

Santa Clara County Guidelines

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

Link to Local Rules: http://www.scscourt.org/general_info/rules/rules_home.shtml

CMS/EFM: Tyler Odyssey File & Serve

Mandatory Case Types: Civil, Family and Probate

Formatting Requirements: Documents should conform to the California Rules of Court. Exhibit attachments to pleadings filed electronically shall be separated by a single page with a title identifying the sequence of the exhibit.

Courtesy Copies: A party who is required, under these Rules, the California Rules of Court or otherwise, to lodge copies or to submit courtesy copies of certain documents at the request of the trial judge or other judge, shall continue to deliver such documents in paper form. In the Civil Division, such documents shall be delivered to Court Services with the Department number on the front page.

Limitations on Filings: The following documents shall not be filed electronically: bench warrants, deposits of cash or check, bonds, undertakings, wills and codicils, and trial exhibits.

The following documents must be presented to the Clerk of the Court in paper form for issuance: Writs, Abstracts and Out of State Commissions, Certificate of Facts Re: Unsatisfied Judgment, Orders of Examination, Letters issued by the Probate Court, and Citations issued by the Probate Court.

During trial, a party may submit to the courtroom clerk and serve by hand any pleadings, as long as the pleadings are also filed electronically before the close of business no later than the following court day.

A party may be excused from filing any particular document electronically if it is not available in electronic format and it is not feasible for the party to convert the document to electronic format by scanning it to PDF or it may not be comprehensively viewed in an electronic format. Exhibits to declarations that are real objects also need not be filed electronically. Such a document or exhibit may be manually filed with the Clerk of the Court and served upon the parties by conventional non-

electronic means. A party manually filing such a document or exhibit shall file electronically and serve a Notice of Manual Filing specifically describing the document or exhibit, and setting forth the reason the document or exhibit cannot be filed electronically.

*Applications for ex parte orders in civil cases shall be submitted to the Court in paper form in accordance with Local Civil Rule 8(F) and the California Rules of Court. Ex parte applications, stipulations, and other requests for orders shall not be electronically filed.

Notes: Subject to any applicable exemptions, proposed orders submitted with moving papers before a hearing on a regularly-noticed motion or orders after hearing shall be lodged with the court electronically in PDF format attached to Judicial Council Form EFS-020. At the same time as the EFS-020 and the PDF proposed order are lodged with the court electronically, a version of the proposed order in an fully editable word-processing format (preferably in MS Word format, and not PDF or PDF converted to a word format) shall be submitted to the Court by electronic mail using an address identified on the Court's website. http://www.scscourt.org/forms_and_filing/efiling.shtml. All other orders shall continue to be submitted to the Court in paper form.