

Superior Court of Orange County

E-Filing Tip Sheet

This document provides practical filing tips based on the most frequent rejection reasons for the most commonly rejected filing types.

These tips are informational and intended to help minimize filing errors. Court staff cannot provide legal advice.

Civil Case Cover Sheet

1. Attorney information must be complete in the header/caption of the Complaint, including telephone number.

✓ **Remedy:** Ensure the attorney's full name, firm (if applicable), mailing address, phone number, email, and State Bar number appear clearly in the caption of the Complaint and match across documents.

2. UD-100 Item 3(a) requires the complete address, including the County.

✓ **Remedy:** On form UD-100, include the full address of the subject property, with County specified. This applies to unlawful detainer (eviction) cases.

3. Phone number in the Complaint must match the Civil Case Cover Sheet and Summons.

✓ **Remedy:** Double-check that the contact number is consistent across the Complaint, Summons, and Civil Case Cover Sheet.

Notice of Settlement

1. Notice of Settlement must be submitted on the mandatory court-approved form.

✓ **Remedy:** Use the official Judicial Council form (e.g., CM-200) for your Notice of Settlement. Complete all required sections before filing.

2. This document has already been filed in the court record.

✓ **Remedy:** If re-filing, mark the new document clearly as "Amended" and include a brief note in the submitter's comments explaining what has changed.

3. Date of initial pleading in Section 2 must match the court record.

✓ **Remedy:** Confirm the Complaint's file date and enter that exact date in Section 2 of the Notice of Settlement.

Proposed Default Judgment

1. Defendant has filed an Answer.

✓ **Remedy:** Check the court docket before filing. If an Answer has been filed, a default judgment is not appropriate.

2. All defendants not named in the judgment must be dismissed or disposed of.

✓ **Remedy:** File a Request for Dismissal (CIV-110) for any defendant not included in the judgment or apply for separate judgment under CCP § 579.

3. Proof of Service of Summons is not on file.

✓ **Remedy:** File valid **Proof of Service** for every named defendant before submitting the default judgment package.

Request for Court Default Judgment

1. All defendants not named on the Judgment must be dismissed or disposed of.

✓ **Remedy:** Submit dismissals for any omitted parties or include an Application for Separate Judgment (CCP § 579).

2. Interest requested in judgment was not prayed for in the Complaint.

✓ **Remedy:** Remove interest from your judgment request unless it was explicitly stated in the Complaint's prayer for relief. Otherwise, amend the Complaint.

3. Incorrect form version submitted.

✓ **Remedy:** Always use the most current Judicial Council forms. Check www.courts.ca.gov to ensure you're filing with the latest version.

Request for Dismissal

1. Prevailing party's fees were waived. Declaration must be completed.

✓ **Remedy:** If the prevailing party had a fee waiver, check the box in Item 2 of CIV-110 and complete the declaration on page 2. If over \$10,000 will be recovered, a supplemental declaration authorizing payment of waived fees is required. This can be in the same transaction but must be submitted as a separate PDF.

2. Dismissal is for the entire action, but cross-action is still active.

✓ **Remedy:** To dismiss the entire action, the cross-complaint must first be dismissed, or the cross-complainant must consent to Item #3 to request a full dismissal.

3. Attorney or party's name is missing or not dated.

✓ **Remedy:** All forms must have the printed name of the attorney or party without attorney and be dated. Check carefully before filing.

Request for Entry of Default

1. Missing Statement of Damages for punitive damages.

✓ **Remedy:** When requesting punitive damages, you must serve a Statement of Damages (CIV-050) on the defendant, and a proof of service of this notice must be filed with the court, according to California Code of Civil Procedure 425.115.

2. Unnamed occupants cannot be defaulted by the clerk.

✓ **Remedy:** Separate Proof of Service forms (POS-010) must be filed for each defendant and for any individual served as an “unnamed occupant.” If you intend to include unknown occupants in the judgment, the proof of service must confirm they were served in accordance with CCP § 415.46.

3. Date of service missing or incorrect on Proof of Service.

✓ **Remedy:** Review your Proof of Service. The date of mailing/delivery must be accurate and included on the form.

Substitution of Attorney

1. Representative name must be listed with the company name in Section 4.

✓ **Remedy:** In Substitution of Attorney form MC-050, list the entity name and the name & title of individual signing on behalf of the entity in Section 4.

2. Missing dates in Sections 4, 5, or 6.

✓ **Remedy:** Fill in all date fields where indicated.

3. Case number is incorrect or incomplete.

✓ **Remedy:** Use the exact case number from the court’s case summary or docket. Double-check for extra or missing digits.

Summons Issued and Filed

1. Attorney information in header is incomplete, incorrect, or missing.

✓ **Remedy:** Verify that your name, phone number, address, and bar number are included in the caption of the Summons form.

2. Party names on Summons do not match Complaint, Amended Complaint, or Cross-Complaint.

✓ **Remedy:** Match names exactly, including middle initials, suffixes (e.g., Jr., LLC), spelling, and punctuation. The court compares these word for word. All party names must be listed. “Et Al” cannot be used in lieu of providing party names in the case caption.

Writ of Execution

1. Limited/Unlimited designation in header does not match the case.

✓ **Remedy:** Identify your case as Limited or Unlimited and be consistent across all documents. Check your case classification if unsure.

2. Attorney address does not match court records.

✓ **Remedy:** If you’ve moved, file MC-040 (Notice of Change of Address) and wait for confirmation from the court before e-filing Writ of Execution issuance request.

3. Item 1 (To the Sheriff or Marshal of the County of) on the EJ-130 is missing or incomplete.

✓ **Remedy:** Clearly write the exact county name where the debtor’s assets are located. If you plan to enforce the judgment in multiple counties, you must file separate writs for each.

General Best Practices for All Filers

- Use the most current official forms only – download from courts.ca.gov.
- If the official form lacks sufficient space for all necessary information, use an [attachment](#). Form MC-025 can be attached to any Judicial Council Form.
- Match names, dates, and case numbers exactly across all documents.
- Signatures are not required on e-Filed documents. However, always provide printed name and date where required.
- Double-check for missing or incorrect info, especially in captions and headers.
- Keep your attorney information updated with the court. Any change in law firm will need to be updated in the court record using the appropriate filing (Substitution of Attorney, Change of Address, etc.).