

# SUPERIOR COURT OF CALIFORNIA, COUNTY OF SANTA CRUZ

**SANTA CRUZ BRANCH**  
701 Ocean Street, Room 120  
Santa Cruz, CA 95060



**WATSONVILLE BRANCH**  
1 Second Street, Room 300  
Watsonville, CA 95076

## Quick e-filing Guide for Self-Represented Litigants

As a self-represented litigant, you are not required to e-file, but we encourage everyone to try e-filing.

1. **Start:** from the Court's public website ([www.santacruzcourt.org](http://www.santacruzcourt.org)), click the *Electronic Filing* link



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

### Getting Started:

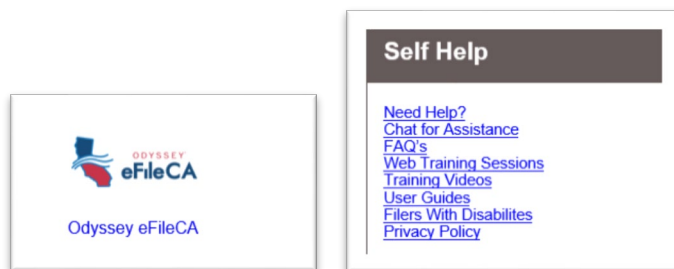
The first step in e-filing is to select a service provider. You will find a list of e-filing Service Providers (EFSP) at <http://www.odysseyfileca.com/service-providers.htm>. The EFSP acts as an intermediary between you and the court's case management system.

3. **Select one of the many e-file service providers from the list.**

When reviewing the list keep in mind that the service fees charged vary by provider. Once you register with a service provider, you do not need to re-register should you choose to use another provider. You may simply log in to the new provider with your existing username and password.

4. **Follow the directions of the provider for registering and proceeding with your filing.**

For additional information there are training videos available through the provider Odyssey eFile CA. To find the videos click on Odyssey eFile CA in the provider list.



Then click on the Training Videos link.

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### Common e-filing mistakes

- If you have an attorney all your filings must be submitted by your attorney.
- Documents must be filed as you would file them at the clerk's window. For instance, a document that would have been stapled together at filing should be filed as one document. Multiple documents can be filed together in one envelope but each document to be filed needs its own event code. For example, a new dissolution case would have two events with two documents, one for each event, the petition and the summons.
- If you are submitting something for filing that is not on a judicial council form, make sure your documents are in fileable format, California Rules of Court 2.100-2.119. Often, this is when you are trying to file copies of emails, financial documents or other items to support your case. If you are not sure check with our Self-Help center before you file.
- Your documents need to be in PDF format. We are not able to take other formats, such as, a photo of the document.
- Most filings need to be served on the other side before they are filed with the court. Make sure you submit a proof of service with your filing.
- Filing fees are missing. If you aren't sure if there are fees associated with your filing, you can check the fee schedule on the court's website or contact the clerk's office to confirm before filing. You may also write a note to the clerk when you file that you authorize them to charge to your account any fees associated with the filing. Common filings that have fees:
  - Answer/Response – up to \$435
    - In civil, this fee is paid for each defendant submitting the answer. If there are two defendants, each would have to pay up to \$435.
  - Motion or Order to Show Cause - \$60 - \$85
  - Stipulation and Order that requires a judge's signature - \$20

If you have any additional questions before e-filing, please contact the clerk's office or the Self-Help Center in order to help your filing be processed as quickly as possible. If there are problems with your e-filing, you will receive a rejection notice and explanation of what needs to be corrected.