

Superior Court of the State of California, County of Orange
Civil Complex Center
751 W. Santa Ana Blvd.
Santa Ana, CA 92701

COMPLEX CIVIL ELECTRONIC FILING (E-FILE) PROJECT



**ELECTRONIC FILING PROJECT
COMPLEX CIVIL LITIGATION**

USER MANUAL

E-file Support:

657-622-5345

E-file Information:

<http://www.occourts.org/complexcivil/>

E-file support address:

efilecomplex@occourts.org

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FREQUENTLY ASKED QUESTIONS

- 1. Who is required to participate in the electronic filing (E-filing) program?**
Parties in all complex civil actions, unless a party has been specifically excused from doing so by the Court, in accordance with Court Rules of the Superior Court, County of Orange, Rule 308.
- 2. How do I register for the E-filing program?**
Attorneys must complete the online Registration Form at <https://efile1.occourts.org/registration/registration.pdf> and click on submit button. An “auto-reply” will be immediately returned confirming receipt of the form. You will receive a second reply once the User ID and password are activated.
- 3. What should I do if my password becomes compromised or is lost?**
If your password becomes compromised, forgotten, or lost, complete and re-submit a new Registration Form, including a new password. Upon your receipt of a “second reply” (see #2 above) the new password will be activated and the old information will be deleted from the court’s database.
- 4. How can I obtain training?**
You can contact the E-file help line at 657-622-5345 for answers to most questions.

If you wish to schedule a training session, call 657-622-5313. Training demonstrations are conducted on-site at the Civil Complex Center (CXC).

Training consists of a demonstration of how to E-file documents, how to register, how to use the submission form, how to pay fees, and an explanation of the process by court staff once a document is accepted.
- 5. Is there an additional fee for E-filing documents?**
No.
- 6. What hardware and software does E-filing require?**
There is no special hardware required. You may use Windows 98 and later or Macintosh operating systems. You do need an Internet connection and browser. You will need Adobe Acrobat Writer 4.0 software or higher. If you need to file documents that are not in electronic form, you will need a scanner to create an electronic image of the documents **in PDF format** (portable document format).
- 7. Why is Adobe Acrobat Writer necessary?**
The Adobe Acrobat Writer produces documents in PDF. Producing documents in this format means the documents you send to the court will have their fonts, spacing, pagination, footnotes, tables, etc. preserved exactly as they were sent.

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8. Does it matter if I use Word or WordPerfect?

No, either one can be converted to a PDF document.

9. How do I handle attachments, e.g. exhibits?

The Court requires that all exhibits be bookmarked using Adobe Acrobat.

10. What if I have an oversized document?

If a document is too big to be transmitted as a single PDF file, it may be broken down and sent as multiple E-filings. Instructions, either in the “document description” box or in the “message box” on the submission form must be included. If a document is so large it cannot be broken down and sent in a reasonable number of parts, a hard copy may be filed when submitted with a Notice of Filing Oversized Document via the filing windows in the Clerk’s Office.

11. How many documents can I send at one time?

Four (4) documents may be attached to each E-file submission up to the 50-megabyte limit for all attachments combined. Each PDF attachment should contain only one complete document (except large documents described in #10 above).

12. When will I receive a conformed copy of my order, stipulation or judgment?

A “received” confirmation of any document requiring the court’s signature or approval will be provided upon submission of your document. Courtroom staff will subsequently process the document.

Courtroom staff will return the completed document to the E-file clerk, who will return a conformed copy (with judge’s signature, when applicable) to the submitting party, referencing the original tracking number.

13. What if I inadvertently file the wrong document?

Immediately advise the E-file clerk and send the correct document as soon as you discover the error. Please reference the “tracking number” of the erroneous submission when sending the correct document.

14. What if I discover, upon viewing the E-filed document, that it is incomplete or inaccurate?

File the complete and accurate document as soon as possible and advise the E-file clerk of the problem.

15. How is service of process on counsel of record affected?

The electronic submission of documents does not constitute service of submitted documents on parties.

E-filing substitutes for filing via the filing windows, by mail or by FAX. Submitting parties are still required to follow applicable statutes/ court rules regarding service of process.

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16. Is the electronic file the official court file?

Yes. Parties who are participants of the E-filing Program need not submit paper copies.

17. If I E-file during non-business hours, when is my document deemed to be filed?

You may file your document at any time, but if you file after business hours (8:00 a.m. – 5:00 p.m.), your document will be deemed filed as of 8:00 a.m. the next business day.

18. What if I need help using the system or want to report a technical problem?

Call the E-Filing Help Line: **657-622-5345** or e-mail efilecomplex@occourts.org.

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ATTORNEY INSTRUCTIONS

Read and complete the E-filing Registration Form (attorneys only, state bar number required) at <https://efile1.occourts.org/registration/registration.pdf> and press "submit". You will receive an auto-confirmation when the User ID and password are active, typically the next business day.

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**CIVIL COMPLEX E-FILING
REGISTRATION**

PLEASE NOTE

Superior Court of Orange County offers the ability to file documents to existing Complex Civil cases. Only pre-authorized users may access this system. To become a user, please fill out and submit the required registration information below.

CIVIL COMPLEX E-FILING REGISTRATION

Denotes a required field Help Support: efilecomplex@cccourts.org

First Name: *

Middle Initial:

Last Name: *

Firm:

Street: *

City: *

State: *

Zip Code: *

Telephone: * Ext.:

Fax:

Email: * (use email address only)

Requested Password: *

California Bar #

Submit

An electronic filer, by the act of electronic filing, agrees to comply with the following:

1. Counsel of record accepts responsibility for maintenance of the security of the ID and password issued by the Clerk of the Court.
2. Pleadings will be filed electronically in accordance with any applicable statutes, local and state rules and policies. All pleadings and other documents which are filed electronically with the Court will be filed in Portable Document Format (PDF). All pleadings and other documents which are captured as scanned images from paper and then filed electronically with the Court will be scanned at a resolution of between 200 and 400 dpi (dots per inch) and converted to PDF. Once converted, the complete contents of the pleading or other document must be viewable in a PDF reader without assistance of the reader's zoom feature. If a pleading or other document is filed electronically in a format other than PDF it will be rejected by the court as defective.
3. Electronic service may be accomplished between parties when there is agreement to do so and in accordance with Code of Civil Procedure 1010.6(a)(8) and California Rule of Court 2.260. Electronic service is accepted as complete at the time of the transmission, but any period of notice or any right or duty to do any act or make any response within any period or date prescribed by statute or rule of court, will be extended after service by electronic transmission by two court days. However, the extension will not apply to the time for filing Notice of Intention to Move for New Trial, Notice of Intention to Move to Vacate Judgment Pursuant to Code of Civil Procedure 663a, or Notice of appeal. This extension applies in the absence of a specific exception provided for by any other statute or rule of court.
4. Paper may be used to file oversized documents, or documents that exceed the maximum file size of 50 megabytes as designated by the Court, and must be submitted with a Notice of Filing Oversized Document. Paper will also be used to file documents that must bear an original signature.
5. California Rule of Court 2.256 (Responsibilities of electronic filer).

Home Directory Locations Telephone Numbers Online Services Self Help Employment Media Relations
ADA Information Home Privacy Policy Feedback Webmaster County of Orange Website

The E-file Registration form is located at:
<https://efile1.occourts.org/registration/registration.cfm>

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The E-file Log-in form is located at:
<https://efile1.occourts.org/login.cfm>

E-Filing a document:

1. Create the document in Word or WordPerfect. Print the document using Adobe Acrobat PDF Writer. Although it is called a print function, Adobe Acrobat converts your document to PDF format. Save your PDF file. Bookmark exhibits using the bookmarking function in Adobe. (A copy of the bookmarking procedure is also included in this packet for your reference.)
2. Go to the Orange County Superior Court WEB site at: <https://efile1.occourts.org> and enter your User ID and Password.

The system will automatically take you to the E-file Submission form.

3. Complete the Submission form by entering the required data: Case number; Attorney name; Party represented; attorney phone number; Document type; Department; Judge; Hearing date and time; and Credit Card number information, when applicable. Credit Card information is required for any document that would normally require a fee. At this time, there is no additional fee for the E-filing service.

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4. Attach the PDF document(s) that you would like to file with the court. Each PDF file should contain only one complete document (including all exhibits and attachments). Multiple documents should be attached as separate PDF files. **File size limit is 50 megabytes for all documents combined.** If a document is too large to send as one PDF file, it may be split and sent as multiple PDF files over multiple E-filings, however, instructions need to be included on how to re-assemble the document(s).
5. Click on submit button.
6. An “auto-reply” will be sent to e-mail address entered on the E-filing form. The auto-reply will contain the ‘tracking number’ and time stamp for that e-filing. This will serve as **confirmation** that documents have been successfully received.
7. The E-file clerk will process documents in accordance with predetermined procedures, rules and statutes. The E-filer will receive a conformed copy of the face sheet of each document. The E-file clerk will return a ‘received’ copy of the face sheet of any document that requires a judge’s signature or approval. A conformed copy of such documents will be returned after such time as the judge signs the document and the document is forwarded by courtroom staff to the E-file desk for return to the E-filer.

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How to create a Bookmark (Adobe Acrobat 7.0):

1. Open the Adobe Acrobat PDF file at the page you want to bookmark. Make sure that the page magnification is set to what you want to see when you click the bookmark. For example, to click a bookmark to view a photograph, you might want to increase the magnification level and adjust the page position so that the photograph fills most of the screen.
2. Click the Bookmarks tab in the navigation pane.
3. Click on Options and select New Bookmark or (Ctrl + B)
4. Click on the “untitled” bookmark label and type in your own bookmark text. (ex. Exhibit A). Click off the text box to de-select it.
5. Drag the bookmark to the desired position in the Bookmarks tab.
6. Save your document.

To edit a Bookmark’s destination:

1. Click the Bookmarks tab, and select the desired Bookmark.
2. In the document pane, move to the location you want to specify as the new destination.
3. If necessary, adjust the magnification.
4. Choose “Set Bookmark Destination” in the Options menu or Set Destination in the Bookmark context menu.

To delete a Bookmark:

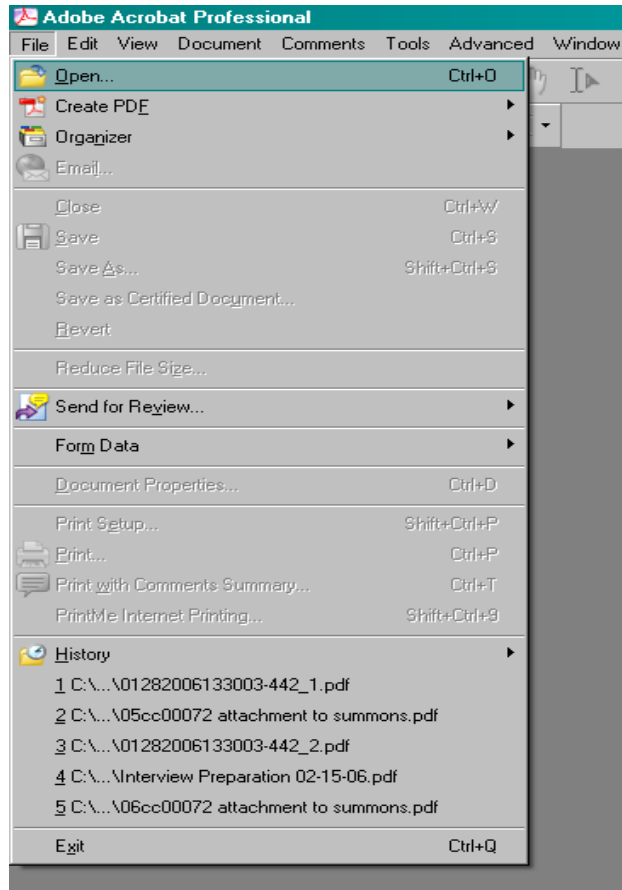
1. Click the Bookmarks tab.
2. Select the Bookmark or range of Bookmarks you want to delete and do one of the following:
 - Choose “Delete Bookmark(s)” in the Options menu.
 - Right-Click and choose Delete.
 - Drag the Bookmarks to the Delete button or trash can.

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Adding Bookmarks on a PDF document:

Creating the Bookmarks

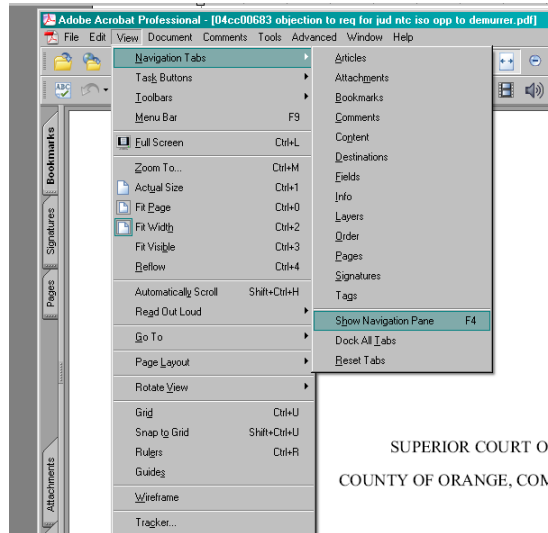
1. Click on Adobe Acrobat located on the task bar, located toward the bottom of the screen.
2. Click on File, and then select Open.



3. Select the PDF file to open, click on the Open Button.

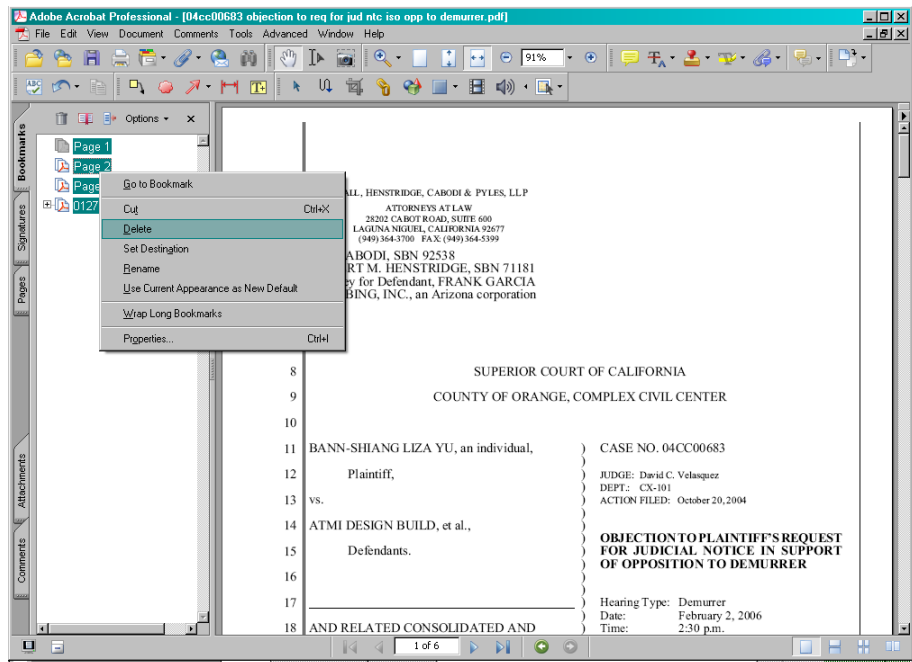
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4. Click on “View,” then select “Navigation Tools” and “Show Navigation Pane” in drop down menus, or hit F4.



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5. On the Bookmark tab, select the first default Bookmark, scroll down to the last default Bookmark while holding the 'shift' key down, then Click on the last default bookmark to select all. Right mouse click and select delete, this should clear all.

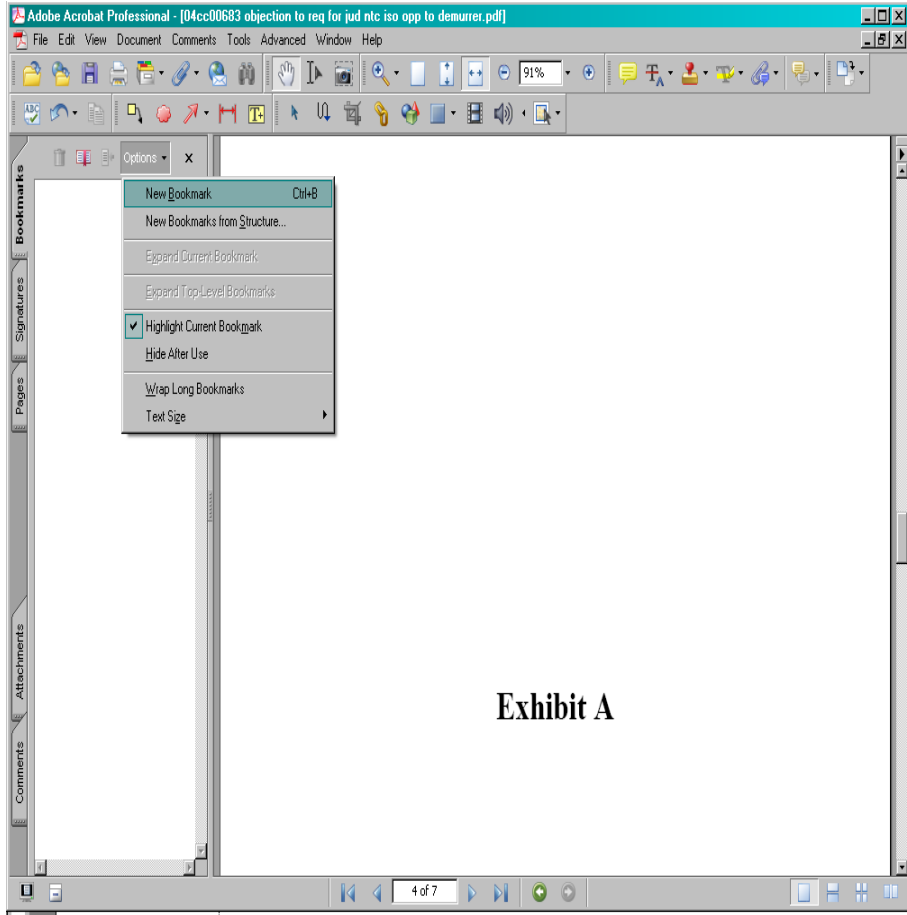


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6. Use the “Next Page” and “Previous Page” arrows on the command bar to navigate to the page in the PDF document that you want to set a bookmark.

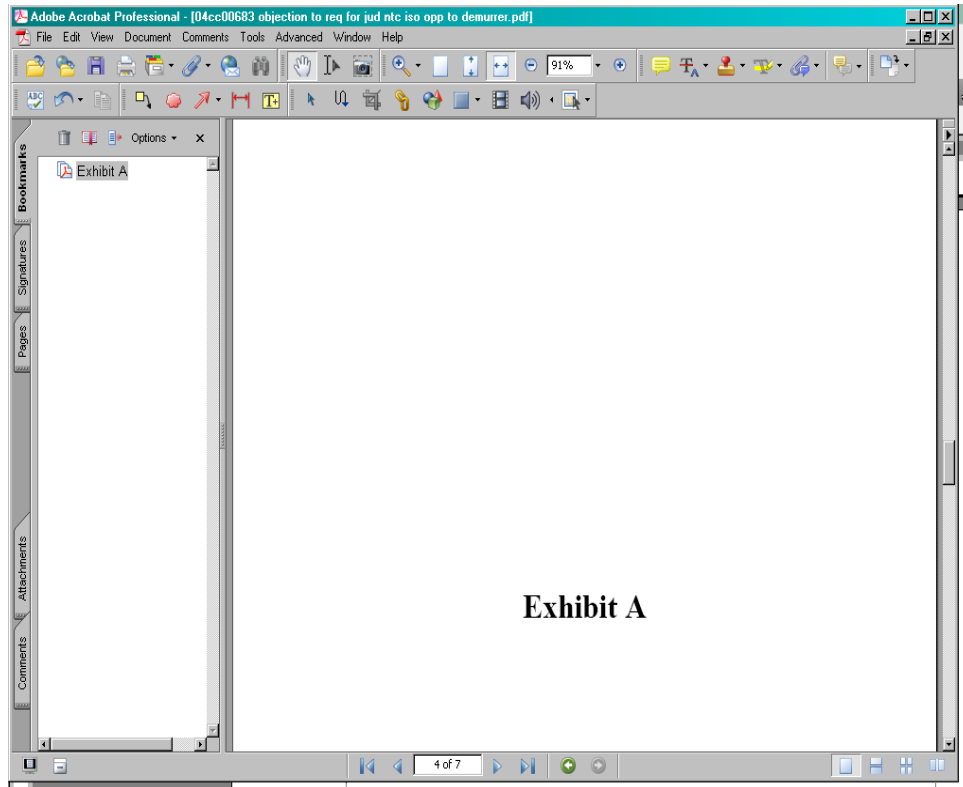


7. In the Bookmark tab, click on “Options” and select “New Bookmark” from the drop-down menu.



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8. Type in the text for the Bookmark label, e.g. Exhibit A.



9. Repeat steps 6-8 until all Exhibit Bookmarks have been completed.
10. Click File/Save and exit.

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ELECTRONIC FILING – TRAINING

You can contact the E-file help line at 657-622-5345 for answers to most questions. If you wish to schedule a training session, call 622-657-5313. Training demonstrations are conducted on-site at the Civil Complex Center (CXC). The court may consider sending personnel to conduct off-site training demonstrations for groups of 20 or more participants.

Training consists of a demonstration of the steps involved in processing an electronically filed document, including the registration process, submitting a document using the transmittal form, paying required fees, and an explanation of the process by court staff once a document is accepted for filing. Attendees have the opportunity to have questions answered by experienced staff.