

Superior Court of California
County of Santa Cruz

[Criminal e-Filing Instructions](#)

General Information:

E-filing of trial documents in criminal cases is mandatory starting July 3, 2017, by way of a local rule of court effective July 1, 2017. (E-filing is already mandatory for all files in Civil and Family Law.) Attorneys will find e-filing to be more efficient than filing over the counter. There are no fees associated with e-filing criminal documents using some EFSPs and filers may serve other party's copies electronically.

Trial documents are defined in Superior Court of Santa Cruz County Rule of Court 1.3.02 as follows:

- Motions in limine;
- Jury instructions;
- Exhibit list;
- Witness list;
- Verdict form; and
- Trial brief.

Rule 1.3.02 Electronic Filing Criminal - All criminal trial documents including: motions in limine, jury instructions, exhibit lists, witness lists, verdict forms and trial briefs must be electronically filed. In addition, all criminal reporter transcripts must be electronically filed. All California Rules of Court regarding electronically filing and Local Rule 1.3.01 must be adhered to unless the rule specifically exempts criminal cases. Criminal trial documents must be electronically filed no later than 12 noon the day of the Master Calendar.

The following are step-by-step instructions on how to e-file once individuals have registered with an e-filing service provider (EFSP).

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:

Print | E-mail

Electronic Filing is Mandatory August 29, 2016 in Civil Case Types

Effective March 21, 2016 the court started permissive electronic filing in civil cases types, this includes civil, family (except Department of Child Support Services), probate, LPS, appellate (except felony appellate filings) and dependency cases types. Electronic filing becomes mandatory August 29, 2016 for the case types listed above.

To get started go to: <http://www.odyssevefileca.com/service-providers.htm>. On  Service Provider (EFSP) you would like to use for electronic filing you will be able to go through their tutorial on how to do electronic filing.

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.



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

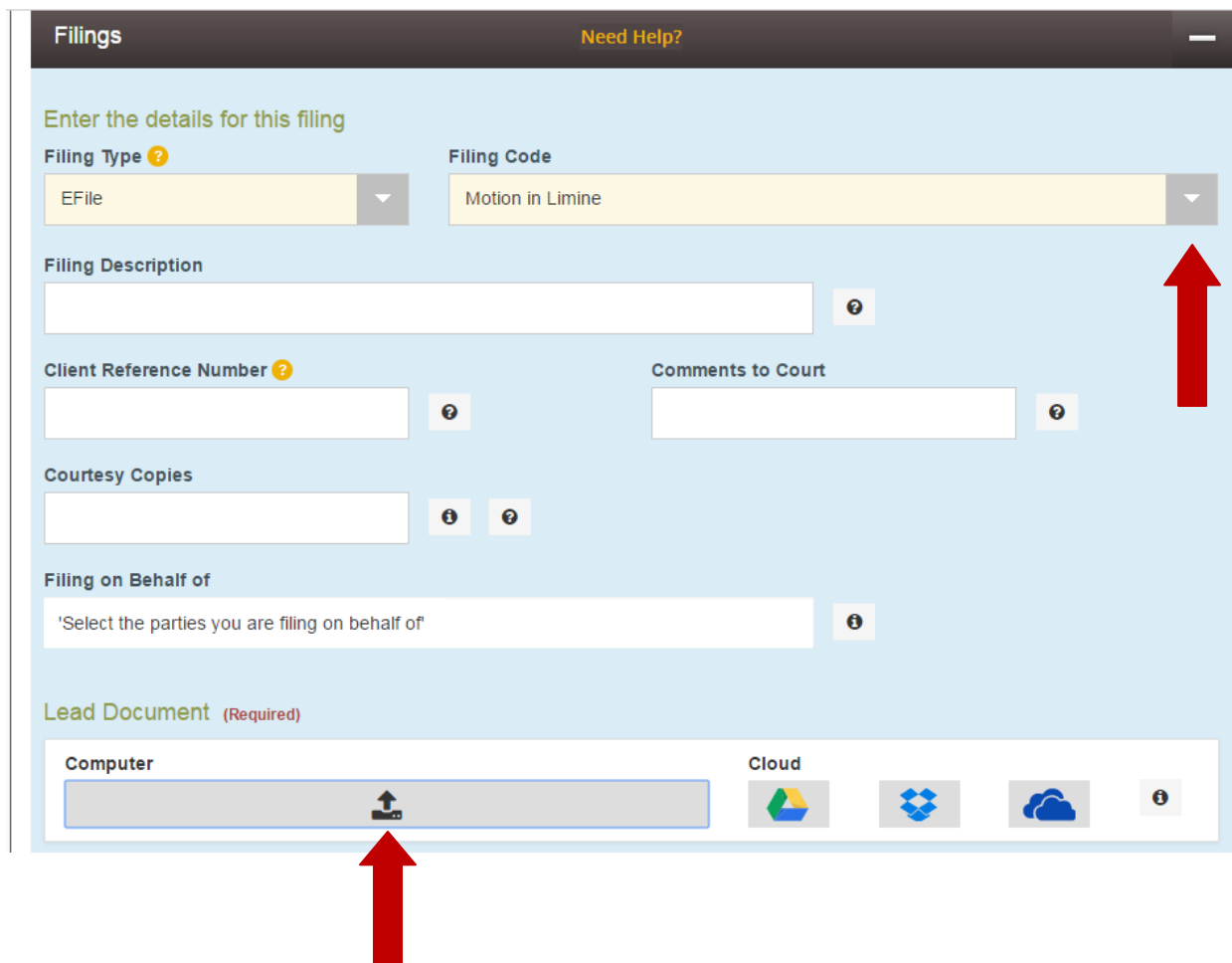
Case Number ?
16CR08558

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

The screenshot shows the 'Filings' portlet interface. At the top, there is a 'Need Help?' link. Below the header, the instruction 'Enter the details for this filing' is displayed. The form contains several fields: 'Filing Type' (a dropdown menu with 'EFileAndServe' selected), 'Filing Code' (a dropdown menu), 'Filing Description' (a text input field), 'Client Reference Number' (a text input field), 'Comments to Court' (a text input field), 'Courtesy Copies' (a dropdown menu with 'DAFelonyTeam@santacruzcounty.us' selected), and 'Filing on Behalf of' (a text input field with a placeholder 'Select the parties you are filing on behalf of'). At the bottom right, there are 'Undo' and 'Save Changes' buttons. Two red arrows point to the 'Filing Type' and 'Courtesy Copies' dropdown menus.

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*

The screenshot shows the 'Lead Document' section of the Filing portlet. It features a 'Lead Document' (Required) section with a file upload area. The uploaded file is 'Grand Jury application.pdf' (330.56 kB). Below the file name, there are two fields: 'Description' (a text input field with 'Motion in Limine') and 'Security' (a dropdown menu with 'Public' selected). At the bottom right, there are 'Undo' and 'Save Changes' buttons. Two red arrows point to the 'Security' dropdown menu and the 'Save Changes' button.

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	
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

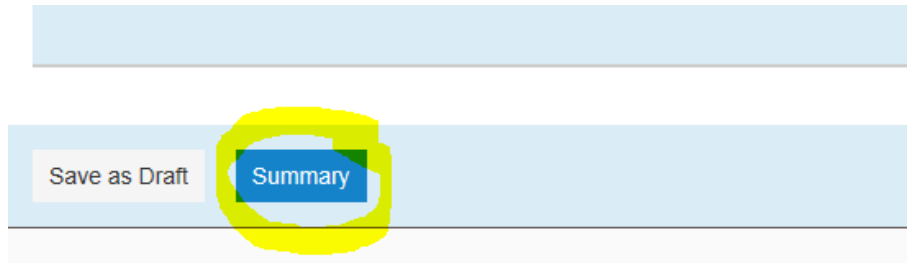
Waiver

Party Responsible for Fees ?

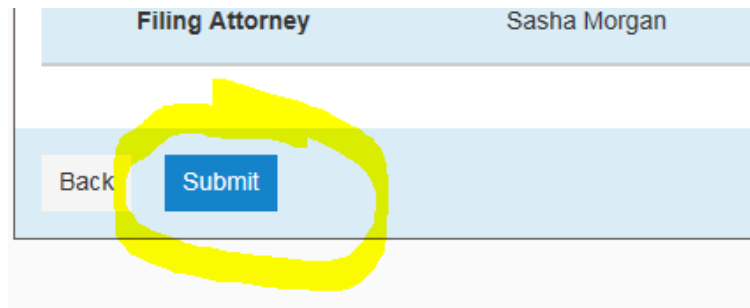
PMGI Financial, LLC

Undo Save Changes

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

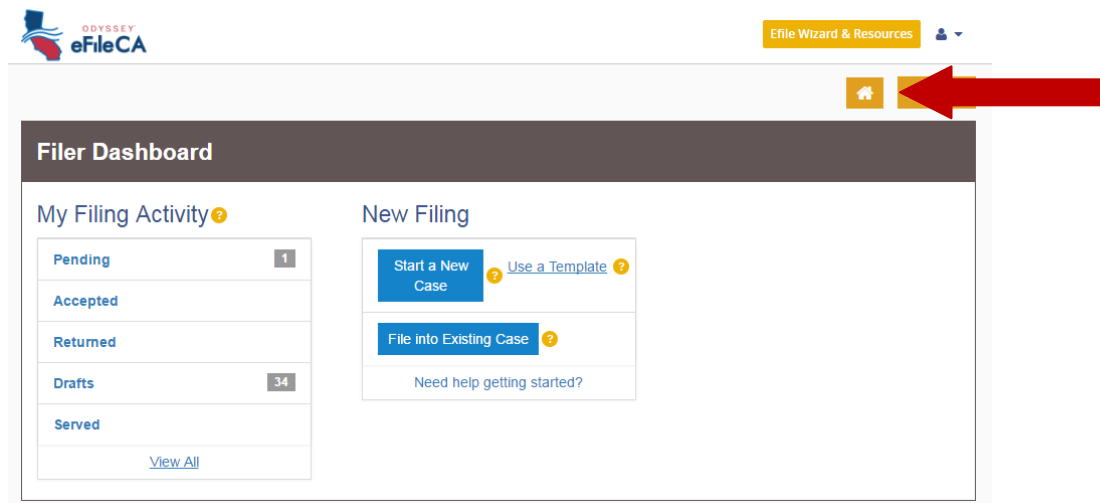


15. A new screen opens, verify the information and scroll to the bottom to select Submit



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.