



SAN BERNARDINO COUNTY PROBATE 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**
 - Odyssey

Helpful Links

- **Probate Website**
 - <https://www.sb-court.org/efiling/probate-efiling/probate-efiling-requirements>
- **Probate FAQ**
 - <https://www.sb-court.org/efiling/probate-efiling/probate-efiling-faq>
- **eFiling Information**
 - <https://www.sb-court.org/efiling>

Filing Requirements

- **MB Size Limits**
 - 25 MB per document
 - 50 MB per submission
- **Formatting**
 - Bookmark
 - Text Searchable



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Filing Requirements, cont.

- **Exceptions List**

- Original Wills & Codicils
- Undertaking/Surety Bonds
- Writs/Abstracts
- Certified Death Certificates
- Settlement Conference Briefs
- Copy/Certification/Exemplification Requests
- Documents filed under seal or provisionally under seal pursuant to California Rules of Court, rule 2.551 (although the motion to file under seal itself must be electronically filed)
- Documents attached to a Notice of Lodgment
- Documents for cases ordered sealed
- Exhibits that are physical objects, which otherwise may not be comprehensibly viewed in an electronic format must be lodged and will not be filed
- Trial and hearing exhibits
- Affidavits re: Real Property of Small Value (form DE-305)
- Peremptory challenges or challenges for cause of a judicial officer pursuant to Code of Civil Procedure section 170.1 and 170.3
- Subpoenas and subpoenaed documents
- LPS Conservatorship filings
- Elder Abuse filings
- Appeals filing

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Submission Requirements

- **Proposed Orders**
 - Proposed orders or proposed letters should be eFiled as a separate document and submitted as a “lodged” document
 - Proof of service of a proposed order should not be attached to the proposed order. Instead, the proof of service should be submitted electronically as a separate document
- **Underseal: Needs to be Filed OTC**
 - The court does not audit or review eFiled documents to determine whether they should be excluded from public access and is not responsible or liable for any improperly designated eFiled documents
- **Letters**
 - Can be eFiled

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!