

# SUPERIOR COURT OF CALIFORNIA, COUNTY OF ORANGE

## CHECKLIST FOR FILING CIVIL SISTER-STATE JUDGMENTS

This information is intended as a guide to assist you in processing your sister-state judgment.

- Filing Fee (civil first paper).** The Civil Fee Schedule can be found on the court's website at: [www.occourts.org](http://www.occourts.org). Check the list of filing fees for [limited civil](#) if the amount requested is \$25,000.00 or under. If the amount is over \$25,000.00, check the filing fees for [unlimited civil](#).
- Civil Case Cover Sheet.** California Judicial Council Form CM-010.
- Application for Entry of Judgment on Sister-State Judgment.** California Judicial Council Form EJ-105. (Applications from out-of-state attorneys will be accepted for filing.)
- An **authenticated, exemplified, or certified copy** of the original judgment.
- Notice of Entry of Judgment on Sister-State Judgment.** California Judicial Council Form EJ-110.
- Submit via eFiling through the Court's website. To eFile, go to [www.occourts.org/online-services](http://www.occourts.org/online-services).

Or submit by mail/deliver your papers and fees to the appropriate Justice Center:

- Civil judgments of \$25,000 or less (limited civil actions)  
See Filing Court Locator at [www.occourts.org](http://www.occourts.org)
- Civil judgments exceeding \$25,000 (unlimited civil actions)  
Superior Court of California, County of Orange  
700 Civic Center Drive West, Room D-110  
Santa Ana, CA 92701
- **Self-addressed, stamped envelope.** Any party requesting documents be returned by mail must include a self-addressed, stamped envelope at the time the request is made (Local Rule 376).

Note: Except as otherwise provided by statute, judgment may not be enforced until at least 30 days after the judgment creditor serves notice of entry of the judgment upon the judgment debtor. See Code of Civil Procedure § 1710.45 et seq.

### USEFUL RESOURCES AVAILABLE ONLINE

#### Superior Court of California, County of Orange

For Orange County Local Rules and forms:

[www.occourts.org](http://www.occourts.org)

#### Orange County Public Law Library

For hours and locations visit the Law Library website:

[www.oc.ca.gov/lawlib](http://www.oc.ca.gov/lawlib)

#### California Law

[www.leginfo.ca.gov/calaw.html](http://www.leginfo.ca.gov/calaw.html)

#### Judicial Council

For Judicial Council forms:

[www.courts.ca.gov/forms](http://www.courts.ca.gov/forms)

#### California Rules of Court

[www.courts.ca.gov/rules.htm](http://www.courts.ca.gov/rules.htm)

#### California Courts Self-Help Center

For legal information and the Self-Help Center:

[www.courts.ca.gov/selfhelp](http://www.courts.ca.gov/selfhelp)

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