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. Check the list of filing fees for limited civil if the amount requested is $35,000.00 or under. If the amount is over $35,000.00, 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 File at Home.

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

- Civil judgments of $35,000 or less (limited civil actions)
  See Filing Court Locator at www.occourts.org
- Civil judgments exceeding $35,000 (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

Judicial Council
For Judicial Council forms:
www.courts.ca.gov/forms

Orange County Public Law Library
For hours and locations visit the Law Library website: www.ocpll.org

California Rules of Court
www.courts.ca.gov/rules.htm

California Law
www.leginfo.legislature.ca.gov/

California Courts Self-Help Center
For legal information and the Self-Help Center:
www.courts.ca.gov/selfhelp