



**Superior Court of California, County of Sacramento
Carol Miller Justice Center, Room 200
301 Bicentennial Circle
Sacramento, CA 95826**

Small Claims e-Filing Frequently Asked Questions (FAQs)

1. How does e-Filing work?

Electronic filing of court documents occurs through a certified Electronic Filing Service Provider, or EFSP. The filing party creates an account with the certified EFSP of their choice, uploads filing documents, and pays any court fees and specific service or convenience fees to the EFSP. The EFSP transmits documents and fees to the Court. Once reviewed and processed by the Court, the documents will be accepted for filing or rejected. Endorsed copies of documents are returned to the filer through the EFSP.

Visit the <https://www.saccourt.ca.gov/efiling/efsp.aspx> for a current list of certified EFSPs.

2. Is e-Filing mandatory?

The Court encourages all parties to electronically file documents to save processing time. Self-represented litigants are not required to e-file documents.

3. Do I have to use an Electronic Filing Service Provider (EFSP)?

The Judicial Council has mandated that all Courts accepting electronically filed documents use independent, certified EFSPs.

4. Which EFSP can I use to e-File?

You may use any EFSP that is listed on the Court's website. The list of EFSPs can be found at: <https://www.saccourt.ca.gov/efiling/efsp.aspx>. Again, not all EFSP providers may electronically file all document types. Please check with the individual EFSP.

5. Can I change my EFSP after I have chosen, used, and registered with one?

You may choose a different service provider at any time. Selecting and using an EFSP is similar to using an "attorney service" for filings, except the types of filings processed are electronic.

6. What documents and/or case sub-categories are exempt from e-Filing?

- Documents and exhibits to be submitted during a trial or hearing
- Peremptory Challenges and Challenges for Cause (CCP 170.1/170.3/170.6)
- Out-of-County/Foreign Abstracts of Judgment
- Bonds/Undertakings
- Bench Warrants and Returns

This is not a final list of documents that are exempt. The final list will be on the website when we go live on June 17, 2024.

7. How do I submit documents that are exempt from e-Filing?

Documents exempt from e-Filing must be submitted in person at the Carol Miller Justice Center clerk's office, by drop box, or by mail at the above address.

8. Is there a cost to e-File?

Yes, unless you have an approved fee waiver or valid government exemption (see Government Code Section 6103). The EFSP will charge you the filing fee(s) for the documents and any EFSP-specific service or convenience fees. All fees are collected by the EFSP when the filing is submitted, but only the filing fees will be transmitted to the Court.

9. What type of payments are accepted by an EFSP?

Please check with the EFSP of your choice for specific information regarding payment types.

10. Can I e-File a complaint or petition with a fee waiver application?

Yes, the initiating document and fee waiver application will be processed at the same time. These documents **must** be submitted in the same transaction. The FW-003 Order on Court Fee Waiver (Superior Court) is **not eligible** to be e-Filed and should not be submitted.

11. My fee waiver application was accepted; does that mean it is granted?

Acceptance of a fee waiver means that the document was filed in the case. You will receive an order from the Court granting or denying your request for a fee waiver.

12. What are the filing hours for e-Filing?

You may submit your filings electronically 24 hours a day. Any documents received electronically by the Court between 12:00 a.m. and 11:59 p.m. on any court day are deemed filed that same day if accepted. Any documents received electronically on a non-court day (i.e., weekend or holiday) are deemed filed on the next court day if accepted.

13. What format do I have to submit my document(s) in?

Documents submitted through e-Filing must be in PDF format, text searchable, and viewable on any standard PDF viewer.

14. Are there file size limitations for e-Filing?

Refer to your EFSP's technical requirements for guidance.

15. Where do I find my transaction number?

Your EFSP will provide the transaction number, which will also be noted on your confirmation or rejection notice.

16. How will I receive conformed copies of my documents?

Endorsed or received documents will be electronically transmitted back to the submitting party by the EFSP.

17. What if my document is rejected?

Any rejected document will include the reason for the rejection, and notice will be sent back through the EFSP. Once corrected, the document may be resubmitted as a new transaction with your EFSP.

Typical reasons for rejection include, but are not limited to:

- Documents are incorrectly submitted as a single or separate PDF, e.g., multiple documents are submitted as a single PDF document when they should be separate entries.
- Incorrect filing document name or case number
- Incorrect payment type is selected, e.g., fee waiver or government exemption.
- Incorrect case type, case category, or jurisdictional amount selected

18. How do I correct an error in a filing that the Court has accepted?

Depending on the filing type, you may file an amended pleading or apply to the Court for relief or other corrective order.

19. Are documents available to the public upon submission or processing?

Filing parties may view submitted documents immediately through their EFSP's Portal. All other parties can view the case on the Court's online Portal once it is processed and accepted by the Court. The case will also be available to any other person who provides the name of at least one plaintiff and one defendant and the address of the premises, including the apartment or unit number, if any.

20. Do I need to submit a printed courtesy copy?

Generally speaking, no. However, specific departments or Judges may require printed courtesy copies as set forth in the local rules, public notices, or as detailed on Court's website.

21. What is a filing document name?

A filing document name is the type of filing you are submitting such as a complaint, response, motion, request for court order, etc. It is used by the EFSP to properly designate the document for submission. Ensuring you label your document name correctly is critical. The name of the document determines the appropriate fee and court workflow. Check the "e-Filing Document Names" on this website for the complete list of document names.

22. What is I cannot find the document name for my e-filing?

If the document you are e-filing is not specified in the list of documents on the website, use a name of a document that most closely describes your filing. You may also use a generic document name with a name extension and fill in the name extension field in the comment section. **Please note: Using an incorrect document name or name extension will result in either a rejected filing or the incorrect routing of your document and may delay processing of your case at a later time.**

23. What is a lead document?

A lead document can be a case initiating document (e.g. complaint), a moving document (e.g. motion), a response document (e.g. answer or response) or an ex-parte document (e.g. application, stipulation and order). You may only file one lead document per e-filing transaction. Check the “Small Claims e-Filing Document Names” under the “additional information” column to assist with determining which documents are considered “lead” documents.

24. Can I cancel an e-Filing transaction after it’s been submitted?

Once the transaction is electronically submitted, it cannot be cancelled.