



Superior Court of California

COUNTY OF SANTA CRUZ

TO: Civil, Family and Dependency Bar
FROM: Civil Operations
RE: Paperless Files and Electronic Filing
DATE: February 24, 2016

This notice is to inform the Bar of the court's next steps in their implementation of a new case management system; paperless files and electronic filing.

Paperless Files:

Effective March 21, 2016 the court will stop maintaining paper files in civil cases. This includes general civil, probate, small claims, family law, mental health and dependency. Cases will still be filed using paper forms and pleadings. Once the papers have been scanned by the clerk, paper copies will be destroyed. All open cases filed prior to March 21, 2016 (legacy files) that have a future court date or documents filed into the case will also be completely scanned and destroyed. Documents will be scanned in black and white. We will only scan in color when necessary, such as color picture exhibits. You will be able to view the case files at computer terminals in both the Santa Cruz and Watsonville Clerks Offices.

Effective March 21 original items should no longer be stapled or two-hole punched. A new court rule is being prepared for publication on July 1 regarding exhibits. However we ask it be followed starting March 21:

Exhibit attachments to pleadings shall be separated by a standard size 8 ½ x 11 sheet of paper with a title identifying the sequence of the exhibit. This shall appear in the middle of the page using 36 pt. font. No tabs shall be included in any documents submitted for filing.

If a non-paper item needs to be filed, the clerks will lodge the item and give it to the Judge. In general, most non-paper items need to be presented as evidence in court.

Electronic Filing:

Effective March 21 the court will start permissive electronic filing in civil cases types (this includes civil, family (except DCSS), probate, LPS, appellate (except felony appellate filings) and dependency cases types. During the permissive electronic filing time period we are hoping that attorneys and law offices will utilize electronic filing as a way to get comfortable with the process before civil electronic filing becomes mandatory August 29.

The best way to start to understand the Odyssey Electronic Filing process is to go through the electronic filing tutorial. This tutorial can be found at: www.efileca.com. To get to the tutorial you click on *Get Started*, you then pick an EFSP (electronic filing service provider. Currently you can pick one of two options), then select the tutorial pages.

There will be a demonstration of Odyssey Electronic Filing provide by Tyler Technologies in person on March 9 from 12-1 at the Santa Cruz Superior Court, Jury Assembly Room (back of the courthouse)

As we embark on this new endeavor things may come up that we have not yet addressed. We appreciate your patience as we work through implementing a new paperless environment.

Please note that dates are not set yet for criminal paperless and electronic filing.

If any questions or concerns please direct questions to:

- Sasha Morgan, Director, Civil Operations: sasha.morgan@santacruzcourt.org
- Florence Patten, Supervisor, Civil and Probate: florence.patten@santacruzcourt.org
- Lily Heredia, Supervisor, Family, Small Claims, Dependency: lily.heredia@santacruzcourt.org