

TO: Civil, Probate, Dependency and Family Bar  
FROM: Sasha Morgan, Director of Civil Operations  
Florence Patten, Supervisor Civil/Probate  
RE: Mandatory Electronic Filing, Monday August 29  
DATE: August 18, 2016

We want to thank everyone for working so hard to learn and adopt electronic filing. Most attorneys are regularly submitting filings electronically now. Our permissive status of electronic filing is ending shortly and electronic filing will be mandatory for all attorneys starting Monday, August 29, 2016.

We wanted to outline for everyone a few exceptions to electronic filing. Some of these exceptions are because our electronic signature queues for our Judges will not be built until the end of the year.

All attorneys filings must be filed, starting August 29, 2016, electronically EXCEPT:

- 1) Items outlined in Local Rule 2.7.05 (c )
- 2) Ex Partes (for all civil, probate, family and dependency matters)
- 3) Temporary Conservatorships
- 4) Documents submitted or signed in court such as orders and stipulations
- 5) Standalone orders, stipulations, judgments
- 6) Initial restraining order filings/requests
- 7) Items that have a trust deposit
- 8) *Note for many of these items we will take through electronic filing or over the counter. Example ex parte and restraining orders can be electronically filed.*

Default Judgment packets MUST be filed through electronic filing for all subject matters. For Family Law currently we are not requiring envelopes or stamps when you file electronically. We will return items electronically and for family law mail to the defaulted party the Entry of Default and the Notice of Entry of Judgment.

We appreciate your patience during this transition time. We are doing our best to respond very quickly to electronic submissions and also giving detailed reasons if an item is rejected. Most rejected items can be quickly fixed and resubmitted.

If you are having difficulty electronically filing a document you will first want to reach out to the electronic filing service provider that you picked (EFSP). They will then let you know if your question needs to be directed to the court. Update information about electronic filing can also be found at [www.santacruzcourt.org](http://www.santacruzcourt.org).

Thank you.