

San Francisco County Guidelines

Court Website: <http://sfsuperiorcourt.org/>

Link to Local Rules: <http://sfsuperiorcourt.org/general-info/local-rules>

CMS/EFM: Thompson Reuters C-Track/San Francisco Superior Court

Mandatory Case Types: Civil and Probate Trust (Subsequent documents only), Misdemeanor appeals, writs and ex parte applications.

Voluntary Case Types: Any case in which the parties have stipulated and the Court has designated that the case will be governed by the E-Filing Local

Formatting Requirements: All electronically filed documents, to the extent practicable, must be formatted in accordance with the applicable rules governing formatting of paper pleadings.

Courtesy Copies: Courtesy copies are required for any Papers filed with the court. The term Papers includes: any filed document requiring court review, action, or signature, any case management statement, response to order to show cause, brief, memorandum, petition, application, request for order, motion, opposition, reply, or response.

- 1) Timing: Unless a different deadline is required in the local rules pertaining to a specific court, department or division, or in an order shortening time, parties must lodge courtesy copies of any papers as follows: For all papers filed by Conventional filing, parties must lodge courtesy copies at the time of filing. For all papers filed fewer than 7 court days before the hearing, parties must lodge courtesy copies on the day of filing. For papers filed by E-filing 7 or more court days before the hearing, parties must lodge courtesy copies no later than 2 court days after the date of E-filing.
- 2) Location: Unless a different location is required in the local rules pertaining to a specific court, department or division, parties must deliver the courtesy copies to the department in which the matter will be heard.
- 3) Contents: Courtesy copies must include any supporting documents filed with the Papers. If the Papers challenge the sufficiency of a pleading already on file, the moving party must also supply a courtesy copy of that pleading. For papers filed by E-filing, all courtesy copies must include the relevant

Transaction Receipt. With prior court approval, parties may provide copies of voluminous exhibits on electronic media (e.g., a USB device).

4) Consequences: Failure to lodge courtesy copies of moving Papers as required by statute, rule or court order may, in the discretion of the judicial officer presiding over the hearing, result in denial of the motion, continuance of the hearing, or taking the motion off calendar. Failure to lodge courtesy copies of opposition Papers as required by statute, rule or court order may, in the discretion of the judicial officer presiding over the hearing, result in the granting of the motion or continuance of the hearing. Failure to lodge courtesy copies of reply Papers as required by statute, rule or court order may, in the discretion of the judicial officer presiding over the hearing, result in the reply Papers not being considered.

Limitations on Filings: Notwithstanding the foregoing, the following types of documents may or must be filed conventionally unless otherwise required by the Court: Initiating Filings. A new case shall originate with the filing of a conventional copy of the initial pleading. All documents thereafter must be electronically filed. 2) Documents Issued by Clerk. Issuance of summons and writs, Abstracts and Out of State Commissions, Certificate of Facts RE: Unsatisfied Judgment, Order of Examinations must be handled conventionally. 3) Non-electronic Exhibits or Other Items. Exhibits to declarations or other documents that are non-text articles, physical objects, or other documents not readily susceptible to E-filing may be filed or lodged conventionally and in accordance with the direction of the Clerk. A notice of such filing must be filed and served electronically. 4) Documents served by hand in open court during trial (including motions, memoranda of points & authorities and other matters presented to the Court in writing for decision) may be served conventionally. The document and proof of service must be E-Filed 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. 5) Motions with Jurisdictional Time Limits. The following may be filed and served conventionally: Motions with jurisdictional time limits including motions for new trial, motions JNOV, motions to quash service for personal jurisdiction, any notice of appeal, and petitions for writs. The Court's service copy of any petition to the Court of Appeal for extraordinary relief must be served electronically. 6) The following documents will continue to be required to be submitted in original form for filing in the Clerk's Office: a. Request to Waive Court Fees; Request to Waive Additional Court Fees and Order on Court Fee Waiver b. Original Bonds 7) Petition for Guardian ad Litem. A Petition for Guardian ad Litem must be submitted in original form to the Presiding Judge's department. The filing fee must be paid in the Clerk's Office, Room 103, before submission of the petition.