



Superior Court  
of California

County of Sacramento

# Unlawful Detainer Division

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## Electronic Filing Manual a 2GEFS Compliant Implementation

Prepared for

Prospective Unlawful Detainer E-Filers

Prepared by

IT Department and Unlawful Detainer Operations  
of the Sacramento Court

Date

August 28, 2015

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## Table of Contents

Revision History .....	3
Introduction .....	4
Information Regarding the Second Generation E-Filing Specifications .....	6
Summary List of Data Requirements for Filing an Unlawful Detainer Case .....	8
Submitting Data .....	10
Guidelines for E-filing .....	11
Chart Depicting Document Submissions.....	13
Summary .....	18
Electronic Filing - Terms of Use Agreement .....	19

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## Revision History

Date	Description	Version
08/10/2004	Initial Draft	0.1
05/20/2005	Version	1.0
02/14/2006	Version	1.1
07/23/2010	Version	1.2
10/23/2013	Version	1.3
12/23/2013	Version	1.4
08/28/2015	Version	1.5

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## Introduction

Welcome to the Sacramento Superior Court Unlawful Detainer E-file Program. The Superior Court of California, County of Sacramento (hereafter “court”) has developed an electronic filing (“e-filing”) system designed to allow legal professionals to file documents with the Unlawful Detainer Unit at the Carol Miller Justice Center.

The intent of this manual is to address both the practical and technical requirements for using the court’s Unlawful Detainer electronic filing program. The information and instructions on e-filing are contained in this document. It is recommended that the filer read the manual in its entirety before proceeding.

The electronic filing program which has been developed by the Sacramento Superior Court differs from others which you may be familiar with. The program does not allow you to submit an e-mail with attached documents for the court to file. Rather each user must either develop their own software to transmit data to the court or contract with one of several private vendors who serve as electronic filing service providers. These vendors have already developed software which will prepare your documents for submission in a format that interfaces with the court’s case management program.

The court does not endorse the vendors nor is it in any way responsible for the fees which may be charged for their services. The vendor(s) who are presently certified to submit documents in this county include:

- American LegalNet, Inc.  
(818) 817-9225  
erez@uscourtforms.com  
<http://sacefiling.uscourtforms.com>

In the event that you are interested in writing your own software and becoming your own EFSP, you will need to register your intent with the Sacramento Superior Court. Fill out the attached form “Electronic Filing - Terms of Use Agreement” and mail it to the:

**Superior Court of California**  
**County of Sacramento**  
720 9<sup>th</sup> Street  
Sacramento, CA 95814.

If you have any questions or problems arise while registering, click on “Contacts” for the name and number of someone who can assist you. Notification of acceptance and granting of the License will be sent to the email address you provide in the application.

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## Introduction – continued

Once you have received notification of your License acceptance, you must complete and submit the Sacramento Superior Court “Terms of Use Agreement” (hereafter “agreement”). The agreement can be accessed by logging on to the court’s website at [www.saccourt.ca.gov](http://www.saccourt.ca.gov). Click on “Unlawful Detainer E-filing” and the system will default to a screen to access the agreement. Open, complete and sign the agreement, then mail the printed form to:

Superior Court of California  
County of Sacramento  
IT Department  
720 9<sup>th</sup> Street  
Sacramento, CA 95814

If you cannot access the agreement, contact the court’s IT Helpdesk at 916-874-7707.

When the court has received your completed agreement and you demonstrate compliance with the 2GEFS and Sacramento Court Policy on the court’s test website, the court will contact you and provide you with an account designation. The court will then issue you a production username and password. The production website is:

<https://Services.SacCourt.ca.gov/2GefsFiling/RawEnvelope.aspx>

If you are interested in writing your own software to interface with the court’s e-filing program, the section on page 6 will be helpful to you in that endeavor. If however you have decided to use the services of a commercial electronic service provider, you may want to go directly to **Guidelines for E-filing section on page 11** of these materials for helpful guidelines.

## Information Regarding Second Generation Electronic Filing Specifications (2GEFS)

The AOC has developed the Second Generation Electronic Filing Specifications (hereafter “2GEFS”) for the electronic exchange of data and documents between courts and EFSPs. 2GEFS allows an EFSP to write software once, and use that software to electronically deliver data and documents to any court that complies with 2GEFS.

Firms acting as their own EFSP and EFSPs vendors can submit electronic data and documents to either initiate a case or as a subsequent filing in an existing case.

The court will only accept filings that comply with the 2GEFS standard. EFSPs and developers for firms must become conversant in the specifications to be able to create the appropriate files to send to the court.

The specifications and XML schemas are available on the AOC’s website by clicking on the “Schema Repository” menu item on the left side of the web page. You’ll be taken to an AOC Terms of Use Agreement prior to accessing the schemas. All necessary information and requirements to create a submission package have been thoroughly documented and are clearly stated in the 2GEFS materials.

The table below contains a list of the 2GEFS schemas that Sacramento Superior Court supports.

2GEFS Schemas Supported by the Court	
#	NAMESPACES
1	Schema/Court/US/California/2GEFS/BuildingBlocks/Primitives/Address/02/
2	Schema/Court/US/California/2GEFS/BuildingBlocks/Attributes/01/
3	Schema/Court/US/California/2GEFS/Filing/01/Case/01/
4	Schema/Court/US/California/2GEFS/Policy/01/CodeTable/Code/01/
5	Schema/Court/US/California/2GEFS/Policy/01/CodeTable/01/
6	Schema/Court/US/California/2GEFS/Filing/01/Confirmation/01/
7	Schema/Court/US/California/2GEFS/Policy/01/Contact/01/
8	Schema/Court/US/California/2GEFS/BuildingBlocks/Primitives/CourtDetails/02/
9	Schema/Court/US/California/2GEFS/Policy/01/CourtDivision/01/
10	Schema/Court/US/California/2GEFS/RR/Test02/Response/CourtPolicy/01/
11	Schema/Court/US/California/2GEFS/Filing/01/CreditCard/01/
12	Schema/Court/US/California/2GEFS/BuildingBlocks/Primitives/Date/01/
13	Schema/Court/US/California/2GEFS/Filing/01/Document/01/
14	Schema/Court/US/California/2GEFS/BuildingBlocks/Primitives/Email/02/
15	Schema/Court/US/California/2GEFS/Filing/01/Envelope/01/
16	Schema/Court/US/California/2GEFS/Policy/01/Exchange/01/
17	Schema/Court/US/California/2GEFS/BuildingBlocks/Primitives/Extension/02/
18	Schema/Court/US/California/2GEFS/BuildingBlocks/Primitives/Fee/02/
19	Schema/Court/US/California/2GEFS/Filing/01/

2GEFS Schemas Supported by the Court	
#	NAMESPACES
20	Schema/Court/US/California/2GEFS/Filing/01/Header/01/
21	Schema/Court/US/California/2GEFS/Policy/01/HoursOfOperation/01/
22	Schema/Court/US/California/2GEFS/BuildingBlocks/Primitives/Key/02/
23	Schema/Court/US/California/2GEFS/BuildingBlocks/Primitives/Organization/02/
24	Schema/Court/US/California/2GEFS/BuildingBlocks/Primitives/OrganizationRole/01/
25	Schema/Court/US/California/2GEFS/Filing/01/Page/01/
26	Schema/Court/US/California/2GEFS/Filing/01/Payment/01/
27	Schema/Court/US/California/2GEFS/Policy/01/Payment/01/
28	Schema/Court/US/California/2GEFS/BuildingBlocks/Primitives/Person/02/
29	Schema/Court/US/California/2GEFS/BuildingBlocks/Primitives/PersonRole/01/
30	Schema/Court/US/California/2GEFS/BuildingBlocks/Primitives/Phone/02/
31	Schema/Court/US/California/2GEFS/Policy/01/
32	Schema/Court/US/California/2GEFS/BuildingBlocks/Primitives/Role/02/
33	Schema/Court/US/California/2GEFS/Filing/01/Service/01/
34	Schema/Court/US/California/2GEFS/BuildingBlocks/Primitives/Time/01
35	Schema/Court/US/California/2GEFS/Sacramento/Superior/DataFiles/UnlawfulDetainer/02/

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## Summary List of Data Requirements for Filing an Unlawful Detainer Case

It is the filer's responsibility to comply with the 2GEFS and the court e-filing policies before submitting any information. Once the data package is well formed and valid, contains the necessary information, documents and supporting data, it can then be submitted to the court's test server at:

<https://Test.SacCourt.ca.gov/2GefsFiling/RawEnvelope.aspx>

Outlined below is a list of data elements included in the 2GEFS schema. The type of data to be including in any Unlawful Detainer filing is dependent upon whether the submission relates to case initiation or subsequent filing.

### **Any submission must contain:**

- A 2GEFS Envelope (not SOAP) (15)<sup>1</sup>
- A Header (20)
- And a Filing (19)

### **Case Initiation submissions (Complaint) must contain:**

- Case (3)
- Case Category (3) – Use values from Sacramento Court Policy
- Rent due when notice was served (35)
- Daily rental value (35)
- Date demand notice was served (35)
- Venue Reason (3) – Limit to one-line
- Venue Zip Code (3) - The zip code of the property
- Filer (19)
- Parties (plaintiffs, defendants, attorneys, agent for service, guardian, etc.)
  - If a person
    - Role (29) – Use Values from Court Policy
    - First name (28)
    - Middle name (28)
    - Last name (28)
    - AKA, DBA, etc. (28, alternate names) – Use values from Sacramento Court Policy
    - Street address (1)
    - City (1)
    - State (1)
    - Zip (1)
    - Phone (30)
    - Email address (14)

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<sup>1</sup> The number in parenthesis refers to the schema # in the chart above in this document

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## Summary List of Data Requirements for Filing an Unlawful Detainer Case - continued

If a business

Role (29) – Use values from Sacramento Court Policy

Organization name (23)

Organization type (23) – Use values from Sacramento Court Policy

AKA, DBA, etc. (23, alternate names) – Use values from Sacramento Court Policy

Street address (1)

City (1)

State (1)

Zip (1)

Phone (30)

Email address (14)

Documents (13)

Title (13)

Type (13) – Use values from Sacramento Court Policy

PDF document(s) (13)

Fees and credit card information (19, 18, 11) – Use values from Sacramento Court Policy

### Subsequent Filing

Case Number (3)

Documents

Title (13)

Type (13) – Use values from Sacramento Court Policy

PDF document(s) (13)

Fees and credit card information (19, 18, 11) – Use values from Sacramento Court Policy

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## Submitting Data

Firms acting as their own EFSP and EFSP vendors, who have passed the testing phase, can begin submitting documents for filing. Submissions sent to the production environment will receive a synchronous confirmation followed by an asynchronous confirmation once the clerk's office has filed or rejected the filing.

### SYNCHRONOUS vs. ASYNCHRONOUS RESPONSE

Once your filing is submitted to the court's web service, an internal process verifies that the filing XML is well formed and contains all of the required information. A synchronous response is created and sent back via HTTP (the same HTTP session opened for submission) to the filer with one of two statuses:

**Accepted** – A submission number is generated and returned to the filer with a message acknowledging receipt and acceptance of the data/documents. From there it is forwarded to the court staff for further processing.

**Rejected** – If for any reason a data package is rejected, the filer will receive a message stating the reason(s) for the rejection and the submission process is completed.

If accepted, the court staff visually reviews the data and document(s) submitted for compliance with the applicable laws and for consistencies between data and document(s); at this stage one of two actions could be taken:

**Filed** – The data and documents are processed, charges are applied where necessary, the data is transferred to our database, and the documents are filed with the court.

**Rejected** – If for any reason there is missing data, documents do not match data, or charges could not be applied to credit card, the submission will be rejected.

If the submission is either accepted or rejected, an asynchronous response/status is created and submitted to the filer via SMTP or HTTP (depending on the request of the filer). The response contains pertinent information about the filing/rejection of submission, and the documents submitted are return with/without endorsement. If SMTP is the choice of response, an email is generated with the response/status as the body of the email and the documents submitted as attachments. If HTTP is the choice of response, the data package is returned with the response/status and documents embedded in the data package. At this point the submission process is considered completed.

## Guidelines for E-filing

Whether you are using the services of an EFSP or acting as your own EFSP, the following guidelines will be helpful to ensure expeditious processing of your Unlawful Detainer e-filed documents.

1. At the time that a document is submitted for filing, the filer is required to create a technical (XML) data package which includes a designation of the type of document being submitted. In the event there is a discrepancy between the title in the data packet and the document itself, the court will process the document as if it were the type of filing designated in the data packet. (See Sacramento Superior Court Local Rules, rule 23.02).
2. Documents which are submitted in a single packet cannot be parsed. Thus, if multiple documents are submitted as a lone filing, the entire packet will be rejected if any one document is deficient or premature filing is attempted. To ensure expediency in processing, it is recommended that independent documents be filed individually. For example, if a filer were to submit a Summons, Proof of Service and a Request to Enter Default in a single package, and the request was premature, all documents would be rejected. This is true even though the Summons and Proof of Service could have been filed independently.
3. The fees established by Electronic Filing Service Providers are in no manner controlled or otherwise regulated by the court. If a matter must be resubmitted for filing, the user should check with the EFSP to determine if a second service fee will be incurred.
4. Any filing which is incorrect or insufficient on its face will be rejected. The filing party will not be contacted by phone or e-mail to clarify any apparent errors in the submitted documents.
5. Once any document that has been submitted for filing, has been processed and returned to the filing party, no refund of court fees and costs will be permitted.
6. Any filings received by the court with incorrect or missing credit card information will be rejected unless a fee waiver application has been submitted or the filing is subject to a deferral of fees pursuant to Government Code § 6103.
7. If a **technical problem** relating to the court's e-filing system prevents the court from accepting filings and the filing party can demonstrate s/he attempted to file during that time, the court will deem the filing received on that date. This does not apply to any initial pleadings in an Unlawful Detainer action. (California Rules of Court, rule 2059(d).)
8. Any inquiries, disputes or complaints regarding any aspect of the electronic filing system may be submitted to: [eFiling@SacCourt.ca.gov](mailto:eFiling@SacCourt.ca.gov).
9. Documents filed electronically will be electronically endorsed and this endorsement has the same force and effect as a manual stamp, seal and signature. (California Rules of Court, rule 2059(e).)
10. Personal service of a printed form of the electronic summons has the same legal effect as personal service of an original summons (California Rules of Court, rule 2059(f).) Therefore, the electronic summons and a completed proof of service must still be filed with the court.

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## Guidelines for E-filing – continued

11. Once a filing has been submitted, a filing confirmation will be generated. If a confirmation is not received, there is no presumption that the document has been received and filed by the court. It is the responsibility of the filing party to notify the court if no confirmation is received. (California Code of Procedure, § 1010.6 and California Rules of Court, rule 2059(a).)
12. Documents submitted after the court's normal business hours (4:30 p.m.) will be deemed to have been filed on the next court business day. (California Code of Procedure, § 1010.6 and California Rules of Court, rule 2059(c) and Sacramento Superior Court, Local Rule 23.01(A).)
13. Particular care must be taken to ensure that all documents are fully completed at the time of submission.
14. If documents are submitted for filing through an EFSP, the court shall deem the EFSP to be an agent of the filer authorized to receive any and all notices and documents which might otherwise be required to be provided to the filer.
15. Users who are interested in obtaining information about applicable statutes and rules should refer to the following:
  - California Code of Civil Procedure § 1010.6
  - California Rules of Court 2050 through 2061, inclusive
  - Sacramento Superior Court Local Rules, rule 23.00 through 23.03, inclusive
16. Document titles included in the technical data (XML) must conform to the court's document naming convention. The chart on the following pages depicts common names for documents routinely presented for filing, along with the appropriate title which must be designated in the technical data portion of the e-filing package. It also lists the order for including documents which are submitted for filing as a part of a single packet. Documents must be submitted in the order specified in the chart or the packet will be rejected.

<b>DOCUMENT: Generic Type</b>	<b>DOCUMENT: TYPE</b>	<b>THE ORDER OF DOCUMENTS FOR SUBMISSION</b>
Abandonment	Abandonment - Petition - 10K and Under – Filed	Petition, Civil Case Coversheet, Motion
Abandonment	Abandonment - Petition - Over 10K – Filed	Petition, Civil Case Coversheet, Motion
Motion	Abandonment - Motion – Filed	This document is an attachment to the Petition.
Abandonment	Abandonment – Accounting from Sale and Declaration	Accounting, Attachment/Supporting Docs
Judgment	Abstract of Judgment	Abstract
Notice	Address Updated	Notice
Affidavit/Declaration	Affidavit of Identity - Filed	Affidavit/Declaration, Attachment/Supporting Docs
Affidavit/Declaration	Affidavit of Lost Original Writ of Execution	Affidavit, Writ
Response	Answer - 10K and Under – Filed	Proof of Service, Answer, Attachment/Supporting Docs
Response	Answer - Over 10K – Filed	POS, Answer, Attachment/Supporting Docs
Response	Answer After First Appearance – Filed	POS, Answer, Attachment/Supporting Docs
Response	Answer Amended – Filed	POS, Answer, Attachment/Supporting Docs
Response	Answer Proposed – Received	Ex Parte Motion, Answer, Attachment/Supporting Docs
Judgment	Assignment of Judgment	Assignment, Writ and/or Abstract, Order of Examination
Trial Setting	At Issue Memo – Filed	
Trial Setting	At Issue Memo - Filed – Counter	
Attachments	Attachments / Supporting Documents	Attachment/supporting documents follow the lead doc.
Notice	Bankruptcy Notice – Other	Bankruptcy Notice, Attachments Supporting Docs
Notice	Bankruptcy Notice of Filing	Bankruptcy Notice, Attachments Supporting Docs
Notice	Bankruptcy Notice of Discharge	Bankruptcy Notice, Attachments Supporting Docs
Notice	Bankruptcy Notice of Dismissal	Bankruptcy Notice, Attachments Supporting Docs
Complaint	Civil Case Cover Sheet	Complaint, Civil Case Cover Sheet, Demand Notice, Rental Agreement, Attachment/Supporting Docs (submitted with Complaint)
Notice	Claim of Exemption - Notice of Opposition Levy	Notice of Opposition, POS, Notice of Hearing
Notice	Claim of Exemption - Notice of Opposition Wage	Notice of Opposition, Proof of Service, Notice of Hearing
Response	Claim of Right of Possession - 10K and Under – Filed	
Response	Claim of Right of Possession - Over 10K - Filed	
Complaint	Complaint Filed and Summons Issued - 10K and Under	Complaint, Civil Case Cover Sheet, Summons Issued, Verification (if attorney of record), Demand Notice, Rental Agreement, Attachment/Supporting Docs
Complaint	Complaint Filed and Summons Issued - Over 10K	Complaint, Summons Issued, Civil Case Cover Sheet, Verification (if attorney of record), Demand Notice, Rental Agreement, Attachment/Supporting Docs
Complaint	Complaint - Amended After Demurrer – Filed	Complaint, Summons Issued, Verification (if attorney of record), Demand Notice, Rental Agreement, Attachment/Supporting Docs
Complaint	Complaint - Amended After Service – Filed	Complaint, Summons Issued, Verification (if attorney of record), Demand Notice, Rental Agreement, Attachment/Supporting Docs

<b>DOCUMENT: Generic Type</b>	<b>DOCUMENT: TYPE</b>	<b>THE ORDER OF DOCUMENTS FOR SUBMISSION</b>
Complaint	Complaint - Amended Before Service – Filed	Complaint, Summons Issued, Verification, demand Notice, Rental Agreement, Attachment/Supporting Docs
Complaint	Complaint - DOE Amendment – Filed	Doe Amendment, Proof of Service
Complaint	Complaint – Supplemental – Filed	Supplemental Complaint, Proof of Service
Correspondence	Correspondence Received	Correspondence
Default	Declaration - Default Judgment by Court	Rental Agreement, Demand Notice (if not previously filed), Request for Court Judgment, Judgment
Affidavit/Declaration	Declaration - Lieu of Testimony	Declaration, Attachment/ Supporting Docs
Affidavit/Declaration	Declaration - Lost Document	Declaration, Attachment/ Supporting Docs
Affidavit/Declaration	Declaration – Noncompliance	Declaration, Attachment/ Supporting Docs
Affidavit/Declaration	Declaration - Opposition of Motion	Declaration, Attachment/ Supporting Docs
Affidavit/Declaration	Declaration – Other	Declaration, Attachment/ Supporting Docs
Motion	Declaration - Support of Motion	Declaration, Motion
Default	Default – Requested	Summons Filed, Proof of Service, Default request, Judgment by Clerk for Possession, Writ
Attachments	Demand Notice – Filed	Notice (3, 30, 60 day notice)
Demurrer	Demurrer - 10K and Under – Filed	Proof of Service, Demurrer
Demurrer	Demurrer - Over 10K – Filed	Proof of Service, Demurrer
Demurrer	Demurrer - Opposition Filed	Proof of Service, Opposition
Demurrer	Demurrer / Plaintiff – Filed	Proof of Service, Demurrer
Ex Parte App	Ex Parte Application for Order Shortening Time - Filed	Ex Parte Motion, Order, Attachment/Supporting Docs
Ex Parte App	Ex Parte Application for Posting Order - Received	Ex Parte Motion, Order, Declaration of Due Diligence
Ex Parte App	Ex Parte Application to Amend Judgment - Filed	Ex Parte Motion, Order, Attachment/Supporting Docs
Ex Parte App	Ex Parte Application to Stay - Filed	Ex Parte Motion, Attachment/ Supporting Docs
Ex Parte App	Ex Parte Motion - Other - Filed	Ex Parte Motion, Attachment/ Supporting Docs
Ex Parte App	Ex Parte Motion for Continuance - Filed	Ex Parte Motion, Order, Proof of Service, Attachment/ Supporting Docs
Ex Parte App	Ex Parte Motion for Entry of Satisfaction - Filed	Ex Parte Motion, Orders, Attachment/ Supporting Docs
Ex Parte App	Ex Parte Motion for Judgment on the Pleading - Filed	Application, Judgment
Ex Parte App	Ex Parte Motion to Quash - Filed	Ex Parte Motion, Attachment/ Supporting Docs
Ex Parte App	Ex Parte Motion to Seal Records - Filed	Ex Parte Motion, Attachment/ Supporting Docs, Order
Ex Parte App	Ex Parte Motion to Set Aside Default and Default Judgment - Filed	Ex Parte Motion, Attachment/ Supporting Docs
Ex Parte App	Ex Parte Motion to Vacate Judgment - Filed	Ex Parte Motion, Attachment/ Supporting Docs
Judgment	Foreign Abstract – Filed	
Ex Parte App	Joinder – Filed	

<b>DOCUMENT: Generic Type</b>	<b>DOCUMENT: TYPE</b>	<b>THE ORDER OF DOCUMENTS FOR SUBMISSION</b>
Judgment	Judgment - By Clerk - Requested	Summons Filed, Proof of Service, Default request, Judgment by Clerk for Possession, Writ
Judgment	Judgment - By Court (Money) - Requested	Request for Court Judgment, Declaration in Support, Judgment, (Rental Agreement, Demand Notice - if not previously filed)
Motion	Jurisdiction Challenge – Filed	
Judgment	Memo of Costs (Prejudgment) – Filed	
Motion	Motion Other - Filed	Motion, Attachment/ Supporting Docs
Motion	Motion for Attorney Fees and Costs - Filed	Motion, Proof of Service, Memo of Cost - Prejudgment, (Rental Agreement, Demand Notice - if not previously filed)
Motion	Motion for Earnings Withholding Against Spouse - Filed	Motion, Proof of Service, Order
Motion	Motion for Further Orders - Filed	Motion, Proof of Service, Order
Motion	Motion for Judgment on the Pleadings - Filed	Motion, Proof of Service, Order
Motion	Motion for Order Shortening Time - Filed	Motion, Attachment/ Supporting Docs, Order
Motion	Motion for Reconsideration - Filed	Motion, Proof of Service, Order
Motion	Motion for Stipulated Order - Filed	Motion, Proof of Service, Order
Motion	Motion for Summary Judgment - Filed	Motion, Proof of Service, Attachment/ Supporting Docs, Order
Motion	Motion to Amend Answer - Filed	Motion, Proof of Service, Attachment/ Supporting Docs, Order
Motion	Motion to Amend Complaint - Filed	Motion, Proof of Service, Attachment/ Supporting Docs, Order
Motion	Motion to Amend Judgment - Filed	Motion, Proof of Service, Attachment/ Supporting Docs, Order
Motion	Motion to Assign Right to Payment - Filed	Motion, Proof of Service, Attachment/ Supporting Docs, Order
Motion	Motion to Compel - Filed	Motion, Proof of Service, Attachment/ Supporting Docs, Order
Motion	Motion to Conform to Legal Name - Filed	Motion, Proof of Service, Attachment/ Supporting Docs, Order
Motion	Motion to Consolidate - Filed	Motion, Proof of Service, Attachment/ Supporting Docs, Order
Motion	Motion to Dismiss by the Defendant - Filed	Motion, Proof of Service, Attachment/ Supporting Docs, Order
Motion	Motion to Quash - Filed	Motion, Proof of Service, Attachment/ Supporting Docs
Motion	Motion to Set Aside Dismissal - Filed	Motion, Proof of Service, Attachment/ Supporting Docs, Order
Motion	Motion to Strike - Filed	Motion, Proof of Service, Attachment/ Supporting Docs
Motion	Motion to Tax Costs - Filed	Motion, Proof of Service, Attachment/ Supporting Docs
Motion	Motion to Transfer - Filed	Motion, Proof of Service, Attachment/ Supporting Docs, Order
Motion	Motion to Vacate Judgment - Filed	Motion, Proof of Service, Attachment/ Supporting Docs, Order
Motion	Motion to Vacate Satisfaction - Filed	Motion, Proof of Service, Attachment/ Supporting Docs, Order
Notice	Notice of Settlement – Filed	Notice
Notice	Notice of Waiving Time – Filed	Notice
OX	Order for Examination (Third Party) - Filed	Order, Attachment/Supporting Docs
OX	Order for Examination - Filed	Order
Ex Parte App	Order to Show Cause - Filed	Order

<b>DOCUMENT: Generic Type</b>	<b>DOCUMENT: TYPE</b>	<b>THE ORDER OF DOCUMENTS FOR SUBMISSION</b>
Challenge	Peremptory Challenge - CCP 170.6	Challenge
P & A's	Points and Authorities – Opposition	Points, Attachment/Supporting Docs
P & A's	Points and Authorities – Support	Points, Attachment/Supporting Docs
Correspondence	Power of Attorney – Filed	Power of Attorney
Response	Prejudgment Claim of Right - 10K and Under - Filed	Prejudgment Claim of Right
Response	Prejudgment Claim of Right - Over 10K – Filed	Prejudgment Claim of Right
Proof of Service	Proof of Service - Amended Answer	Proof of Service, Amended Answer
Proof of Service	Proof of Service - Amended Complaint	Proof of Service, Amended Complaint
Proof of Service	Proof of Service – Answer	Proof of Service, Answer, Attachment/ Supporting Docs
Proof of Service	Proof of Service - Change of Address	Change of Address, Proof of Service
Proof of Service	Proof of Service - Claim of Exemption	Claim of Exemption, Proof of Service, Attachment/Supporting Docs
Proof of Service	Proof of Service – Continuance	Continuance, Proof of Service
Proof of Service	Proof of Service - Continuance – Amended	Continuance, Proof of Service
Proof of Service	Proof of Service - Dismissal of Case	Proof of Service
Proof of Service	Proof of Service - Dismissal of Party	Proof of Service
Proof of Service	Proof of Service - Mobile Home – Posting	Request for Court Judgment, Declaration in Support, Judgment, (Rental Agreement - if not previously filed)
Proof of Service	Proof of Service – Motion	Motion, Proof of Service
Proof of Service	Proof of Service - Order of Examination	Proof of Service
Proof of Service	Proof of Service - Order of Examination Amended	Proof of Service
Proof of Service	Proof of Service – Order to Show Cause	
Proof of Service	Proof of Service – Other	Proof of Service
Proof of Service	Proof of Service – Prejudgment Claim	Proof of Service
Proof of Service	Proof of Service - Renewal of Judgment	Renewal, Proof of Service, Attachment/ Supporting Docs
Proof of Service	Proof of Service - Subpoena – Witness	Proof of Service
Proof of Service	Proof of Service - Subpoena Duces Tecum	Proof of Service
Proof of Service	Proof of Service - Substitution of Attorney	Substitution of Attorney, Proof of Service
Proof of Service	Proof of Service - Summons and Complaint - Declaration Due Diligence	Proof of Service
Proof of Service	Proof of Service - Summons and Complaint - Personal Service	Proof of Service
Proof of Service	Proof of Service - Summons and Complaint - Posting	Proof of Service
Proof of Service	Proof of Service - Summons and Complaint - Sub Service	Proof of Service
Judgment	Ratification - Received	Ratification
Reclassification	Reclassification	Reclassification
Judgment	Renewal of Judgment - Application Filed	Application, Notice of Renewal, Attachment/Supporting Docs

<b><i>DOCUMENT: Generic Type</i></b>	<b><i>DOCUMENT: TYPE</i></b>	<b><i>THE ORDER OF DOCUMENTS FOR SUBMISSION</i></b>
Judgment	Renewal of Judgment - Notice Filed	Notice, Proof of Service
Attachments	Rental Agreement – Filed	Usually filed w/complaint or Motion for Attorney's Fees
Correspondence	Request for Accommodation - ADA - Filed	
Dismissal	Request for Dismissal of Entire Action - With Prejudice	Request
Dismissal	Request for Dismissal of Entire Action - Without Prejudice	Request
Dismissal	Request for Dismissal of Party - With Prejudice - Entered	Request
Dismissal	Request for Dismissal of Party - Without Prejudice – Entered	Request
Trial Setting	Request for Jury Trial – Filed	Request
Correspondence	Request for Media Coverage - Filed	Request
Ex Parte App	Request to View Confidential File	Request, Attachment/Supporting Docs
Judgment	Satisfaction of Judgment – Acknowledgment	Satisfaction
Judgment	Satisfaction of Judgment – Partial	Satisfaction
Correspondence	Statement of Decision – Requested	Request
Subpoena	Subpoena Duces Tecum – Filed	Subpoena, Attachment/Supporting Docs
Correspondence	Substitution of Attorney – Filed	Substitution of Attorney, Proof of Service
Summons	Summons – Filed	Summons
Summons	Summons – Issued	Complaint, Civil Case Cover Sheet, Summons
Summons	Summons – Lost	Declaration
Summons	Summons Amended – Filed	Summons
Summons	Summons Returned - No Service	Summons
P & A's	Trial Brief – Filed	Brief, Attachment/Supporting Docs
Affidavit/Declaration	Verification – Filed	Verification, Complaint/Answer
Fee Waiver	Waiver of Court Fees and Costs - Filed	Waiver, Order, Attachment/ Supporting Docs
Fee Waiver	Waiver of Additional Fees and Costs - Filed	Waiver, Order, Attachment/ Supporting Docs
Writ	Writ of Execution - Issued	Writ
Writ	Writ of Execution - Certificate of Costs Added	Writ, Certificate of Costs
Writ	Writ of Execution – Returned Not Served	Writ
Writ	Writ of Possession – Issued	Writ
Writ	Writ of Possession - Returned No Service	Writ
Writ	Writ of Possession and Execution – Issued	Writ

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## Summary

This document will be updated as enhancements are made to the court's case management system. The court will make every attempt to notify users of updates. However, it is the user's responsibility to obtain and comply with the latest implemented revisions.

- If you have any technical questions concerning the program, contact the court's IT Helpdesk at: 916-875-7707.
- If you have any operational questions concerning your filings, contact the Unlawful Detainer Unit at: 916-875-7746.

We look forward to processing your filings.



# Superior Court of California

## County of Sacramento

### Electronic Filing - Terms of Use Agreement

In completing and signing the application on the reverse side of this document, Applicant (as identified on the application) hereby agrees to the following terms and conditions:

- Applicant agrees to follow all applicable statutes, rules, regulations, and court orders—including without limitation the California Rules of Court, the Local Rules of the Court, and the standing orders of the judges of the Court—in the provision of electronic filing services. Applicant further agrees that its provision of electronic filing services will allow its customers to follow all applicable statutes, rules, regulations, and court orders—including, without limitation, the California Rules of Court, the Local Rules of the Court, the standing orders of the judges of the Court, and the payment of any and all applicable filing fees. Among other things, Applicant must follow Rule 2056 of the California Rules of Court and must:
  - comply with any court requirements designed to ensure the integrity of electronic filing and to protect sensitive personal information;
  - furnish information the court requires for case processing; and
  - take all reasonable steps to ensure that the filing does not contain defective or malicious computer code, including, without limitation, computer viruses, that might be harmful to the court’s electronic filing system and to other users of that system.
- Applicant may receive an account designation (such as a username) and password by which it may access the Court’s electronic filing system. Applicant agrees that it is responsible for the proper use and safekeeping of its account and password. Applicant agrees that it is solely and fully responsible for all activities that occur under its account or password. Applicant agrees to immediately notify the Court of any actual or suspected unauthorized use of its account or password.
- Applicant agrees that it, through its provision of electronic filing services, acquires no ownership, title, or interest in any documents provided to it by any person or entity for filing through the Court’s electronic filing system. Applicant further agrees not to retain any copies of such documents and not to collect any information or compile any data about any such documents except as expressly authorized by the filing party retaining Applicant for the electronic filing service.
- For any such documents to be filed “under seal,” Applicant shall ensure the confidentiality of the documents as required by any applicable statute, rule, regulation, or court order—particularly any order of the Court sealing the documents and California Rules of Court 243.1-243.4, 243.3, and 243.5-243.6 (as applicable).
- The Court may terminate Applicant’s access to the electronic filing system at any time, with or without notice, in the Court’s sole discretion.

- THE COURT’S ELECTRONIC FILING SYSTEM AND ANY SERVICES PROVIDED BY THE COURT RELATING TO THIS APPLICATION ARE PROVIDED “AS IS” AND “AS AVAILABLE.” THE COURT EXPRESSLY DISCLAIMS ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT. THE COURT MAKES NO WARRANTIES THAT THE ELECTRONIC FILING SYSTEM OR ANY SERVICES PROVIDED BY IT RELATING TO THIS APPLICATION WILL BE UNINTERRUPTED, TIMELY, OR ERROR-FREE OR WILL MEET THE REQUIREMENTS OR EXPECTATIONS OF APPLICANT (OR APPLICANT’S CUSTOMERS).
- NEITHER THE COURT NOR ANY JUDICIAL BRANCH ENTITY AS DEFINED IN THE GOVERNMENT CODE §900.3 (HEREINAFTER “JUDICIAL BRANCH ENTITY”) WILL BE LIABLE TO APPLICANT FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES, INCLUDING WITHOUT LIMITATION DAMAGES FOR LOSS OF PROFITS, GOODWILL, USE, DATA OR OTHER INTANGIBLE LOSSES (EVEN IF THE COURT OR ANY JUDICIAL BRANCH ENTITY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES) RESULTING FROM THE USE OR THE INABILITY TO USE THE ELECTRONIC FILING SYSTEM OR ANY SERVICE RELATING TO THE ELECTRONIC FILING SYSTEM.

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Applicant Signature

Name (business or individual):

Address:


Contact Name:

Contact Phone Number:

Contact Email Address:

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