

Superior Court of California
County of Santa Cruz

[Criminal e-Filing Instructions](#)

General Information:

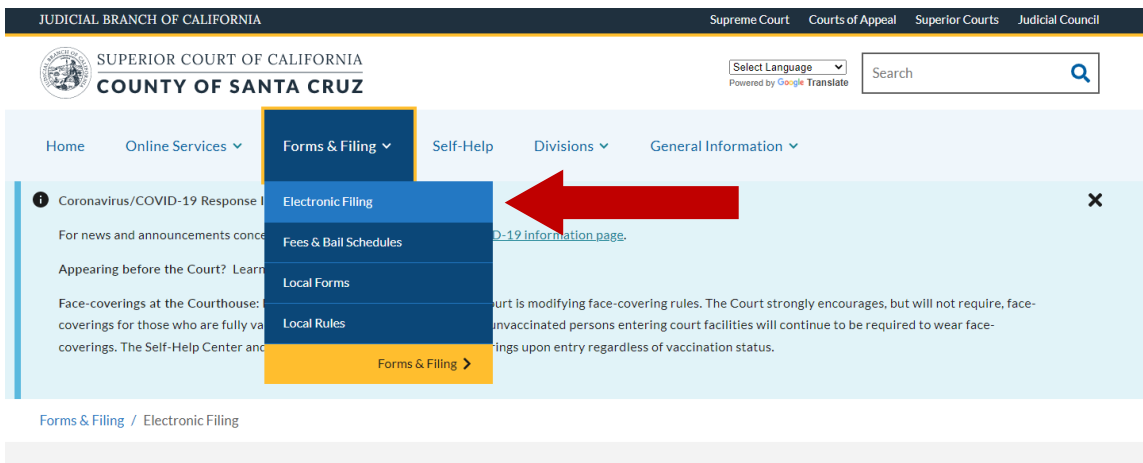
Superior Court local rules require the use of e-filing for all criminal documents for all subsequent filings. The Court's case management system does not currently have the capability for e-filing documents without an initiating filing from the District Attorney's Office to open a case.

Electronic filling of documents shall occur through the Court's electronic service provider(s) which are available on the Court's website at www.santacruzcourt.org or www.efileca.com.

Please see Local Rule 1.3.01 for general instructions about e-filing. Although documents and/or reports provided to the Court from third-party service providers or experts are not required to be e-filed, the Court strongly encourages it.

The following are step-by-step instructions on how to e-file once individuals have registered with an e-filing service provider. You will need to establish an account with a service provider first.

1. Start: from the Court's public Website, click the *Electronic Filing* link



2. Click the link to the EFSP Provider Home Page to locate an e-file service provider

Electronic filing ("e-filing") is available for all case types. e-Filing is mandatory for attorneys. Santa Cruz Superior Court's local rule regarding e-filing is posted on our [Local Rules](#) page, see rule 1.3. This rule includes a list of filings which are exempt from mandatory e-filing.

Self-Represented Litigants are encouraged to use e-filing but are not required. Use our Quick E-Filing Guide to get started. Filings from Self-Represented Litigants may be submitted by mail or in person at the clerk's windows during regular business hours.

Getting Started: _____

The first step in e-filing is to select a service provider. You will find a list of [e-filing Service Providers](#). **EFSP** The EFSP acts as an intermediary between you and the court's case management system.

3. Select an e-file service provider from the list of providers. *Odyssey e-File CA* can be used to file criminal cases with no associated fee. Click the link below the logo.

Odyssey eFileCA

4. From the *Odyssey e-File CA* Home Page, either register for an account or click the Sign-In button for return users seeking to file. (These instructions do not cover the registration process. Registration should be straight forward.) **Important:** Just be sure to select a "Waiver" payment type with your registration profile in order to file with no fee.

Court Information

Welcome to eFileCA HTML 5 eFiling Site

Courts Live on eFileCA: Fresno, Kern, Kings, Merced, Monterey, Orange County, San Diego, San Luis Obispo, Santa Barbara, Santa Clara, Santa Cruz

You can now eFile in San Luis Obispo County for the following civil case types : Unlimited, Limited, Small Claims, Probate and Guardianships, Family Law, Family Support, Adoption and Mental Health.

Kern County Users: Effective, Monday, August 15, 2016, Kern County Superior Court will be posting the notices pertaining to CRC

Actions

Sign In Register

Self Help

Need Help?
FAQs
Web Training Sessions
Training Videos
User Guides

Share your screen with [GoToAssist](#)

5. Enter email address and password to sign in

Please sign in to continue

Email
tim.newman@santacruzcourt.org

Password
.....

Sign In

[Forgot Password?](#)

6. From the filer dashboard select *File into Existing Case*

Filer Dashboard

My Filing Activity ?

Pending
Accepted
Returned
Drafts 4
Served
View All

New Filing

Start a New Case ? [Use a Template ?](#)

File into Existing Case ? ←

[Need help getting started?](#)

7. Select the *Location* for the filing (Santa Cruz – Criminal), enter the *Case Number* to search for the case.

File Into Existing Case

Select a Location

Location
Santa Cruz - Criminal ←

Search for a Case by

Case Number Party Name

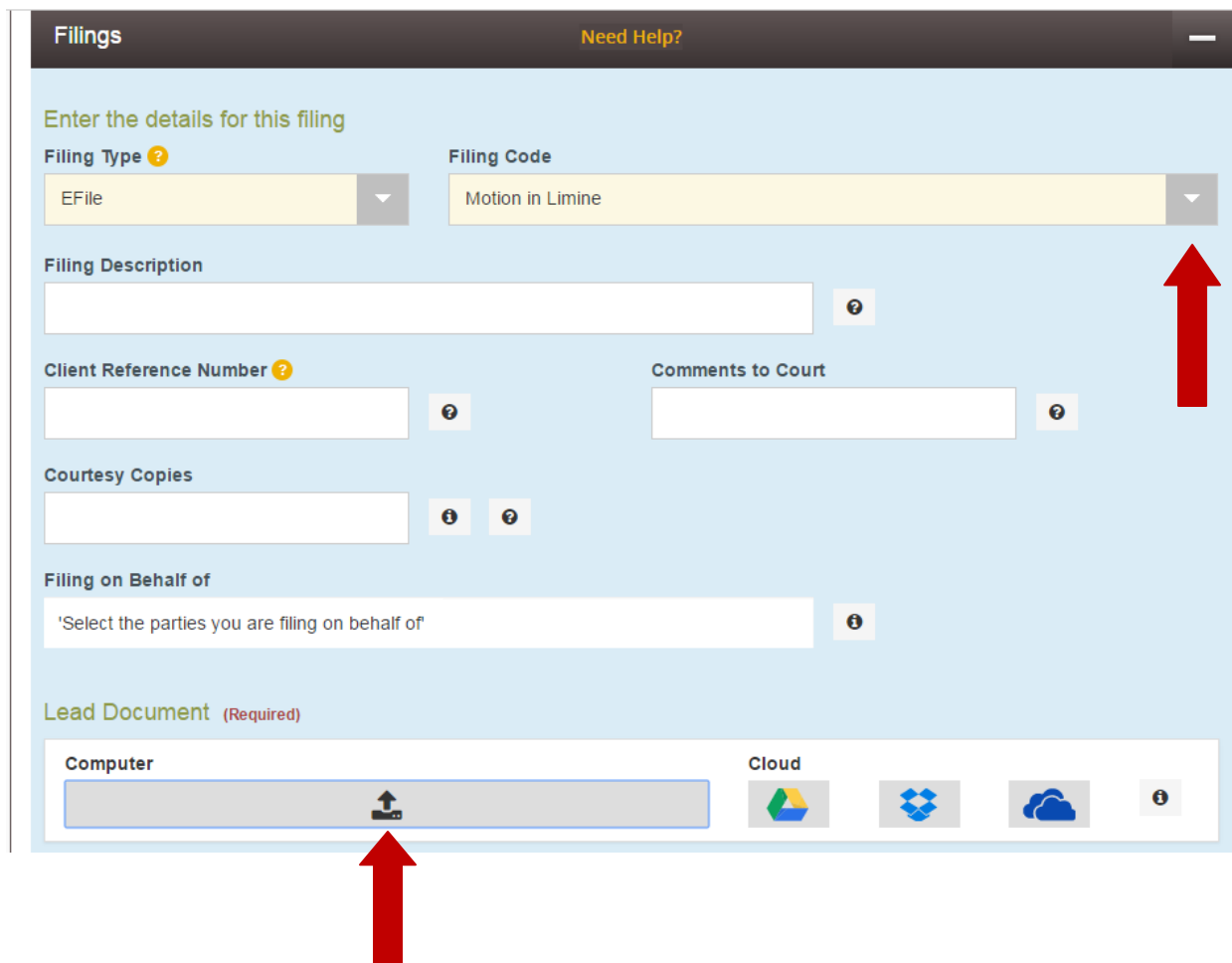
Case Number ?
16CR08558 ←

Search Clear Search

8. Verify the correct case was found, under actions select *File into Case*



9. Under *Filings* select the *Filing Code* for the documents you wish to file. Use the *Filing Description* field to label specific information about the file (i.e., motion in limine #1 or motion in limine #2). Then, under *Lead Document* click the icon to upload a PDF file from your computer or from various cloud services (Google Drive, Dropbox, etc.).



10. If you would like to file and serve electronically, you may do so through the Filing portlet. Select the *EFileAndServe* option from the Filing Type menu and also enter the email address for the served party in the Courtesy Copy field. The District Attorney has established a designated email address for all service to their office as follows: DAFelonyTeam@santacruzcounty.us

Filings Need Help?

Enter the details for this filing

Filing Type ? Filing Code

EFileAndServe [Red Arrow]

Filing Description

Client Reference Number ? Comments to Court

Courtesy Copies

DAFelonyTeam@santacruzcounty.us [Red Arrow]

Filing on Behalf of

'Select the parties you are filing on behalf of'

Undo Save Changes

11. Once the document has uploaded, click the *Security* and select the security type for the document that you are uploading. In most instances you will select *Public*. Then click *Save Changes*

Courtesy Copies

Filing on Behalf of

'Select the parties you are filing on behalf of'

Lead Document (Required)

Grand Jury application.pdf 330.56 kB

Description

Motion in Limine

Security

Public [Red Arrow]

Undo Save Changes [Red Arrow]

12. For some filings, you will need to upload multiple documents by adding another document (i.e., motion in limine #1, motion in limine #2, etc. etc.). To do this, return to the top *Filings* portlet and select *Add Another Filing*.

Filing Code	Client Ref #	Filing Description	Actions
Declaration			Actions
Application			Actions

Enter the details for this filing

Filing Type ?

Filing Code

+ Add Another Filing

13. Once you have uploaded all of your documents, it's time to address the payment section on the *Fees* portlet. Because these are criminal cases and there are no fees, you want to select the *Waiver* option under *Payment Account*. Then select yourself as the *Party Responsible for Fees* (remember, there are no fees) and select *Save Changes* at the bottom.

Need Help?

▼ Reporters Transcript Filed

Description	Amount
Filing Fee	\$0.00

Filing Total: \$0.00

Total Filing Fee: \$0.00

E-File Fee: \$0.00

Envelope Total: \$0.00

Envelope: Waiver selected

Payment Account

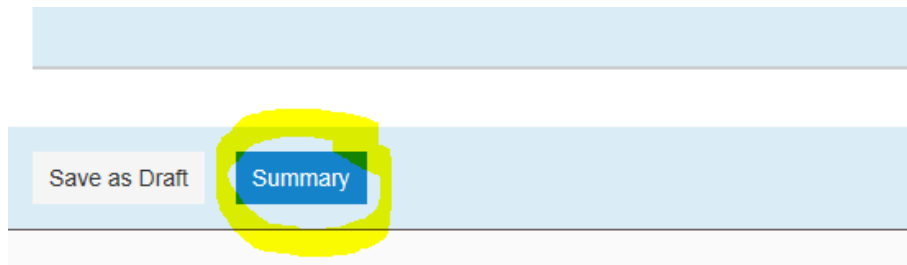
Waiver

Party Responsible for Fees ?

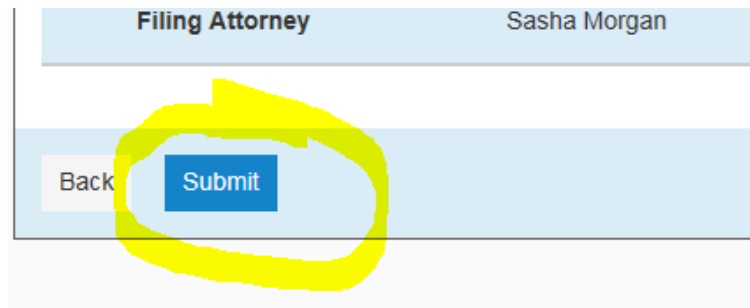
PMGI Financial, LLC

Undo Save Changes

14. Select Summary in the bottom right corner of the screen.

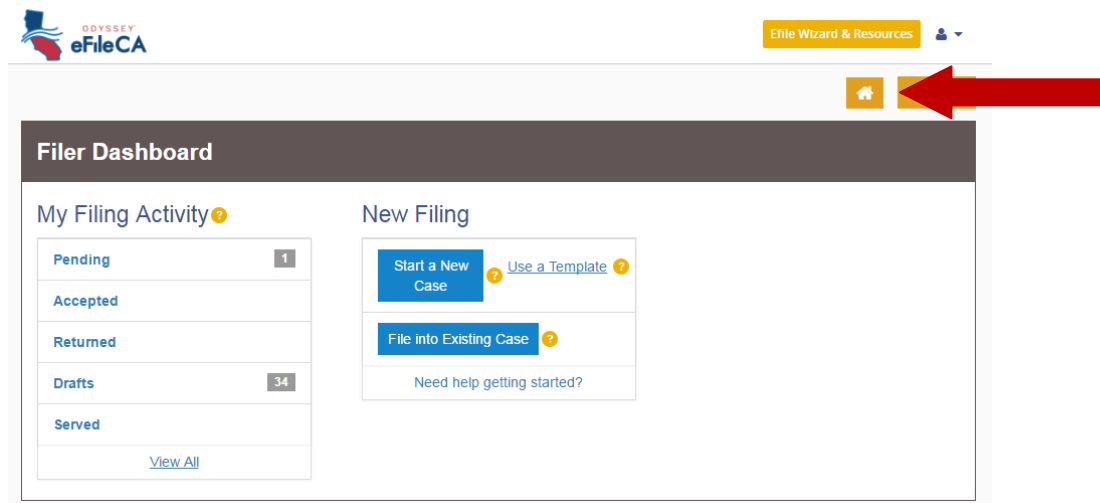


15. A new screen opens, verify the information and scroll to the bottom to select Submit



Additional Information

After submitting an e-filed document, you may return to the *Filer Dashboard* by clicking the home button (in the top right-hand corner) to view your filing activity. Please note that it may take time for the Court to accept your filing and documents will not display in Portal until they have been officially accepted by the Court.



You will receive an email confirmation for your filing. You may also check the status of your filings at the Filer Dashboard. From here, you can print a copy of your filed document. If you do not file and serve, you may print copies of the filed document in order to serve using paper copies.