



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

Riverside County Civil Court eFiling Guide

System Information

- **System**
 - JTI
- **Mandatory**
 - Civil

Helpful Links

- **Civil Website**
 - [Civil Website \(ca.gov\)](#)
- **Case Access**
 - [Public Access | Riverside Superior Court](#)
- **eFiling Document / Action Code Finder**
 - [eFiling / Action Code Finder \(ca.gov\)](#)

Filing Requirements

- **MB Size Limits**
 - 25MB per document
 - 60MB per submission
- **Formatting**
 - Bookmark
 - Text-search
- **Exceptions List**
 - Any Ex Parte filed CONCURRENTLY (with) a New Complaint
 - Bonds/Undertakings

- Trial Documents under Local Rule 3401
 - [\[Click Here\]](#) for full Local Rule 3401 verbiage
 - **Includes Motions in Limine and Oppositions to MIL**
 - **Trial Briefs/Witness List/Exhibits List/Voie Dire**
- Trial and Evidentiary Hearing Exhibits
- Judicial Council Coordinated Proceedings / JCCP Cases
- Harassment pleadings requesting the Minor's information be confidential
- Notices of Appeal and ANY Subsequent Appeals documents
- Small Claims Notice of Appeal and Small Claims Notice of Appeal as to the Denial of the Motion to Vacate Judgment
- Writ Returns
- Subpoenaed Records
- Administrative Records
- Sealed Documents / Docs submitted conditionally under seal - Motion/Application to file under seal, filed electronically - Sealed Docs are then delivered to the court in person
- Mandatory Settlement Conference Statements
- Full Notice of Lodgment - only the pleading WITHOUT exhibits may be eFiled

Submission Requirements

- **Appeals Fees**
 - Walk in (all)
 - **Cannot eFile any appeals documents**
- **Under Seal**
 - Walk in
 - Motion/Application to file under seal, filed electronically - Sealed Docs are then delivered to the court in person

- **Court Reporter Fees**
 - N/A
- **Full Notice of Lodgment**
 - Only submit Pleading, REMOVE EXHIBITS (same as San Diego's process)
 - **Full Notice of Lodgment with Exhibits is delivered to the court in person**
- **Peremptory Challenge**
 - Submit using "170.6" doc typ
- **Notice of Remote Appearance**
 - Use "Notice of Remote Appearance for Hearing"
- **Proofs of Service**
 - **Proof of Service:** Used when submitting a Proof re Complaint/Cross-Complaint. Once uploaded, there are several data points which will need to be entered/checked-off as applicable
 - **Proof of Service by Electronic Means:** Used when serving via eService for a non-Complaint type document
 - **Proof of Service by Mail re:** Used when serving via Mail Service for a non-Complaint type document
 - **Proof of Service re:** Used when serving by other means not listed/Personal Service for a non-Complaint type document
 - **Note:** These are the most common POS types, however, it is best to use the code finder as the court does have proof of service document types related to serving other specific documents (I.e. Proof of Service of Notice of Renewal of Judgment, Proof of Service of Statement of Damages, etc.)
- **Notice And Acknowledgment OF Receipt – Civil**
 - Use document type Proof of Service of Summons and Complaint DO NOT use its respective document type Notice and Acknowledgement of Receipt when submitting

- **Proposed Orders**
 - **Proposed Order (hearing) re:** Used for a hearing that is set in the future
 - **Proposed Order re:** Used when there is no hearing set. The court's code finder lists this document type as "Proposed Order (non-hearing) re:", but within the portal, the "(non-hearing)" verbiage is omitted
 - **Proposed Order (After Hearing) re:** Used when the hearing has already *passed*. When using this type, an EFS-020 Proposed Order Coversheet **MUST** (<https://www.courts.ca.gov/documents/efs020.pdf>) be included as the first two pages of the order, attaching the actual order to the back of the document
 - **Note:** A Proof of Service cannot be attached to ANY Proposed Order. If there is a proof of service related to the proposed order, it must be submitted as a separate document, with its own caption page
- **Mandatory Settlement Conference Statement**
 - Client must email their Mandatory Settlement Conference Statement, rule here: <https://www.riverside.courts.ca.gov/Divisions/Civil/mandatory-settlement-conference-information-sheet.pdf>
- **Amended Notion of Motion/Motion**
 - Submit as "Amended Notice"
- **Abstract of Judgment**
 - Submit as "Abstract of Judgment **Issued**"

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

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