

# STANISLAUS 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

- **Case Search**
  - [Public Portal - Superior Court of California, County of Stanislaus \(stanct.org\)](http://stanct.org)

## Filing Requirements

- **MB Size Limits**
  - 25 MB per document
  - 35 MB per submission
- **Formatting**
  - Bookmark
- **Exceptions List**
  - Abstract of Judgment /Writs
  - Administrative Records or other lodged documents
  - Appeals documents/filings
  - Bench Warrant
  - Certificate of Facts
  - Commission to take outside CA
  - Coordinated proceedings or filings on coordinated cases (JCCP)
  - Coversheet / Declaration Re Covid-19 Related Financial Distress
  - Exemplification (Certificate of Authenticity)
  - Notice of Jury Fees cannot be filed pursuant to California Rules of Court 3.250
  - Jury fees are located in Optional Services and are only accepted if they are submitted in conjunction with a document filing.
    - **Cannot submit Jury Fee doc only/by itself – need to have another document to tack the fees and submit. If no other document, fees must be walked in**

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## Filing Requirements, cont.

- **Exceptions List, cont.**
  - Elder/Dependent Adult Abuse Petitions
  - Order to Show Cause re: Contempt
  - Stipulation and Order to ADR (STAN-100)
  - Trial Docs: Motions in Limine, Exhibit Lists, Witness Lists, Jury Instructions, Proposed Forms of Verdict, Stipulations on Factual or Legal Issues, Trial Brief, Proposed Voir Dire
  - Under seal

## Submission Requirements

- **Under Seal**
  - Walk-In
- **Appeal Fees**
  - Walk-In
  - Cannot eFile any appeals documents
- **Court Reporter Fees**
  - **Required for:**
    - Motions
- **Appearance Fees**
  - Can only be assessed to one party per envelope - must submit Answer (or first paper doc) in separate transactions with note to Clerk multiple times to get fees advance. Example: 3 Parties' 1st Appearance Due, submit the SAME answer in three SEPARATE transactions
- **Jury Fees**
  - Can only be APPLIED to a document - the Court cannot accept a Jury Deposit document itself
    - **Note:** If submitter is ONLY filing a Jury Deposit, the deposit must be sent over-the-counter

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!