



Solano Superior Court: Quick e-Filing Guide

1. Visit the court's website at www.solano.courts.ca.gov
2. On the Home Page select "Online Services" and then e-filing.



3. Select one of the many e-filing service providers.
When reviewing the list keep in mind that the service fees charged vary by provider. Click here for a list of [Electronic Filing Service Providers \(EFSP\)](#)
4. Follow the directions of the provider for registering and proceeding with your filing.

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, CRC 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.
- Your documents need to be in PDF format. We are not able to take other formats, such as, a photo of the document.
- 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 or self-help center before filing. Common filings that have fees:
 - Petition/Complaint – up to \$435
 - Response/Answer – 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.
 - Request for Order or Motion/Order to Show Cause = \$60 to \$85
 - Stipulation and Order that requires a Judge's signature = \$20

✚ If both parties have not paid their first appearance fees, \$435 could be due.

If you have any additional questions before e-filing, please contact the appropriate clerk's office. If there are problems with your e-filing, you will receive a rejection notice and explanation of what needs to be corrected.

- Civil/Small Claims: civildivision@solano.courts.ca.gov
- Family Law/Probate: familydivision@solano.courts.ca.gov
- Self Help: flf@solano.courts.ca.gov