



**The Superior Court of California,
County of Yolo**

1000 Main Street • Woodland, California 95695 • Telephone 530-406-6838 • Fax 530-406-6835

**TEMPORARY COVID-19
LOCAL RULE No. 9**

Electronic Filing and Service

1. AUTHORITY AND COMPLIANCE

This rule governs permissive and mandatory electronic filing and service of documents in the Superior Court of California, County of Yolo as authorized by California Code of Civil Procedure section [1010.6](#) and [Rules 2.250 et. Seq.](#) and [5.552](#) of the California Rules of Court. Unless this rule provides otherwise, parties filing and serving documents electronically shall comply with all requirements for electronic filing and service set forth in California Code of Civil Procedure section 1010.6 and [Rules 2.250 et. Seq.](#) and [5.552](#) of the California Rules of Court.

2. MANDATORY ELECTRONIC FILING AND SERVICE

(a) All documents filed in civil, probate and family law cases shall be filed and served electronically, except when personal service is required by statute or rule and excluding ex parte applications.

(b) All new civil complaints shall include the Notice of Case Management Conference form. The form can be found on the court's website at www.yolo.courts.ca.gov. The Court will fill in the date, time and department for the Case Management Conference.

(c) All documents, excluding the initial accusatory pleading, filed in criminal and juvenile cases shall be filed and served electronically.

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

(e) 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.

1. An attorney requesting to be excused shall file with the Clerk of the Court and service 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](#)).
2. An Attorney who requests an exemption shall be served with documents in paper form until the Court rules on the request.
3. Undue hardship or significant prejudice does not include the inability to pay fees for electronic filing.

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

3. ELECTRONIC FILING REQUIREMENTS

All documents electronically filed, whether mandatory, permissive, by Court order, or by stipulation of parties, must be electronically filed using one of the Court's approved electronic filing service providers, and must comply with the Court's electronic filing requirements. All requirements and a list of service providers are available on the Court's website at www.yolo.courts.ca.gov.

4. ELECTRONIC FILING ACCEPTANCE DEADLINE

Electronically filed documents filed prior to midnight on a Court day will be deemed filed as of that day. For purposes of this Rule, filing occurs at the time the document is received by the Court and a confirmation of the receipt is created. Any electronically filed document received by the Court from 11:59PM to 7:59AM, or filed on a non-court day, will be deemed filed on the first Court day after it is received.

5. ELECTRONIC FILING FEE WAIVER

A party who has received a fee waiver is not required to pay any fee for electronic filing and service. A party who has not already received a fee waiver may request a waiver of the fees for electronic filing and service by filing with the Court an Application for Waiver of Court Fees and Costs (Judicial Council Forms [FW-001](#) and [FW-002](#)).

6. CONFIDENTIAL DOCUMENTS

Unless the electronically filed document is a confidential document pursuant to law and/or will be filed under seal, to protect personal privacy, counsel and parties must refrain from including, or must redact where inclusion is necessary, the personal data identifiers from all documents, including exhibits, filed with the Court under this Rule, such as social security numbers and financial account numbers. See [Rule 1.201](#) of the California Rules of Court.

7. DOCUMENTS NOT FILED ELECTRONICALLY

(a) The following documents shall not be filed electronically:

- Subpoenaed documents
- Labor Commissioner deposit of cash or check
- Bonds
- Undertakings
- Deposits of cash, check or credit cards
- Wills/Codicils
- Sealed documents
- Financial institutes documents, care facility documents, or escrow documents as defined under Probate Code section [2620](#)
- California State vital records forms
- Appeals

(b) A party may be excused from filing any particular document or exhibit electronically if it is not available in electronic format and it is not feasible for the party to convert the document or exhibit to electronic format, or it may not be comprehensively viewed in an electronic format, including but not limited to exhibits that are real objects. Such a document or exhibit may be manually filed with the Clerk of the Court and served upon the parties by conventional non-electronic means. A party manually filing such a document or exhibit shall file electronically and serve a Notice of Manual Filing specifically describing the document or exhibit and setting forth the reason the document or exhibit cannot be filed electronically.

8. EXHIBITS

(a) Exhibit attachments to pleadings filed electronically shall be separated by a single page with a title identifying the sequence of the exhibit.

(b) Proposed trial exhibits shall not be filed electronically but shall be lodged in paper format with the trial department once assigned unless otherwise instructed by the Court.