

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

**In Re:**

**ELECTRONIC FILING  
OF COURT DOCUMENTS**

**STANDING ORDER 2021-02  
AMENDED**

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**THIS ORDER IS AMENDED EFFECTIVE MARCH 1, 2021**

WHEREAS, the Judicial Council of California, the policymaking body for California trial courts, has promulgated rules pertaining to the electronic filing of court documents in any trial court that chooses to implement such filing strategy;

WHEREAS, the Judicial Council of California has recognized a number of vendors that provide services to the courts and to filers to facilitate electronic filing, including Electronic Filing Managers (EFMs) and Electronic Filing Service Providers (EFSPs);

WHEREAS, the Court is implementing a new case management system, Tyler Technologies' Odyssey Case Manager, which has the capability of offering electronic filing to the Court and to court users;

WHEREAS, the Court will launch Odyssey Case Manager on or after February 7, 2021 with electronic filing capabilities included in the system.

NOW, THEREFORE, the Superior Court of California, County of Mendocino, hereby orders, subject to all of the conditions and requirements set forth in California Code of Civil Procedure § 1010.6(b) and California Rules of Court, rule 2.250 *et seq.*:

**TRANSMISSION OF ELECTRONICALLY FILED DOCUMENTS THROUGH EFSPs**

The Court does not authorize any direct electronic filing transmission to the Court of any document. Electronic filing of documents must be done through one of the Court's authorized EFSPs. The Court's electronic filing procedures and requirements, including identification of its EFSPs, are available on this Court's website at [www.mendocino.courts.ca.gov](http://www.mendocino.courts.ca.gov) and at the Clerk's Office. An EFSP may require payment of a convenience fee and/or transaction fee and/or impose other reasonable requirements as conditions for processing the electronic filing of a document. The Court may also charge a technology fee, up to \$2.00 per transaction, to defray the cost of technology needed to support the e-filing program.

## CASE TYPES SUBJECT TO MANDATORY ELECTRONIC FILING

Upon launch and implementation of the Court's new case management system, Tyler Technologies' Odyssey Case Manager, the Court will immediately require electronic filing of court documents, as follows:

1. With the exception of self-represented parties, all parties are required to electronically file court documents in the following case types:
  - a. all civil limited actions
  - b. all unlawful detainer actions
  - c. all civil unlimited actions, including class actions, coordinated actions, and cases designated as complex pursuant to CRC 3.400 *et. seq.*
  - d. all family law actions
  - e. all probate actions
  - f. all juvenile delinquency and juvenile dependency actions
  - g. all mental health actions
  
2. With the exception of case initiating charging documents and pre-filing criminal documents, all parties, except self-represented defendants, are required to electronically file all documents in felony, misdemeanor and infraction criminal actions for cases heard in criminal court.

Pursuant to CRC Rule 2.252(e), in a proceeding that requires the filing of an original document, an electronic filer may file an electronic copy of a document if the original document is then filed with the court within 10 calendar days.

## E-FILING DEADLINE FOR CASES ON CALENDAR THE NEXT DAY

E-filing parties and their counsel shall comply with all filing deadlines in State law, California Rules of Court and the Local Rules of the Mendocino County Superior Court. In addition, if parties or their counsel are filing documents on the day before a matter is on calendar, they shall submit their e-filed documents no later than 3:00 PM.

## EXEMPTIONS FROM MANDATORY ELECTRONIC FILING REQUIREMENTS

Pursuant to CCP Section 1010.6(d)(4) and CRC Rule 2.253(b)(1), self-represented parties are exempt from any mandatory electronic filing requirements, but are permitted and encouraged to electronically file documents, if they so choose.

A party that is subject to mandatory electronic filing may seek to be excused from such requirement by submitting a Request for Exemption from Mandatory Electronic Filing and Service, Judicial Council form EFS-007, and obtaining a court order granting the request.

## ELECTRONIC DOCUMENT FORMAT REQUIREMENTS

Electronic documents must be submitted in searchable PDF format with searchable PDF/A as the preferred format. PDF/A is a format which excludes those PDF features that give rise to

concerns about the ability to archive documents. Newer scanners allow users to directly create a PDF/A. Users with older scanners can use a conversion tool (such as Acrobat 9) to convert scanned documents to PDF/A.

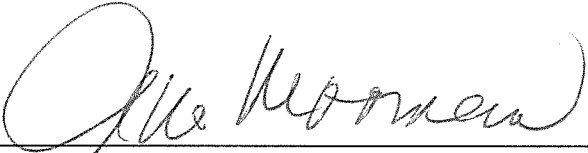
#### DOCUMENTS NOT AUTHORIZED TO BE FILED ELECTRONICALLY

Some court documents cannot be electronically filed (or lodged) with the Court, and must be filed by conventional means, as paper documents. Documents that cannot be electronically filed (or lodged) and must be submitted in paper form, include the following:

- a. In all actions: ex parte applications and all other ex parte filings; orders of examination; trial exhibits; administrative records; documents responsive to subpoenas duces tecum; bonds and undertakings; out-of-state commissions; out-of-state judgments; subpoenas for out-of-state actions;
- b. In all actions: motions and/or declarations for disqualification of a judge pursuant to Code of Civil Procedures section 170.1 or 170.3 and peremptory challenges pursuant to CCP 170.6;
- c. In all actions: documents from health care providers and/or mental health professionals ordered by the court;
- d. In all actions: documents submitted to the court by the California Department of Corrections and Rehabilitation (CDCR), Department of State Hospitals (DSH), State Adoptions and other licensed adoption agencies;
- e. In probate actions: original wills; original codicils; documents lodged pursuant to Probate Code section 2620; letters of administration; letters of testamentary; certified copies of death certificates; letters of conservatorship or temporary conservatorship, letters of guardianship or temporary guardianship;
- f. In civil actions: mandatory settlement conference statements;
- g. In criminal actions: case initiating complaints/informations, and all documents filed before the complaint or information;
- h. In juvenile actions: requests for disclosure of juvenile records.

This standing order shall expire on December 31, 2021.

Dated: 2/24/2021

  
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ANN C. MOORMAN  
Presiding Judge of the Superior Court