

**SUPERIOR COURT OF THE STATE OF CALIFORNIA
IN AND FOR THE COUNTY OF MENDOCINO**

In Re:

SUBMISSION OF COURTESY COPIES BY EMAIL

**STANDING ORDER
2016-16**

_____ /

In an effort to reduce the workload for Court staff and eliminate the voluminous amount of paper that is eventually recycled, the Court encourages counsel to email courtesy copies of documents that are filed. The use of a file hosting service such as “Dropbox” will also be permitted provided there is no cost to the Court or other litigants. Electronic delivery of a courtesy copy is optional but encouraged. Each judge may at his or her discretion request a paper copy, or print out a paper copy.

All Departments, including the Ten Mile Branch Court, will accept electronic delivery of a courtesy copy.

Generic email addresses have been established for courtesy copies. The transmitting email and included documents are to be sent to each Department as follows:

DepartmentA@mendocino.courts.ca.gov

DepartmentB@mendocino.courts.ca.gov

DepartmentC@mendocino.courts.ca.gov

DepartmentCS@mendocino.courts.ca.gov (This email is for Child Support Cases)

DepartmentE@mendocino.courts.ca.gov

DepartmentF@mendocino.courts.ca.gov

DepartmentG@mendocino.courts.ca.gov

DepartmentH@mendocino.courts.ca.gov

DepartmentTM@mendocino.courts.ca.gov

All courtesy copies must be exact electronic copies of the documents as filed with the court. Only documents in PDF format will be accepted. Electronic delivery of the document is not a substitute for filing and service as required by the Code of Civil Procedure, the Penal Code and the California Rules of Court. The transmitting email and included documents must be copied to all parties providing an email address.

Emailed documents must have a file name in a uniform format, such as:

[case number].[short title of document].[date of hearing].pdf

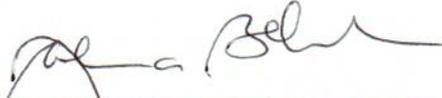
For example, 1234567.Opposition to Demurrer.010116.pdf

The combined size of the email and any/all attachments cannot exceed 10 megabytes (MB).

Do not include any text in the email as it will not be read or considered by the court.

This standing order shall expire on **December 31, 2016**.

Dated: 3/24/16



JOHN A. BEHNKE
Presiding Judge of the Superior Court