

**(a) Scope.**

**(1) Mandatory E-Filing.** Except as set forth in subdivision (a)(2), all documents presented for filing in all civil cases, including limited, unlimited, complex, small claims, family law, and probate, must be electronically filed (e-filed) with the court as provided in Code of Civil Procedure section 1010.6 and California Rules of Court, rules 2.250 through 2.261.

**(2) Exceptions to Mandatory E-Filing.** The following documents are not subject to mandatory e-filing under subdivision (a)(1):

(i) Documents presented for filing by a self-represented party. Although not required, self-represented parties are encouraged to e-file documents.

(ii) Documents ordered by the court as exempt from e-filing. A party may seek a court-ordered exemption by ex parte application for reason of undue hardship, significant prejudice, or other good cause.

(iii) Documents and other materials that are not feasibly converted to electronic form by scanning, imaging, or other means.

(iv) Documents lodged with the court provisionally under seal pursuant to California Rules of Court, rule 2.551, or lodged with the court as confidential documents such as settlement conference briefs or documents lodged for any other reason.

(v) 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, e-filing of these documents is encouraged.

(vi) Original documents required for a proceeding, including bench warrants, subpoenaed documents, affidavits re 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.

(vii) Documents presented for filing in cases under seal.

**(3) Procedure for Excepted Documents.** Unless otherwise ordered by the court, documents listed in subdivision (a)(2)(i), (ii), and (v) may be permissively e-filed with the court at the election of the filing party. Documents excepted from mandatory e-filing under subdivision (a)(2), and not permissibly e-filed, are to be filed or lodged with the court as provided by the Code of Civil Procedure and California Rules of Court for documents not e-filed.

**(b) Procedure for E-Filing.**

**(1) Use of Approved Provider.** The electronic filing of documents required by this rule must be effected through a court-approved electronic filing service provider. A list of approved electronic filing service providers is available on the court's website: sbcourts.org. In addition to terms required by the California Rules of Court, the court's contract with an electronic filing service provider may require that documents e-filed meet court-provided specifications.

**(2) E-Filing Fees.** Electronic filing service providers may charge reasonable fees in addition to any filing fees required by the court. Any party who has received a fee waiver from the court, or who has otherwise obtained an order of the court waiving such fees, is exempt from the fees and costs associated with electronic filing.

**(3) Filing Date.** Documents received by the court for e-filing at or prior to 5:00 p.m. on a court day, and otherwise satisfying all requirements for filing, will be deemed filed on that court day as provided in California Rules of Court, rules 2.253(b)(7) and 2.259.

(4) **Courtesy Copies.** The court may by order require the delivery of paper courtesy copies of e-filed documents.

(5) **E-Service.** Unless otherwise ordered by the court, electronic service of e-filed documents is optional as provided in California Rules of Court, rules 2.251 and 2.253.

(c) **Format of E-Filed Documents.**

(1) **Required Formatting.** All electronic documents must be in text searchable format and must comply with the formatting and content requirements of the California Rules of Court for paper documents. Compliance with California Rules of Court, rule 3.1110(f) relating to tabs for exhibits is accomplished for electronic documents by (i) creating an electronic bookmark for each exhibit, and (ii) inserting between each exhibit a slip sheet containing the identification of the following exhibit (for example, a page where only the words printed are “Exhibit A” or “Exhibit B” or other appropriate identification). Additional formatting requirements are set forth on the court’s website: [sbcourts.org](http://sbcourts.org).

(2) **Compliance.** Compliance with all of the formatting requirements for electronic documents is extremely important for the court’s timely consideration of e-filed documents. In cases of noncompliance, the court may, in its discretion, order any, or all, of the following in addition to any other sanction permitted by law: (i) the noncomplying document to be stricken as improperly filed; (ii) the continuance of the hearing to which the noncomplying document pertains; or, (iii) the imposition of monetary sanctions for violation of the California Rules of Court or these Local Rules, following adequate notice and an opportunity to be heard.