel must file documents electronically. Electronic filing is available to but not required for self-represented litigants. In civil cases involving both represented and self-represented parties or other persons, parties or other persons who are represented must file documents electronically, but shall serve self-represented parties or persons by non-electronic means unless the self-represented party or person affirmatively agrees otherwise.

The electronic filing of documents must be submitted using electronic filing service providers. Electronic service provider information is available on the Court's website at <https://www.riverside.courts.ca.gov/FormsFiling/EFiling/eFiling-service-providers.php>.

If a party who has been granted a fee waiver files electronically, that party is exempt from the court fees associated with electronic filing.

Any party or other person required to file documents electronically under this rule may be excused from this requirement by the department to which the case is assigned upon a showing of undue hardship or significant prejudice.

Pursuant to California Rules of Court, rule 2.111(1), all documents filed with the court shall list the email address of counsel, or of the self-represented party on the first page. For purposes of electronic service, this email address will be deemed to be the proper email address for service subject to the provisions set forth in Code of Civil Procedure section 1010.6, subdivision (d).

Any document received electronically by the court between 12:00 a.m. and 11:59:59 p.m. shall be deemed to have been filed on that court day if accepted for filing. Any document received electronically on a non-court day is deemed to have been filed on the next court day if accepted for filing. (Cal. Rules of Court, rule 2.253(b)(6); Code Civ. Proc. § 1010.6(b)(3).) For purposes of this rule, filing occurs at the time the document is received by the court and a confirmation of receipt is created. (Cal. Rules of Court, rule 2.259(a)(1) & (c).) This provision concerns only the method and effective date of filing; any document that is electronically filed must satisfy all other legal filing deadlines and requirements. This rule does not affect the timing requirements for any documents that must be filed by a set time on the due date. If a document is exempt from electronic filing, the original documents must be filed in the Clerk's Office by the close of business on a court day.

(Adopted 11-5-21, effective 1-1-22)