

SONOMA 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

- **eFiling**
 - [Electronic Filing | Sonoma Superior Court \(ca.gov\)](#)
- **Case Search**
 - [Internet Portal Gateway | Sonoma Superior Court \(ca.gov\)](#)

Filing Requirements

- **MB Size Limits**
 - 25 MB per document
 - 35 MB per submission
- **Formatting**
 - Bookmark
- **Exceptions List**
 - Records and cases under seal
 - Bench Warrants
 - Subpoenaed documents
 - Labor Commissioner deposit of cash or check
 - Bonds
 - Undertaking

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Submission Requirements

- **Under Seal**
 - Submit via eFile
- **Appeal Fees**
 - Walk-In
 - The appeals documents are filed via eFiling
- **Court Reporter Fees**
 - N/A
- **Hearing Dates**
 - Assigned at the time of filing. Provide list of available dates as a Note to Clerk
- **Proposed Orders**
- Must select "Postage Paid Envelope - \$0.60" in the Additional Fees for the Order to be returned/mailed out to the Attorney
- **Demurrers**
- Even when filing First Appearance, Court Reporter Fee STILL REQUIRED

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!