



SAN FRANCISCO 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**
 - Custom/Self-Developed
- **Mandatory**
 - Civil, Complex [**Must use File and Serve Xpress (FSX) portal for Complex/Class Action/JCCP**]
 - Verify by:
 - Using Case Access to view payments for Complex amounts
 - Viewing verbiage on document – if referencing "Complex", "Class Action" or "JCCP" use FSX.

Helpful Links

- **Case Access**
 - [Online Services | Superior Court of California - County of San Francisco \(sftc.org\)](https://www.sftc.org)
- **eFiling**
 - [E-Filing | Superior Court of California - County of San Francisco \(sfsuperiorcourt.org\)](https://www.sfsuperiorcourt.org)
- **eFiling FAQ**
 - [E-Filing FAQs | Superior Court of California | County of San Francisco](#)

Filing Requirements

- **MB Size Limits**
 - First Connect (FC)
 - 15 MB per document
 - 75 MB per submission
 - File & Serve Xpress (FSX)
 - 30 MB per document
 - 75 MB per document
- **Formatting**
 - Bookmark
 - Must enter ENTIRE exact document title/caption as the document description.

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- Must enter ENTIRE exact document title/caption as the document description.
- The court is strict about enforcing the CRC on signatures. If signing under penalty of perjury, the signature must appear to be signed in wet-ink or a digital facsimile thereof.

Exceptions List

- Issued documents (abstracts, writs, subpoenas etc.) subsequent
 - Summons OK for eFiling
- Small Claims cases
- Application and Order for Appearance and Examination [AT-138/EJ-125]
- Guardian ad Litem
- Case Initiation: Appellate Division/Writs, Name/Gender Changes, Civil Harassment, and Unlawful Detainer
- Mandatory Settlement Conference Statements (these must be delivered to Settlement Conference Judge physically)

Submission Requirements

- **Complex/Class Action/JCCP Cases**
 - **MUST be submitted via File & Serve Xpress**
- **Court Reporter Fees**
 - Court Reporter Fee required for Departments 302, 504 and 514 - can be submitted as a Letter or Pleading
 - Court Reporter Fee - Court will no longer reject a Motion for not having a CR Fee deposit - Court prefers to have, but CAN submit without.
- **Jury Deposits**
 - Notice of Posting Jury Fees (\$150.00) should go under "Jury Deposit for First Day of Trial" document type.



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- **Appeals Fees**

- ALL submitted/captured via eFiling.
 - [\$50] Administrative Fee pursuant to GC 70632 and CRC 8.130: "Appeal Fees-Administrative to Hold Reporter Transcript Trust Deposit, \$50" document type - Must be submitted on Firm Letterhead.
 - [\$775] Court of Appeal Filing Fee Deposit: "Appeal, Court of Appeal Filing Fee Deposit" document type - Must be submitted on Firm Letterhead.
 - [\$225] "Appeal, Notice of" document type - Must be submitted on Firm Letterhead.
 - Additional Appeal Fees must be captured on a separate letterhead.

- **Sealed Documents**

- Redacted and Unredacted docs must be submitted in SAME transaction.
 - **If in FSX:** Must mark Sealed/Confidential document as "Sealed" via portal (unless DISCOVERY) - "**Access**" **drop-down** will allow you to select whether Sealed or Public.
 - **If in FC:** Must mark Sealed/Confidential document as "Sealed" via portal (unless DISCOVERY) - "**Restricted?**" **Checkbox** will allow you to identify a document as Sealed.

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!

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