

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

In Re:

**REQUIREMENTS FOR SUBMITTAL
OF E-FILED DOCUMENTS** _____/

STANDING ORDER 2024-02

WHEREAS, the court adopted a broad, mandatory e-filing policy in 2021;

WHEREAS, attorneys and parties e-filing their documents often scan them into one .pdf file, without separately scanning each document to be filed;

WHEREAS, the court cannot separate individual documents contained in a single large .pdf file to apply the court's file stamps and to identify them in the case record.

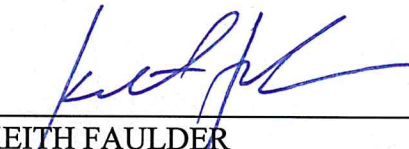
NOW, THEREFORE, the filing party must create a separate .pdf document for every individual document that is to be file-stamped in an envelope submission. If a .pdf contains more than one document for filing, the court will reject the e-file envelope and return it to the filer for correction.

IT IS FURTHER ORDERED, if a filer includes a document that is typically file stamped, but the filer intends to use it as supporting documentation for a lead document, the filer must write "ATTACHMENT" in the block reserved for the file stamp to make it clear to the court that the document is not to be filed separately.

This standing order shall expire on **December 31, 2024**.

Dated: _____

1.3.24



KEITH FAULDER
Presiding Judge of the Superior Court