

SUPERIOR COURT OF CALIFORNIA
COUNTY OF RIVERSIDE

PROPOSED LOCAL RULE/FORM CHANGES
TITLE 3 - CIVIL
EFFECTIVE JANUARY 1, 2022

**RULE 3118
ELECTRONIC FILINGS [IN CIVIL CASES]**

~~(a) Effective January 1, 2014, documents filed on all civil cases shall be filed electronically, subject to and in accordance with California Code of Civil Procedure section 1010.6 and California Rules of Court, Rule 2.250 et seq.~~

~~Self-represented parties are exempt from any mandatory electronic filing and service requirements in accordance with California Code of Civil Procedure 1010.6 and California Rules of Court, Rule 2.253(B)(4).~~

~~(b) Additional provisions governing electronic filing are set forth in the Electronic Filing Procedures Manual available on the court's website.~~

[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/civil-efiling.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

Additions are shown by bold and bracket **[example]**. Deletions are shown by ~~strikeout (example)~~. 1

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.]

[RULE 3131 TELEPHONIC CASE MANAGEMENT APPEARANCES

Except in cases for unlawful detainer, all case management conferences, trial setting conferences, status hearings, status conferences, orders to show cause, and trial call hearings appearances in unlimited and limited civil cases shall be telephonic unless (1) the Court orders a particular hearing to be conducted in person, or (2) a party timely notifies the Court and all other parties of the party's intent to appear in person. In order to appear in person, at least one party to the litigation must file and serve the court's mandatory local form RI-CI038 - Notice of Intent to Appear in Person (Civil) - no later than 10 days before the hearing. If one party files a Notice of Intent to Appear in Person, then all other parties are permitted to appear in person without further notification.]

RULE 3220 ADR ORDERS AND COMPLETION DATES

The Court shall determine on a case-by-case basis ~~in consultation with the parties,~~ the suitability of a particular case for court-ordered mediation or judicial arbitration or whether the case is exempt from mandatory ADR.

The Court specifically exempts from court-ordered mediation cases valued at \$50,000 or more per case; complex, coordinated or consolidated cases; and short cause cases as defined in Rule 3.735 (a). **[Exempted non-complex cases valued between \$50,001**

and \$75,000 may be ordered to court-ordered mediation upon stipulation of the parties pursuant to California Rule of Court 3.891(a)(2).]

Counsel or self-represented parties not ~~appearing at the Case Management Conference~~ **[filing a timely Case Management Statement]** waive the right to participate in the selection of judicial arbitration or court-ordered mediation.

Whenever the Court orders judicial arbitration or court-ordered mediation, it will set the date for completion ~~in consultation with the parties.~~

**[RULE 3321
TELEPHONIC LAW AND MOTION APPEARANCES**

Except in cases for unlawful detainer, all law and motion appearances in unlimited and limited civil cases shall be telephonic unless (1) the Court orders a particular hearing to be conducted in person, or (2) a party timely notifies the Court and all other parties of the party's intent to appear in person. Moving party must complete and serve the court's mandatory local form RI-CI039 - Notice of Telephonic Appearance Attachment (Civil Law and Motion) and shall note service of the form on the proof of service of the moving papers and any notice of continuance.

In order to appear in person, at least one party must file and serve the court's mandatory local form RI-CI038 - Notice of Intent to Appear in Person (Civil) - no later than 10 days before the hearing. If one party files a Notice to Appear in Person, then all other parties are permitted to appear in person without further notification.]

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2 SUPERIOR COURT OF CALIFORNIA
3 COUNTY OF RIVERSIDE
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5
6 IN RE RIVERSIDE SUPERIOR COURT –
7 MANDATORY ELECTRONIC FILING FOR
8 CIVIL
9

10 GENERAL ORDER 2022- (NO. PENDING)

11
12 As of January 1, 2022, the Riverside County Superior Court mandates electronic filing of
13 documents in Unlimited Civil, Limited Civil, and Unlawful Detainer cases by litigants represented by
14 attorneys. (Cal. Rules of Court, rule 2.253(b).) Self-represented litigants in small claims and other civil
15 matters may use electronic filing but are not required to do so. All electronically filed documents are
16 subject to the following:

17 1) DEFINITIONS

- 18 a) "Bookmark" A bookmark is a PDF document navigational tool that allows the reader to quickly
19 locate and navigate to a designated point of interest within a document.
20 b) "Efiling Portal" The official court website includes a webpage, referred to as the eFiling portal,
21 that gives litigants access to the approved Electronic Filing Service Providers.
22 c) "Electronic Envelope" A transaction through the electronic filing service provider for
23 submission of documents to the Court for processing. An envelope may contain one or more
24 PDF documents.
25 d) "Electronic Filing" Electronic Filing (eFiling) is the electronic transmission to a Court of a
26 document in electronic form. (Cal. Rules of Court, rule 2.250(b)(7).).
27 e) "Electronic Filing Service Provider" An Electronic Filing Service Provider (EFSP) is a person
28 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. (Cal. Rules of Court, rule 2.250(b)(8).)

- 1 f) "Electronic Signature" For purposes of this order and in conformity with Code of Civil
2 Procedure section 17, subdivision (b)(3), section 34, and section 1010.6, subdivision (b)(2),
3 Government Code section 68150, subdivision (g), and California Rules of Court, rule 2.257, the
4 term "Electronic Signature" is generally defined as an electronic sound, symbol, or process
5 attached to or logically associated with an electronic record and executed or adopted by a
6 person with the intent to sign the electronic record.
- 7 g) "Hyperlink" An electronic link providing direct access from one distinctively marked place in a
8 hypertext or hypermedia document to another in the same or different document.
- 9 h) "Lead Document" For purposes of this order, the term 'lead document' is any document in
10 which a first paper fee can be collected.
- 11 i) "Portable Document Format" A digital document format that preserves all fonts, formatting,
12 colors and graphics of the original source document, regardless of the application platform
13 used.

2) MANDATORY ELECTRONIC FILING

a) Trial Court Records

Pursuant to Government Code section 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 (Ca. Rules of Court, rules 2.100, et seq., 2.253(b)(6) & 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 electronic filing service provider.

c) Approved Electronic Filing Service Providers

The list of approved electronic filing service providers is available on the Court's website at <https://www.riverside.courts.ca.gov/FormsFiling/EFiling/eFiling-service-providers.php>.

3) EXEMPT LITIGANTS

a) Pursuant to California Rules of Court, rule 2.253(b)(2), self-represented litigants are exempt from mandatory electronic filing requirements.

b) Pursuant to Code of Civil Procedure section 1010.6, subdivision (d)(3) and California Rules of

1 Court, rule 2.253(b)(4), any party may make application to the Court requesting to be excused
2 from filing documents electronically and to be permitted to file documents by conventional
3 means if the party shows undue hardship or significant prejudice.

4 4) EXEMPT FILINGS

5 a) The following documents shall not be filed electronically:

- 6 i. Any ex parte application that is filed concurrently with a new complaint;
- 7 ii. Bonds and undertakings;
- 8 iii. Trial documents under Local Rule 3401;
- 9 iv. Exhibits to be offered at any trial or evidentiary hearing;
- 10 v. New Judicial Council Coordinated Proceedings (JCCP) cases. Subsequent filings in
11 JCCP cases are permitted;
- 12 vi. Harassment proceedings requesting the minor's information be confidential;
- 13 vii. Mandatory Settlement Conference Briefs;
- 14 viii. Notices of Appeal and any subsequent appeals documents;
- 15 ix. Small Claims Notice of Appeal and Small Claims Notice of Appeal as to the Denial of
16 the Motion to Vacate Judgment;
- 17 x. Writ Returns;
- 18 xi. Media Request to Photograph, Record, or Broadcast;
- 19 xii. Request to file new litigation by vexatious litigants. Motions to declare a litigant
20 vexatious are permitted;
- 21 xiii. Subpoenaed records;
- 22 xiv. Administrative records;
- 23 xv. Sealed documents; and
- 24 xvi. Documents submitted conditionally under seal. The actual motion or application shall
25 be electronically filed. A courtesy copy of the electronically filed motion or application
26 to submit documents conditionally under seal must be provided with the documents
27 submitted conditionally under seal.

28 b) Lodgments

Documents attached to a Notice of Lodgment shall be lodged and/or served conventionally in
paper form. The actual document entitled, "Notice of Lodgment," shall be filed electronically.

1 5) ELECTRONIC FILING SYSTEM WORKING PROCEDURES

2 Electronic filing service providers must obtain and manage registration information for persons and
3 entities electronically filing with the court.

4 6) TECHNICAL REQUIREMENTS

- 5 a) Electronic documents must be electronically filed in PDF, text searchable format when
6 technologically feasible without impairment of the document's image.
- 7 b) Any table of contents within any memorandum or brief must be bookmarked.
- 8 c) Documents attached to electronically filed documents shall be bookmarked pursuant to
9 California Rules of Court, rule 3.1110(f)(4). Attachments that must be bookmarked include, but
10 are not limited to, the following:
- 11 i) Memoranda of points and authorities;
 - 12 ii) Declarations;
 - 13 iii) Exhibits to pleadings, declarations, or other documents, such as transcripts of hearings or
14 depositions, or excerpts thereof; and
 - 15 iv) Proofs of service.
- 16 d) Electronic bookmarks must include both links to the first page of each bookmarked attachment
17 and bookmark titles that identify the bookmarked item .
- 18 e) Use of hyperlinks within documents (including attachments and exhibits) is strongly
19 encouraged.
- 20 f) Multiple Documents
21 Each document filed concurrently with another document must be electronically filed as a
22 separate digital PDF document. However, multiple separate PDF documents
23 relating to one case can be uploaded in one envelope transaction.
- 24 g) Lead Documents
25 Lead documents must be submitted as a separate electronic envelope.
- 26 h) Writs and Abstracts
27 Writs and abstracts must be submitted as a separate electronic envelope.
- 28 i) Sealed Documents
If and when a judicial officer orders documents to be filed under seal, those documents must be
filed on paper; the burden of accurately designating the documents as sealed at the time of

1 electronic submission is the submitting party's responsibility.

2 j) Redaction

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

7 7) ELECTRONIC FILING SCHEDULE

8 a) Filed Date

9 i) Any document received electronically by the court between 12:00 a.m. and 11:59:59 p.m.
10 shall be deemed to have been effectively filed on that court day if accepted for filing. Any
11 document received electronically on a non-court day, is deemed to have been effectively
12 filed on the next court day if accepted for filing. (Cal. Rules of Court, rule 2.253(b)(6);
13 Code Civ. Proc. § 1010.6(b)(3).)

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

19 8) PROPOSED ORDERS

20 a) Proposed orders may be submitted electronically. The proof of service of the proposed order
21 shall not be attached to the proposed order. Instead, the proof of service shall be submitted
22 electronically as a separate document.

23 9) EX PARTE APPLICATIONS

24 a) If an ex parte application is filed electronically, the application and all documents supporting it
25 must be filed no later than 11:00 A.M. the court day before the ex parte hearing.

26 b) If an opposition to an ex parte application is being filed electronically, the opposition must be
27 filed no later than 8:00 A.M. on the morning of the ex parte hearing. A courtesy copy of the
28 opposition to the ex parte application must shall be sent to the departmental email address for
the department in which the matter is set to be heard.

10) PRINTED COURTESY COPIES

1 a) When any statute, rule of court, or court order permits documents to be filed two or fewer days
2 before the hearing, and the document is filed electronically on the last permissible day, a
3 courtesy copy of the document shall be either sent to the departmental email address for the
4 department in which the matter is set to be heard by 4:00 P.M. the same court day the document
5 is filed. If the document is filed electronically after 4:00 P.M., the copy should be sent to the
6 departmental email address or delivered to the courtroom by 8:30 A.M. the next court day.

7 11) WAIVER OF FEES AND COSTS FOR ELECTRONICALLY FILED DOCUMENTS

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

13 12) SIGNATURES ON ELECTRONIC FILING

14 For purposes of this General Order, all electronic filings must follow California Rules of Court, rule
15 2.257.

16 This General Order applies to documents filed within the Civil Division of the Riverside County
17 Superior Court. This General Order is effective immediately, and is to remain in effect until otherwise
18 ordered by the Presiding Judge.

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20
21 DATE:

22 JOHN M. MONTEROSSO
23 Presiding Judge
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SUPERIOR COURT OF CALIFORNIA, COUNTY OF RIVERSIDE

- BANNING** 311 E. Ramsey St., Banning, CA 92220
- BLYTHE** 265 N. Broadway, Blythe, CA 92225
- CORONA** 505 S. Buena Vista Ave. #201, Corona, CA 92882
- MORENO VALLEY** 13800 Heacock St., Bld. #D201, Moreno Valley, CA 92553

- MURRIETA** 30755-D Auld Rd., Ste. 1226, Murrieta, CA 92563
- PALM SPRINGS** 3255 Tahquitz Canyon Way, Palm Springs, CA 92262
- RIVERSIDE** 4050 Main St., Riverside, CA 92501

RI-CI038

ATTORNEY OR PARTY WITHOUT ATTORNEY (<i>Name, State Bar Number and Address</i>)		<i>FOR COURT USE ONLY</i>
TELEPHONE NO:	FAX NO. (<i>Optional</i>):	
E-MAIL ADDRESS (<i>Optional</i>):		CASE NUMBER:
ATTORNEY FOR (<i>Name</i>):		
PLAINTIFF/PETITIONER:		Department:
DEFENDANT/RESPONDENT:		
Hearing Date:	Time:	
NOTICE OF INTENT TO APPEAR IN PERSON (CIVIL)		

1. I am the attorney for _____ .
2. I am the petitioner/plaintiff respondent/defendant other (*name*) _____ .
3. The hearing referred to above is currently set to take place by telephone and/or video remote appearance on _____ .
4. I request that I, my client, other (*name*) _____ be allowed to appear in person (*Please check all that apply.*)
5. This form must be served on all parties.

Date: _____

(TYPE OR PRINT NAME)

(SIGNATURE)

IN THE MATTER OF:

CASE NUMBER:

**NOTICE OF TELEPHONIC APPEARANCE ATTACHMENT
(Civil Law and Motion)**

This attachment must be served with all moving papers for limited and unlimited civil law and motion proceedings.

Pursuant to Local Rule 3321 LAW AND MOTION TELEPHONIC APPEARANCES:

A law and motion hearing is scheduled as follows:

To be completed by moving party		
Hearing Date	Hearing Time	Department

Note: some departments issue tentative rulings. An appearance is only required for those departments if requested by a party. Please visit <https://www.riverside.courts.ca.gov/OnlineServices/TentativeRulings/tentative-rulings.php> for more information on tentative rulings on law and motion matters.

DAY OF HEARING: If there is no tentative ruling or oral argument has been requested, absent a notification by a party of their intent to appear in person, all parties shall participate in the hearing telephonically by dialing (669) 254-5252, (669) 216-1590, (551) 285-1373, (646) 828-7666 or (833) 568- 8864 (toll free). When prompted enter the meeting number designated for the department this matter is scheduled (see department information above) followed by the # key for the access code:

Location	Department	Meeting Number	Access Code
Blythe	260	160 3225 5637	#
Corona	C1	160 7167 3771	#
	C2	160 5881 1387	#
Moreno Valley	MV1	161 5302 7691	#
	MV2	160 2462 0774	#
Palm Springs	PS1	160 9703 7960	#
	PS2	161 0953 0149	#
	PS4	160 2180 3482	#
Riverside	1	160 7788 9545	#
	2	161 9850 6286	#
	3	161 8979 5101	#
	4	161 5012 9818	#
	5	161 0510 9310	#
	6	160 2425 9786	#
	7	161 2260 5738	#
Southwest Justice Center	10	161 8149 8980	#
	S101	160 1028 7236	#
	S102	160 8182 9639	#
	S205	160 9896 1943	#
	S302	161 6093 6377	#
	S303	160 0212 3472	#

It is important to note that you must call twenty (20) minutes prior to the scheduled hearing time to check in or there may be a delay in your case being heard. Please mute your phone and remain attentive until your case is called and it is your turn to speak.