

**ELECTRONIC FILING REQUIREMENTS OF THE
SUPERIOR COURT OF CALIFORNIA, COUNTY OF YUBA**

These requirements are issued pursuant to California Code of Civil Procedure section 1010.6, California Rules of Court, Rules 2.250 et. seq., CA Rules of Court rule 5.552, and Superior Court of California, County of Yuba Local Rule Chapter 9.

Mandatory Electronic Filing

As of July 1, 2018, documents filed in the following case types must be filed and served electronically:

- Civil Cases (complex, unlimited, limited, and small claims)
- Probate Cases
- Family Law Cases
- Juvenile Dependency Cases

Self-represented parties and non-parties are exempt from the mandatory electronic filing and service requirements, but are encouraged to participate voluntarily.

An attorney representing a party may request to be excused from the mandatory electronic filing and service requirement by showing undue hardship or significant prejudice. An attorney requesting to be excused shall file with the Clerk of the Court and serve on all parties a Request for Exemption from Mandatory Electronic Filing and Service (Judicial Council Form EFS-007) with a Proposed Order (Judicial Council Form EFS-008). An attorney who files and serves a Request for Exemption from Mandatory Electronic Filing and Service shall be served with documents in paper form until the Court rules on the Request for Exemption. Undue hardship or significant prejudice does not include the inability to pay fees for electronic filing.

Self-represented parties, non-parties, and attorneys excused from electronic filing must be served conventionally.

Permissive Electronic Filing and Service

Electronic Filing and Service is permitted, but not mandatory, in all case types other than those listed as mandatory.

Electronic Filing Providers

To file electronically, you must select an electronic filing service provider. The court cannot recommend a provider other than provide a list of approved electronic filing providers. The most recent approved list is available on the court's website at www.yuba.courts.ca.gov.

Electronic Document Requirements

All electronic documents must be in electronic text-searchable PDF (portable document format), have an effective resolution of at least 300dpi, and not be secured or password protected.

Proposed Orders

Proposed orders that are electronically filed must comply with California Rule of Court, Rule 3.1312(c). In accordance with the rule, editable versions of the proposed orders shall be sent via email to

- Civil and Probate Proposed Orders: CivilDivision@yuba.courts.ca.gov
- Family Law Proposed Orders: FamilyDivision@yuba.courts.ca.gov
- Juvenile Dependency Proposed Orders: JuvenileDivision@yuba.courts.ca.gov

Documents Excepted/Excused from Electronic Filing

The following documents shall not be filed electronically:

- Deposits of cash, check, or credit card. Labor Commissioner deposits.
- Trial Exhibits
- Bonds
- Undertakings
- Wills/Codicils
- Sealed Documents
- Financial institutes documents, care facility documents, or escrow docs as defined under Probate Code §2620
- California State vital records forms.

The following documents are excused from the electronic filing requirement, but may be filed electronically:

- Civil Harassment Restraining Order forms
- Domestic Violence Restraining Order forms
- Elder or Dependent Adult Abuse Restraining Order forms
- School Violence Restraining Order forms
- Workplace Violence Restraining Order forms

Signatures

California Rule of Court, Rule 2.257 governs the requirements for signatures on documents that are filed electronically.

Questions

For assistance with electronically filing documents, please contact your Electronic Filing service provider.

For questions regarding these electronic filing requirements or for case-specific questions, please contact the court during *normal phone hours*¹ at (530) 740-1800.

¹ As of July 1, 2018, the court's normal phone hours are Monday-Friday, 10:00 AM to 3:00 PM.