

CONTRA COSTA COUNTY CIVIL EFILING GUIDE

First Legal created this resource to assist our clients with electronic eFiling. The information contained within this guide was extracted from the official court website, local rules, and the vast experience of our concierge eFiling team.

System Information

- **System**
 - Odyssey
 - **Mandatory**
 - Civil, Family, UD, Small Claims, Complex
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Helpful Links

- **Civil Website**
 - [Civil Court: Contra Costa Superior Court \(cc-courts.org\)](http://cc-courts.org)
 - **Civil Complex Website**
 - [Complex Litigation: Contra Costa Superior Court \(cc-courts.org\)](http://cc-courts.org)
 - **eFiling Information**
 - [Administration: Contra Costa Superior Court \(cc-courts.org\)](http://cc-courts.org)
 - **eFiling FAQ**
 - [EFilingFAQ.pdf \(cc-courts.org\)](http://cc-courts.org)
 - **Case Access**
 - [Superior Court of California, County of Contra Costa \(cc-courts.org\)](http://cc-courts.org)
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Filing Requirements

- **MB Size Limits**
 - 25MB/document
 - 35MB/submission
- **Formatting**
 - Text-search
 - Bookmark
 - Preface document description with next hearing date
 - Example: HRG 11/1/2011 Opposition to Motion
- **Exemptions List**
 - Documents related to Domestic Violence Restraining Orders, Civil Harassment Restraining Orders, Workplace Violence Restraining Orders and Gun Violence Restraining Orders
 - Bonds and undertakings
 - Bench warrants
 - Petitions for Name Change
 - Challenges under Code of Civil Procedures §§ 170.1/170.3 and 170.6

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- Proposed Default Court Judgement Packet
- Ex Parte Motions and Oppositions
- Abstract of Judgment
- Writ of Execution/Possession/Attachment
- Subpoenas
- Administrative Records

Submission Requirements

- **Under Seal**
 - EFile
- **Court Reporter Fees**
 - Not required

For any questions or comments about the information provided, please let us know via this link: <https://www.firstlegal.com/contact-us/> We also welcome your suggestions for other information that can improve this resource!