

Santa Cruz County Guidelines

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

Link to Local Rules: <http://www.santacruzcourt.org/forms-filing/local-rules>

CMS/EFM: Tyler Odyssey File & Serve

Mandatory Case Types: Electronic filing is required for civil, family, probate, LPS, appellate (except felony appellate filings), criminal (subsequent filings only), delinquency (subsequent filings only), and dependency cases types. Court reporter transcripts for all case types must be electronically filed

Formatting Requirements: Electronically filed documents must comply with Code of Civil Procedure section 1010.6 and California Rules of Court, rules 2.250 through 2.261.

Courtesy Copies: The court may order the delivery of paper courtesy copies of electronically filed documents but will not accept them otherwise.

Limitations on Filings: The following items are not subject to mandatory electronic filing under these rules: 1. Documents presented for filing by a self-represented party. Although electronic filing is not mandatory for self-represented parties, they are encouraged to electronically file documents. 2. Documents ordered by the court as exempt from electronic 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 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. Although not required, electronic filing of these documents is encouraged. 6. Original documents required for a proceeding, including bench warrants, subpoenaed documents affidavits regarding real property of small value, bonds, undertakings, abstracts, 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. Documents presented for filing in cases under seal. 8. Documents and/or reports provided to the Court from third-party service providers or experts. These documents and reports may be e-filed at the discretion of the provider or expert unless otherwise order to e-file

Notes: Signatures: California Rule of Court 2.257 should be followed regarding signatures on electronically filed documents.