

Orange County Guidelines

Court Website: <http://www.occourts.org/>

Link to Local Rules: [http://www.occourts.org/directory/local-rules/local-rules-of-court/CMS/EFM: CCMS/Orange County Superior Court, Tyler/Odyssey](http://www.occourts.org/directory/local-rules/local-rules-of-court/CMS/EFM:CCMS/Orange%20County%20Superior%20Court,Tyler/Odyssey)

Mandatory Case Types: Civil, Family, Probate/Mental Health

Formatting Requirements: Stipulations and Proposed orders must be submitted in Microsoft Word format. All other documents must be submitted in PDF format.

Courtesy Copies: Not generally required but may be ordered by a judge at any time.

Limitations on Filings: The following original documents may not be filed electronically: For Civil Cases: Bench Warrants; Subpoenaed documents; Labor Commissioner deposit of cash or check; Bonds; and Undertakings. For Probate/Mental Health Cases: Affidavit re: Real Property of Small Value; Bonds; Financial Documents submitted by Private Professional Conservator; Letters (probate, guardianship, conservatorship); Subpoenaed documents; Undertakings; and Will/Codicils – originals for filing or safekeeping. Follow link to exceptions for Family Law [http://www.occourts.org/online-services/family-efiling/Family Law Electronic Filing Exceptions List.pdf](http://www.occourts.org/online-services/family-efiling/Family%20Law%20Electronic%20Filing%20Exceptions%20List.pdf)

Notes: Documents that are confidential by law should include the word “Confidential” in the caption. If a document is sealed or conditionally sealed, that fact or request should be noted in the Submitter’s Comment Box.