

**Superior Court of California
County of Solano**

Rule 20 – Electronic Filing, Service, and Evidence

20.1 SCOPE AND POLICY

This rule governs permissive and mandatory electronic filing and service of documents in the Superior Court of California, County of Solano as authorized by California Code of Civil Procedure section 1010.6 and California Rules of Court, rule 2.250 et seq. and 5.552. Unless this rule provides otherwise, parties filing and serving documents electronically shall comply with all requirements for electronic filing and service as set forth in the applicable statutes and rules.

(Rule 20.1 adopted effective January 1, 2025.)

20.2 CIVIL CASES

a. ELECTRONIC FILING AND SERVICE

Electronic filing and service is mandatory for attorneys in civil, family, and probate cases. Self-represented parties, non-parties, and government entities are exempt from the mandatory electronic filing and service requirements but are encouraged to participate. All documents shall be filed and served electronically, except when personal service is required by statute or rule and excluding ex parte applications.

(Subd (a) adopted effective January 1, 2025.)

b. REQUEST FOR EXEMPTION OR SIGNIFICANT PREJUDICE

Any attorney representing a party may request to be excused from the mandatory electronic filing and service requirement by showing undue hardship or significant prejudice. An attorney requesting to be excused shall file with the Clerk of the Court and service on all parties a Request for Exemption from Mandatory Electronic Filing and Service (Judicial Council Form EFS-007) with a Proposed Order (Judicial Council Form EFS-008).

An attorney who requests an exemption shall be served with documents in paper form until the Court rules on the request.

Undue hardship or significant prejudice does not include the inability to pay fees for electronic filing.

Self-represented parties, non-parties, and attorneys excused from electronic filing must be served as required by statute or rule of court.

(Subd (b) adopted effective January 1, 2025.)

c. ELECTRONIC FILING SERVICE PROVIDER (EFSP)

All documents electronically filed, whether mandatory, permissive, by court order, or by stipulation of parties, must be electronically filed using the court's electronic service provider(s) and must comply with the court's electronic filing requirements. All requirements, FAQs, and a list of service providers

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is available on the court's website.

(Subd (c) adopted effective January 1, 2025.)

d. FEES

Electronic filing service providers (EFSP) may charge reasonable fees in addition to any filing fees required by the court. A party who has received a fee waiver is not required to pay filing fees, but may be subject to EFSP processing fees for electronic filing and service.

(Subd (d) adopted effective January 1, 2025.)

e. EFFECTIVE DATE AND TIME OF ELECTRONIC FILING

Documents received by the court for electronic filing at or prior to 11:59 p.m. on any court day, which otherwise satisfy all requirements for filing, will be deemed filed on that court day as provided in California Rules of Court 2.253(b)(6) and 2.259. The court will issue a confirmation that the document has been received and filed in accordance with California Rule of Court 2.259. The confirmation shall serve as proof that the document(s) has been filed.

(Subd (e) adopted effective January 1, 2025.)

f. REDACTION OF CONFIDENTIAL INFORMATION

Per California Rules of Court, rule 1.201, the responsibility for redacting personal identifiers and privileged or confidential information rests solely with counsel and the parties. The clerk will not review pleadings of other documents for compliance with the law. The court may impose sanctions for violation of these requirements.

(Subd (f) adopted effective January 1, 2025.)

g. COURTESY COPIES

The court may order the delivery of paper courtesy copies of electronically filed documents.

(Subd (g) adopted effective January 1, 2025.)

h. ELECTRONIC SIGNATURES

California Rules of Court, rule 2.257, should be followed regarding signatures on electronically filed documents.

(Subd (h) adopted effective January 1, 2025.)

i. FILING DOCUMENTS INTENDED FOR MULTIPLE CASES

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Any party seeking to file a single document into multiple cases must e-file that document separately into each case. The clerk's office will not place a document from one case into another on behalf of the party.

(Subd (i) adopted effective January 1, 2025.)

j. DOCUMENTS EXEMPT FROM E-FILING

Absent any statute or California Rule of Court to the contrary, the following documents are exempt from e-filing:

- Any order with an original judicial officer's signature;
- Civil Harassment Restraining Orders;
- Workplace Violence Restraining Orders;
- Notice of Deposit of Jury Fees (CCP Section 631(b));
- Family Law Request for Entry of Default;
- Family Law Judgment and Notice of Entry of Judgment;
- Original Will and Codicil;
- Copy Requests;
- Exhibits to be lodged for Hearings or Trials;
- Subpoenaed Documents;
- Sealed Records;
- Request for Administrative Records;
- Any paper document ordered by the court to be filed in the clerk's office.

(Subd (j) amended effective July 1, 2025; adopted effective January 1, 2025.)

k. ELECTRONIC SERVICE OF DOCUMENTS IN COMPLEX LITIGATION

See Rule 4.15.

(Subd (k) adopted effective January 1, 2025.)

(Rule 20.2 amended effective July 1, 2025; adopted effective January 1, 2025.)

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