

SACRAMENTO COUNTY CIVIL EFILING GUIDE

First Legal has 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**
 - JTI
- **Voluntary**
 - Civil (includes UD & Small Claims)

Helpful Links

- **Civil Website**
 - [Civil Court: Sacramento Superior Court \(ca.gov\)](#)
- **Civil FAQ**
 - [Civil-e-filing-faqs-010924.pdf \(ca.gov\)](#)
- **eFiling Information**
 - [Civil E-Filing: Sacramento Superior Court \(ca.gov\)](#)
- **Civil Doc Types/Code Finder:**
 - [eFiling Document Finder.xlsx \(ca.gov\)](#)

Filing Requirements

- **MB Size Limits**
 - 200 - 225 MB per submission
 - *Recommended to stay under 100 MB per submission
- **Formatting**
 - Bookmark
 - Text-Search

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Filing Requirements, cont.

- **Exceptions List**

- Unlawful Detainer (UD)
- Small Claims
- Documents submitted by Arbitrators, Mediators, Discovery Referees, Receivers and Special Masters
- JCCP cases with an Order Assigning Coordination Motion Judge dated 4/1/23 or later
- Trial documents and exhibits (submitted during a trial or hearing)
- Transfer-in Documents
- Appeals documents
- Peremptory Challenges (170.1/170.3/170.6)
- Out-of-County/Foreign Abstracts of Judgment
- Gun Violence Restraining Order documents
- Bonds/Undertakings
- Mandatory Settlement Conference Statements
- Bench Warrants and Returns
- Documents submitted conditionally under seal:
 - The actual motion must be e-Filed. However, the documents the party seeks to file under seal must be submitted by conventional means with a conformed copy of the e-Filed motion attached
- Documents attached to a Notice of Lodging:
 - The actual Notice of Lodging must be e-Filed. However, the documents to be lodged must be submitted by conventional means with a conformed copy of the Notice of Lodging attached

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Submission Requirements

- **Appeals Fees**
 - Walk in ALL
 - All appeals exempt from eFiling
- **Under Seal**
 - Walk in
 - All under seal exempt from eFiling
- **Motion to Compel Responsees**
 - Make sure to include the number of remedies listed on the caption page
 - Special Interrogatories (1), Form Interrogatories (1), or Special and Form Interrogatories (2)

For any questions or comments about the information provided, please connect with us [here](#). We also welcome your suggestions for other information that can improve this resource!