

SANTA CLARA 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**
 - Odyssey
- **Mandatory**
 - Civil

Helpful Links

- **General eFiling**
 - [Electronic Filing - Superior Court of California, County of Santa Clara \(scscourt.org\)](https://scscourt.org)
- **Case Records Search**
 - [Public Portal - Superior Court of California, County of Santa Clara \(scscourt.org\)](https://scscourt.org)

Filing Requirements

- **MB Size Limits**
 - 25 MB per document
 - 35 MB per submission
- **Formatting**
 - Bookmark
 - Preface document description with next hearing date
 - Example: HRG 11/1/2022 Opposition to Motion
- **Exceptions List**
 - Writs/Abstracts
 - Original documents
 - Application for Discovery Subpoena
 - Out of State Commissions
 - Minor's Compromise
 - Edler Abuse cases



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Submission Requirements

- **Under Seal**
 - eFile
- **Appeal Fees**
 - Walk-In
 - The appeals documents are still filed via eFiling
- **Case Initiation**
 - Must submit Civil Lawsuit Notice when initiating a Civil Case
 - Rule 3.740 Collections - [CV-5052] Civil Lawsuit Notice-Rule 3.740 Collections Case
 - [Attachment CV-5052 \(scscourt.org\)](#)
 - All other Civil Case Types - [CV-5012] Civil Lawsuit Notice
 - [Attachment CV-5012 \(scscourt.org\)](#)
- **Jury Deposit**
 - Jury Deposit document NOT needed if adding Jury Fees to other document in submission
 - If Jury Fee document is provided, submit as Notice and add Jury Fees in the Court Fees tab
 - **Note:** Court will not file/return the Notice of Posting Jury Fees as accepted, but can capture the fees
- **Stipulation & Orders**
 - If trying to advance First Appearance Fees, filer must select “Stipulation & Order - NO FEE” THEN add the First Appearance Fees in the additional fees tab

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!