

San Diego County Guidelines

Court Website: www.sdcourt.ca.gov/

Link to Local Rules:

[http://www.sdcourt.ca.gov/pls/portal/docs/PAGE/SDCOURT/GENERALINFORMATION/LOCALRULESOFCOURT/LOCALRULESINDEX/2019 SAN DIEGO COUNTY SUPERIOR COURT RULES.PDF](http://www.sdcourt.ca.gov/pls/portal/docs/PAGE/SDCOURT/GENERALINFORMATION/LOCALRULESOFCOURT/LOCALRULESINDEX/2019_SAN_DIEGO_COUNTY_SUPERIOR_COURT_RULES.PDF)

Link to eFiling Requirements:

http://www.sdcourt.ca.gov/pls/portal/docs/PAGE/SDCOURT/CIVIL2/CIVILEFILING/EFILING_REQUIREMENTS.PDF

Link to eFiling FAQ:

http://www.sdcourt.ca.gov/portal/page?_pageid=55,1844828&_dad=portal&_schema=PORTAL

CMS/EFM: CCMS/San Diego Superior Court

Mandatory Case Types: Civil class actions, consolidated actions, coordinated actions, and actions that are provisionally complex under CRC 3.400-3.403 (as set forth in the Civil Cover Sheet, Judicial Council form CM-010 – but not including construction defect actions). “Complex cases” included in mandatory filing include Antitrust/Trade Regulation, Mass Tort, Environmental/Toxic Tort, and Securities Litigation cases, as well as insurance coverage claims arising from these case types.

Voluntary Case Types: For civil cases already imaged or initiated in the Central Division after March 4, 2013 and in the North Division after June 30, 2014.

Formatting Requirements: The eFiling system converts all standard document types (Word, WordPerfect, Corel, Lotus, TIF, JPEG, for example) into PDF upon upload. The Court requires that users bookmark documents with exhibits. This can be done with Adobe Acrobat or similar applications.

Courtesy Copies: If a hearing is set within 48 hours of documents filed, litigant to provide hard copies of documents in court with the eFiling Transaction ID noted in the upper right-hand corner of the first page of the document. Exhibits to be considered via a Notice of Lodgment shall not be attached to the electronically filed Notice of Lodgment; instead, the submitting party must provide the assigned department with hard **copies of** the exhibits with a copy of the Notice of Lodgment that includes the eFiling Transaction ID# noted in the upper right hand corner. For Construction Defect cases assigned

to D62, refer to the department's Policies & Procedures on the court's website for further details regarding courtesy copies.

Limitations on Filings: The following filings and/or case types are NOT ELIGIBLE for eFiling: Name Change Petitions, Civil Harassment TRO/RO, Workplace Violence TRO/RO, Elder Abuse TRO/RO, Transitional Housing Program Misconduct TRO/RO, School Violence Prevention TRO/RO, Out-of-State Commission Subpoenas, Undertaking/Surety Bonds, Requests for Payment of Trust Funds, Writs, Abstracts, or Warrants to be issued, Notice of Appeal of Labor Commissioner, Settlement Conference Briefs (to be lodged), Confidential documents lodged conditionally under seal, Interpleader actions pursuant to CC2924j

Notes: Please be advised that you must schedule a motion hearing date directly with the Independent Calendar Department. A motion filed without an appointment, even when a conformed copy of the filing is provided by the court, is not scheduled and the hearing will not occur.