

Rule 352. Electronic Filing and Electronic Service in Civil Cases

Pursuant to Code of Civil Procedure Section 1010.6(d), ~~documents filed by~~ represented parties in all limited, unlimited, and complex civil actions must ~~be filed electronically file documents electronically and allow for service electronically~~, unless the Court excuses parties from doing so. Although not required, self-represented parties are encouraged to participate in electronic filing and service. If a party with a fee waiver files documents electronically, that party is exempt from the fees and costs associated with electronic filing.

The electronic filing of documents must be effected using the court's electronic service providers. Electronic service provider information is available on the Court's website at www.occourts.org.

Electronically filed documents filed prior to midnight on a court day will be deemed filed as of that day, pursuant to Code of Civil Procedure section ~~1010.6(d)(1)(D) and California Rules of Court, rule 2.253(b)(7) 1010.6(b)(3)~~. For purposes of this Rule, filing occurs at the time the document is received by the court and a confirmation of receipt is created. (See Cal. Rules of Court, rule 2.259(a)(1) and (c).) Any electronically filed document received by the Court at midnight, or filed on a noncourt day, will be deemed filed on the first court day after it is received. This provision concerns only the method and effective date of filing; any document that is electronically filed must satisfy all other legal filing deadlines and requirements. This Rule does not affect the timing requirements for any documents that must be filed by a set time on the due date.

Pursuant to California Rules of Court rule 2.111(1), forms and papers filed at the court are to provide an email address on the first page. For purposes of electronic service, this first page email address will be deemed to be the proper email address for service subject to the provisions set forth in Code of Civil Procedure Section 1010.6(d).

This rule is subject to the provisions set forth in ~~Code of Civil Procedure section 1010.6(d)(1)(D) and~~ California Rules of Court, rules 2.250 to 2.259.

Revised eff. July 1, 2019