

Monterey County Guidelines

Court Website: <http://www.monterey.courts.ca.gov/>

Link to Local Rules: <http://www.monterey.courts.ca.gov/RulesOfCourt.aspx>

CMS/EFM: Tyler Odyssey File & Serve

Mandatory Case Types: Civil, Family, Probate, Juvenile and Dependency

Voluntary Case Types: TBA Appellate & Criminal

Formatting Requirements: 1. All documents filed electronically must be in electronic text-searchable PDF (portable document format). 2. Pagination. Document pages must be consecutively numbered using only the Arabic numbering system (such as 1, 2, 3), beginning with the number 1 on the first page of the document. When a document, transcript, or record is served in both paper format and electronic format, the pagination must be consistent for both versions. 3. If a party or attorney elects to include hyperlinks in a filing, the hyperlink may be active and should be formatted to standard citation format as provided in California Rules of Court, rule 1.200. 4. Exhibits. Electronic exhibits must include electronic bookmarks with links to the first page of each exhibit and with bookmark titles that identify the exhibit number or letter and briefly describe the exhibit. Electronic exhibits not so bookmarked are subject to rejection.

Courtesy Copies: A judge may order a courtesy copy at any time, either printed or through electronic delivery

Limitations on Filings: The following items are not subject to mandatory e-filing under these rules (E-Filing of Documents): 1. Documents presented for filing by a self-represented party. Although e-filing is not mandatory for self-represented parties, they are encouraged to e-file documents. 2. Documents ordered by the court as exempt from e-filing. A party may seek a court ordered exemption by ex parte application for reason of undue hardship, significant prejudice, or other good cause. 3. Documents and other materials that are not feasibly converted to electronic form by scanning, imaging, or other means. 4. Documents lodged with the court provisionally under seal pursuant to California Rules of Court, rule 2.551, or lodged with the court as confidential documents. 5. Documents with jurisdictional time limits, including notices of appeal, motions for new trial, motions for JNOV, motions to quash service for personal jurisdiction, and petitions for writs taken from local court determination. Although not required, e-filing of these documents is encouraged. 6. Original documents required for a proceeding, including bench warrants, subpoenaed documents, affidavits re: real property of small value, bonds, undertakings, financial documents submitted by a private professional conservator, letters (probate, guardianship, conservatorship), wills and codicils (for filing or safekeeping), and orders to deposit money and receipt of depository. 7. Challenges to judicial officers pursuant to Code of Civil Procedure section 170.1 et seq.

Miscellaneous Rules: E-File Version Follow Up to Hand-Served Documents. Documents served by hand, in court, or otherwise permissively, must then be e-filed unless the court specifically provides otherwise. Such e-filing must take place before the close of business on the court day following service by hand in open court. In addition, the Proof of Service must reference the date the document was originally served in open court