

Civil eFiling Tips

Document	Process
Assignment of Judgments	Do not select a FILED BY party. Instead, select NEW FILED BY PARTY and enter the assignee's information. Select the original judgment creditor as the AS TO party. Add Filed By Representation for the assignee's attorney if not already on the case.
Documents filed by a NEW PARTY on an existing case	The filer is required to enter the NEW FILED BY party on the lead document but should not select nor add a new filed by on the supporting documents within the same submission. All documents within the same submission will record with the FILED BY entered on the lead document.
Labor Commissioner (case initiation)	All FILED BY parties entered (including employee) will have to be entered as Gov Entity so that all filing/service fees are waived.
Notice of Case Assignment	Please note, the clerk will email a new Notice of Case Assignment with hearing information to the email listed on the case initiation document.
Notice of Change of Address	The FILED BY party should be the party the address change pertains to. The party will then check off the "New Contact Information" check box and enter the new address.
Party with a long name/description	Example: "John Doe, Trustee of The Doe Family Trust dated September 1, 2019 and all Interested parties" - Enter party as an organization to include description.
Party with ESA	Party "erroneously sued as" (ESA) must not select the ESA'd party, but enter a NEW FILED BY (true name) party in EFSP. The clerk will finish the process in the court's management system to identify/remove the ESA'd party.
Petition for Change of Name or Gender for a Minor (w/Fee Waiver)	The Petition will be FILED BY the parent/guardian and AS TO the minor child. This process is taken so that EFSP will not assess a filing fee for the minor. The fee waiver is to be attached to the FILED BY parent/guardian.
Petition to Approve Compromise or Disposition of Proceeds/ Expedited Petition to Approve Compromise or Disposition of Proceeds filings	Minor or Incompetent Person to be added in "Filed As To Party" screen with the role of Claimant and Party Sub-type of Minor or Incompetent Person
Pro Hac Vice	The filing party must enter FILED BY REP in EFSP for it to display the out of state attorney's information in the court's EFM/CMS system.
Proof of Service of Summons & Complaint - Unnamed Occupants	Selection of an AS TO party is not required and should not be selected for this filing. The clerk will mark the unnamed occupants served in EFM.
Stipulation and Order (name extension)	All parties signing the stipulation must be selected under the FILED BY for appropriate fees to assess. If you are requesting to continue multiple hearings, specify number of hearings in the designated field in EFSP.
Substitution of Attorney	The filer must select the party the substitution pertains to as the FILED BY party, select the EXISTING Attorney, then enter the new

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	FILED BY REPRESENTATION for the necessary update to be made in the court's management system.
Requesting an Interpreter	If requesting an interpreter and you checked off the "Need Interpreter" checkbox in EFSP, you must also upload your Request for Interpreter form. Your request for interpreter is not complete unless the court receives the Request for Interpreter form.