



# CIVIL E FILING

Riverside Superior Court

# Slide Presentation Covers:

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Overview of eFiling Process

Review of the General Order and Rules  
of Court

eFiling Information & Best Practices

Common Rejections

Court Reservation System (CRS)



# eFiling Implementation Schedule

	Optional	Mandatory
Unlimited Civil, including Complex	July 1, 2021	January 1, 2022
Limited Civil	July 1, 2021	January 1, 2022
Unlawful Detainers	July 1, 2021	January 1, 2022
Small Claims	July 1, 2021	January 1, 2022

On July 1, 2021, the Riverside Superior Court began optional 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).

Under Local Rule 3118, the Riverside Superior Court will transition to mandatory electronic filing (eFiling) for parties represented by counsel in limited and unlimited civil actions, including unlawful detainers cases, on January 1, 2022.

Electronic filing in limited and unlimited civil actions, including unlawful detainers cases and small claims, is optional for self-represented litigants and not required (California Rules of Court, rule 2.253(b)(2)).

We are not electronic filing (eFiling) for family law or probate at this time.

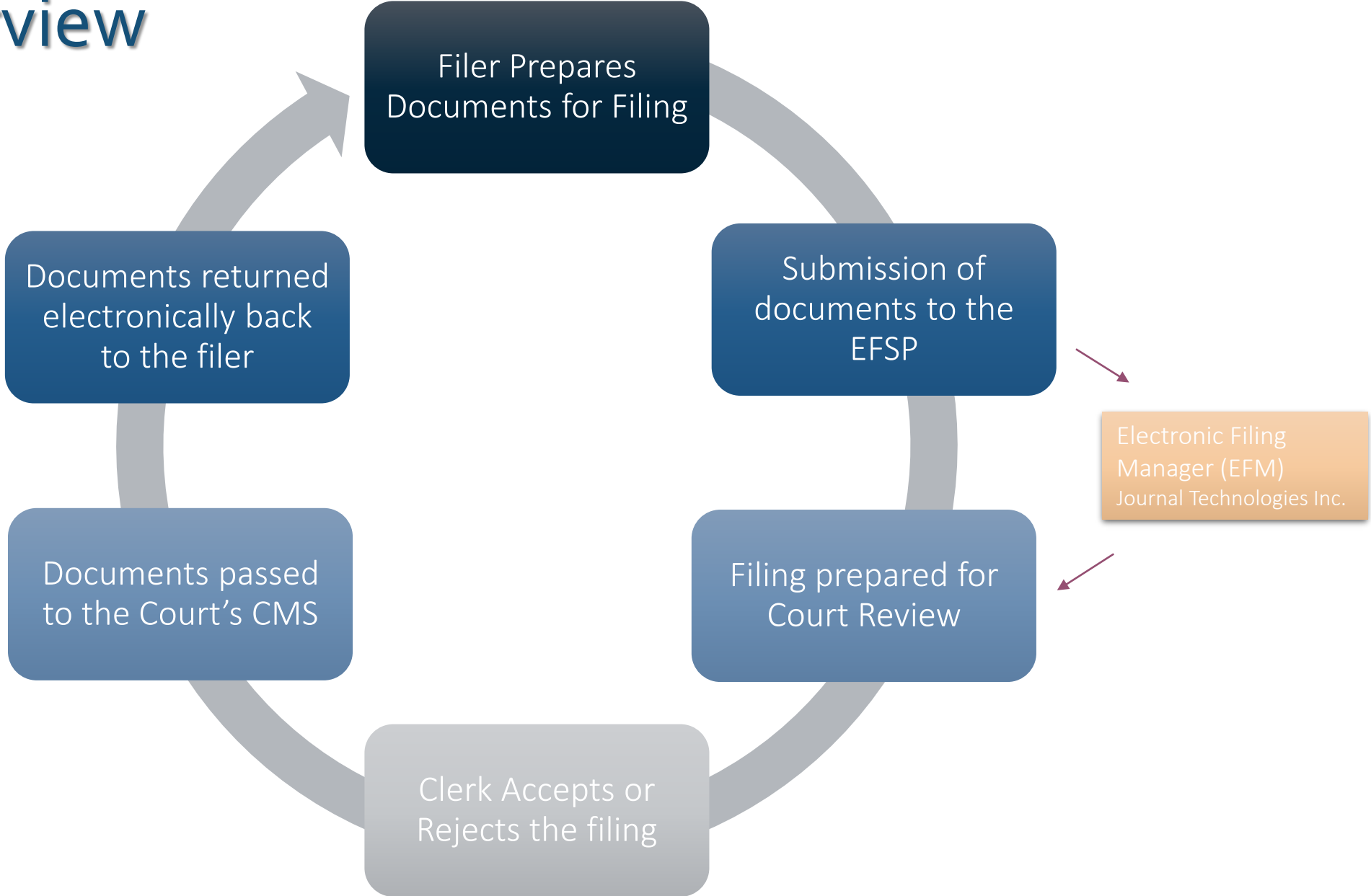
# What is eFiling?

Electronic Filing (eFiling) is the electronic transmission to a Court of a document in electronic form.

*California Rules of Court, rule 2.250*



# eFiling Overview



# What is an EFSP?

## Electronic Filing Service Provider

An Electronic Filing Service Provider (EFSP) is a person or entity that receives an electronic filing from a party for transmission 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)*

The approved EFSP providers can be found on the court website:

<https://www.riverside.courts.ca.gov/Forms Filing/EFiling/eFiling-service-providers.php>

The EFSP list is refreshed and resorted each time the page is accessed.

The EFSP list is searchable.

## Electronic Filing Service Providers

You may select an electronic filing service provider from this list to help you electronically file legal documents with the Riverside Superior Court.

eFiling Provider Search



 FILE EXPERT

 CALIFORNIA CourtFiling

 JUDY'S ROADRUNNERS ATTORNEY SERVICE

 Legal e-File<sup>SM</sup>  
We simplified e-filing

 BLS  
BOSCO LEGAL SERVICES, INC.

 FL FIRSTLEGAL

 CABLES

 ZAGUS



# Governing Statutes

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Below are some of the governing statutes related to electronic filing.



Code of Civil Procedure  
§1010.6



California Rules of Court,  
rules 2.250 et. seq.



Local Rule 3118  
Riverside Superior  
Court's General Order  
2022-1



Government Code  
§68150

# Technical Requirements

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## PDF

A digital document format that preserves all fonts, formatting, colors and graphics of the original source document, regardless of the application platform used.



## Bookmarks

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.



## Hyperlinks

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



## Text Searchable

Searchable PDFs usually result through the application of OCR (Optical Character Recognition) to scanned PDFs or other image-based documents.

# Riverside's General Order

Order No. 2022-1

The Riverside Superior Court's Mandatory Electronic Filing Order for Civil is available online at:

[www.riverside.courts.ca.gov/FormsFiling/Efiling/civil-efiling.php](http://www.riverside.courts.ca.gov/FormsFiling/Efiling/civil-efiling.php)



**Electronic Signatures (CRC 2.257, CCP 1010.6)**



**Received & File Stamps (CRC 2.259)**

The electronically filed endorsement has the same force and effect as a manually affixed endorsement stamp with the signature and initials of the court clerk



**Filing Hours (CRC 2.253(b)(6))**

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.



**Redaction (CRC 1.201)**

It is the submitting party's responsibility to redact confidential information so that the information shall not be publicly displayed.

# Electronic Signatures

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## California Rules of Court, rule 2.257

### (b) Documents signed under penalty of perjury

...deemed to have been signed by that person if filed electronically provided that the declarant has electronically signed the document or the declarant, before filing, has physically signed a printed form of the document ...

### (c) Document not signed under penalty of perjury

... document is deemed signed by person who filed it electronically. When a document requires the signatures of opposing parties, such as a stipulation, the other parties (not the filer) must of have signed the document before the filing date.

The electronic filer must maintain the original, signed document and must make it available for inspection and copying. The court and any other party may demand production of the original signed document.

### (d) Digital signature

A party or other person is not required to use a digital signature on an electronically filed document.

### Best practice if not electronically signing the document

/s/ George Michael Jones

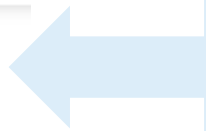
George Michael Jones

Attorney for Plaintiff

# eFiling Stamps

Electronically FILED by Superior Court of California, County of Riverside on 07/13/2021 04:15 PM Case Number CVRI2103136 0000000354468 - W. Samuel Hamrick Jr., Executive Officer/Clerk of the Court By _____, Clerk <b>PLD-PI-001</b>	
ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):    TELEPHONE NO: _____ FAX NO. (Optional): _____ E-MAIL ADDRESS (Optional): _____ ATTORNEY FOR (Name): _____	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF RIVERSIDE</b> STREET ADDRESS: 4050 Main Street MAILING ADDRESS: _____	

TIP: Please make sure there is enough room at the top of your document for the filing ribbon.



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# Exempt Documents



1

Any ex parte application that is filed concurrently with a new complaint

2

Bonds and Undertakings

3

Trial Documents under Local Rule 3401

4

Exhibits to be offered at any trial or evidentiary hearing

5

New Judicial Council Coordinated Proceedings (JCCP) cases

# Exempt Documents



6

Harassment proceedings requesting the minor's information be confidential

7

Mandatory Settlement Conference Briefs

8

Notices of Appeal and any subsequent appeals documents

9

Small Claims Notice of Appeal and Small Claims Notice of Appeal as to the Denial of the Motion to Vacate Judgment

10

Writ Returns

# Exempt Documents



11

Media Request to Photograph, Record, or Broadcast

12

Request to file new litigation by vexatious litigants

13

Subpoenaed records

14

Administrative records

15

Sealed documents

# Exempt Documents



16

Documents submitted conditionally under seal.

The actual motion or application shall be electronically filed. A courtesy copy of the electronically filed motion or application to submit documents conditionally under seal must be provided with the documents submitted conditionally under seal.

17

The actual document entitled, "Notice of Lodgment," shall be filed electronically.

Documents attached to a Notice of Lodgment shall be lodged and/or served conventionally in paper form.



# eFiling Information & Best Practices

## Fees

The EFSP will charge the filing fee(s) for your documents and any applicable service or convenience fees. All fees are collected by the EFSP when the filing is submitted, but only the filing fees will be transmitted to the court.

Fee waivers or valid government exemptions under GC 6103 are honored.

Effective 1/1/22, the court will be charging a \$1.85 eFiling transaction fee.



# eFiling Information & Best Practices

A **Filing Document Name** refers to the type of filing (*e.g. answer, demurrer, motion, etc.*) and is used by the EFSP to properly designate the document(s) upon submission.

Using the correct Filing Document Name is extremely important as it determines the appropriate fee and court workflow.

If you are unsure of the filing document name, you may use the 'eFiling Document Finder' on the court's website.



# eFiling Information & Best Practices

## Lead Documents

If multiple documents are filed in one submission, the lead document is the one that is most important. For example, if you were filing a motion with a supporting declaration and a proof of service, the motion would be the lead document.

It is important to properly identify the **lead document** as this will affect the priority and timing for processing by the court and ensures that the document is directed to the appropriate location or court personnel.



# eFiling Information & Best Practices

## Request to Waive Court Fees (FW-001)

If submitting a Request to Waive Court Fees (FW-001) for review with a filing, a proposed order (FW-003) does not need to be submitted.

The court will be generating the FW-003.



# eFiling Information & Best Practices

## Creating PDFs

Judicial Council Forms saved to your computer and Word documents saved as PDF should remain text searchable.

Adobe Acrobat or other similar programs can create searchable PDFs.

Size limitations – check with your EFSP; however as a general rule of thumb, 25 megabytes per document and 60 megabytes per eFiling transaction is a good guideline.

Do not take pictures of your documents or save in other formats (i.e., TIFF, JPEG, BMP, etc.) and convert to a PDF as the file will be too large

# Judicial Orders

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Several orders will be routed electronically to the judicial officer for review and returned to the filer electronically. Some orders and judgments can be submitted via eFiling, however they will not be routed to the judicial officer electronically. Once reviewed and processed the order/judgment will be returned manually (i.e. email (if provided), pick-up bin, or US Mail).

## Examples of Orders reviewed and returned via eFiling

- 170.6 CCP
- Application for Order for Publication of Summons
- Ex Parte Application and Order re:
- Notice of Intent to Move for a New Trial
- Request to Waive Court Fees (FW-001)
- Stipulation and Order for Leave to File Amended Answer
- Stipulation and Order to Continue Hearing
- Stipulation and Order Setting Aside Dismissal of the Complaint
- Temporary Restraining Order

## Examples of Orders reviewed and returned manually

- Proposed Court Default Judgment
- Proposed Unlawful Detainer Court Default Judgment
- Proposed Judgment
- Proposed Order (hearing) re:

# Common Rejections

## Electronic Filing

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In addition to failing to follow [California Rules of Court, rules 2.100 et seq.](#), some common reasons a filing may be rejected by the Court include, but are not limited to:



Multiple documents are incorrectly submitted as a single PDF, e.g. multiple documents are submitted as one PDF document when they should be submitted as separate document entries.



Information entered in data fields is incorrect or does not match the document (image) submitted, e.g. the incorrect Filing Document Name is selected, case number does not match, and the party's name and/or address does not match.



Incorrect Document Filing Name

Incorrect case type, case category, or party type is selected.

Incorrect court location is selected.



Duplicate submission.

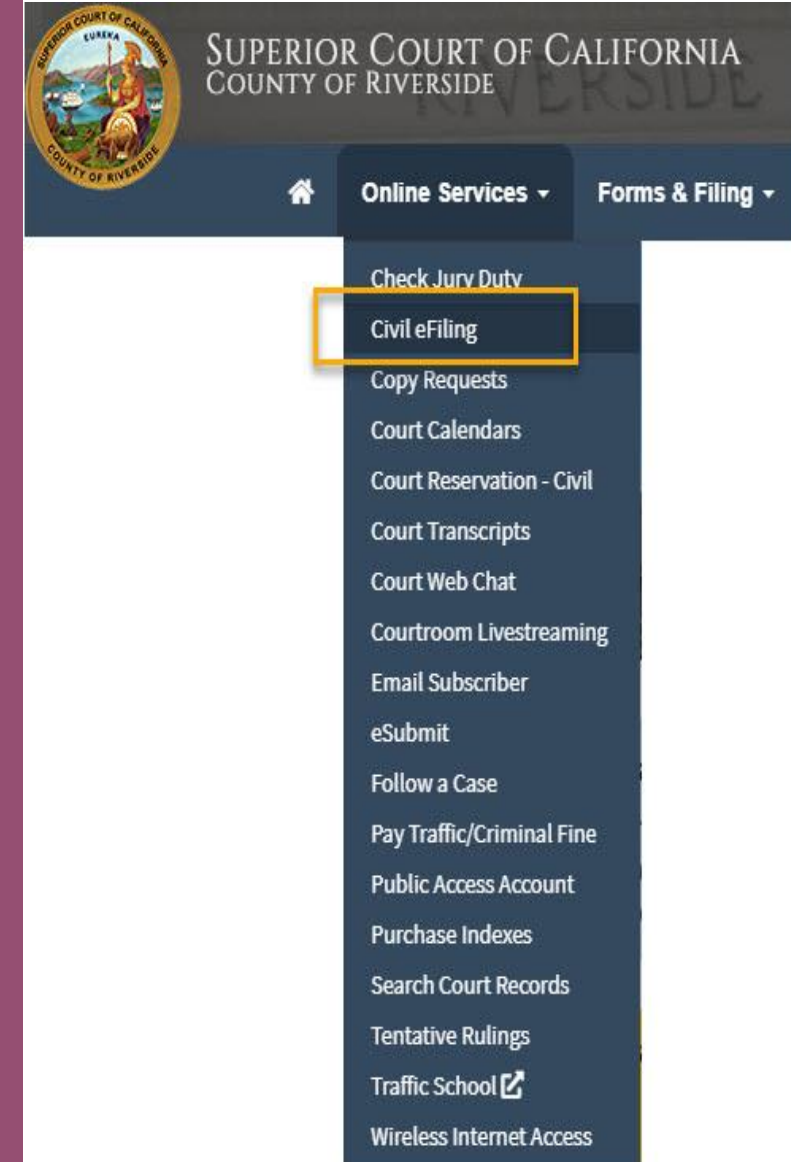
Illegible document submitted or document size is too large.



# Court's eFiling Webpage

[www.riverside.courts.ca.gov](http://www.riverside.courts.ca.gov)

- General Order 2022-1
- List of Approved Electronic Filing Service Providers
- Documents Exempt from eFiling
- Frequently Asked Questions (FAQs) for eFiling
- eFiling Document Finder



# eFiling Document Finder

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eFiling Document / Action Code Finder

🔍 All Codes 🔍 Small Claims 🔍 Unlawful Detainer 🔍 Protective Orders 🔍 Name / Gender Change 🔍 Limited / Unlimited Civil

All Codes Search 🔍

Category	Document Type	Name / Description	Additional Information
Limited/Unlimited Civil	Hearing Documents	Anti-SLAPP Motion (Special Motion to Strike)	Lead Document
Limited/Unlimited Civil	Hearing Documents	Application and Notice of Application and Hearing for Order to Quash Ex Parte Writ of Possession - Claim and Delivery (CD-160)	Lead Document
Limited/Unlimited Civil	Hearing Documents	Application and Notice of Hearing for Order to Set Aside Right to Attach Order	Lead Document
Limited/Unlimited Civil	Hearing Documents	Application and Notice of Hearing for Order to Terminate, Modify, or Vacate Temporary Protective Order	Lead Document
Limited/Unlimited Civil	Hearing Documents	Application for Right to Attach Order	
Limited/Unlimited Civil	Hearing Documents	Application for Temporary Restraining Order - Claim and Delivery (CD-190)	

The eFiling Document Finder will assist in choosing the correct 'Filing Document Name'. The tool is separated by case type and is searchable by typing keywords. The 'additional information' column provides more information to lead to the correct document selection.

eFiling Document Finder: <https://www.riverside.courts.ca.gov/FormsFiling/EFiling/civil-efiling.php>

# Court Reservation System (CRS)

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# Court Reservation System

CRS can be found on the court website:

<https://www.riverside.courts.ca.gov/OnlineServices/CourtReservation/court-reservation-system.php>

CRS is not associated with the EFSP.

An account is needed to use the reservation system.

The Court Reservation System (CRS) allows users to reserve a motion hearing date. The use of the Court Reservation System is for all limited civil, unlimited civil and unlawful detainer courtrooms within the Riverside Superior Court.

Parties can utilize CRS to make and manage their own hearing reservations, within parameters set by the courtrooms.

CRS is available 24 hours a day, seven days a week.

THE SUPERIOR COURT OF CALIFORNIA  
COUNTY OF RIVERSIDE

[Home](#) [File a New Case](#) [Subsequent Filing](#) [My Previous Filings](#) [Court Reservations](#)

## Court Reservations

The Court Reservation System (CRS) allows users to reserve a motion hearing date. The use of the Court Reservation System is for all limited and unlimited civil courtrooms within the Riverside Superior Court. Parties can utilize CRS to make and manage their own hearing reservations, within parameters set by the courtrooms. CRS is available 24 hours a day, seven days a week and reservations can be made from a computer or smart device. Please note, you are prohibited from reserving more than one hearing date for the same motion.

Prior to scheduling any motion on CRS please review the online information under the 'Additional CRS Information' section below to determine if your motion can be reserved utilizing the Court Reservation System.

[Make a Reservation](#)

[Find a Reservation](#)

[My Previous Reservations](#) >

### Additional CRS Information

[Motions that can be reserved](#)  
[Departments Accepting Motions](#)  
[Frequently Asked Questions \(FAQs\)](#)  
[Terms of Service](#)  
[Contact Us](#)

# Court Reservation System

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## Fees

Applicable motion filing fees and/or first paper fees are not charged at the time the reservation is made.

Applicable motion filing fees and/or first paper fees will be charged when the motion is filed.



## Reservations

Only one reservation for one motion hearing may be made at a time. Reserving more than one hearing for the same motion is prohibited.

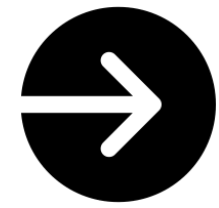
The moving party can cancel a future motion reservation at any time. It is important to cancel a future reservation that is no longer needed.



## Filing the Motion

The motion can be submitted via eFiling.

To expedite your motion filing, indicate the CRS Reservation ID number on the motion/document face page.

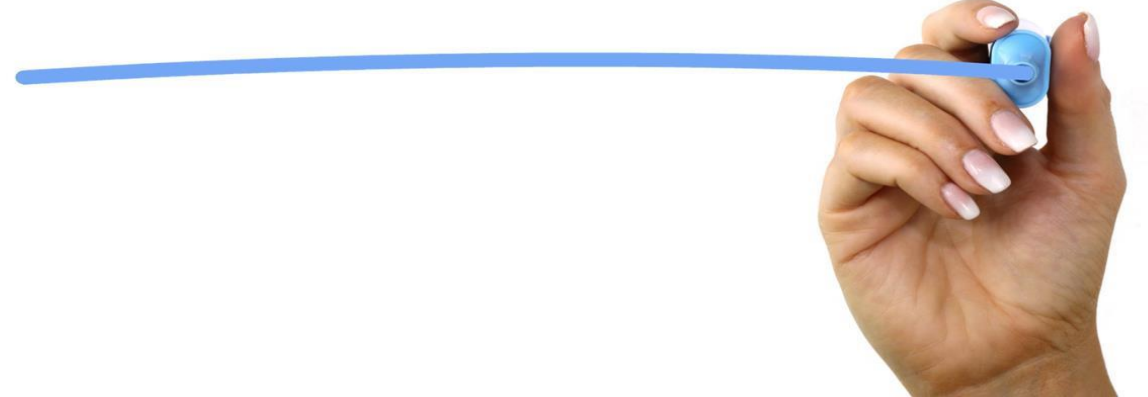


## Continuing a Motion

The moving party may reschedule the motion hearing reservation using CRS.

The applicable \$20.00 continuance fee will be charged if the hearing reservation is rescheduled.

# QUESTIONS



## Questions?

- Technical problems or issues with eFiling should be directed to your EFSP.
- Court processing questions, questions about documents in the court policy, or filing status, can be directed to the civil clerk's office at 951-777-3147 or via web chat.