



Top Tips: Avoiding eFiling Rejections at Riverside Superior Court

First Legal has created this Top Tip Series to educate, raise awareness, enhance skills, reduce errors, and improve efficiencies by highlighting a single subject that directly relates to your daily work.

The Superior Court of California, County of Riverside provides information on civil eFiling as well as provides detailed frequently asked questions [here](#).

While it is beneficial to review and follow all the guidelines provided by the court, First Legal has identified Proposed Orders and Proofs of Service as the documents most frequently rejected in Riverside. This is partially because the court has several very specific document types for these two documents. It is important to select the correct one, or it will result in a rejection.

Below are examples related to Civil Limited and Unlimited cases. It should be noted that for other types (Unlawful Detainer, Small Claims, etc.), there may be different options. We recommend you use the [document code finder tool](#) on the court website.

Proposed Orders in Civil Limited/Unlimited Cases

- **Proposed Order (Hearing) re:** Used for a hearing that is set in the future.
- **Proposed Order re:** Used when there is no hearing set. The court's code finder lists this document type as "Proposed Order (non-hearing) re:", but within the portal, the "(non-hearing)" verbiage is omitted.
- **Proposed Order (After Hearing) re:** Used when the hearing has already passed. When using this type, an EFS-020 Proposed Order Coversheet MUST be included as the first two pages of the order, attaching the actual order to the back of the document.
 - **Note:** A Proof of Service cannot be attached to ANY Proposed Order. If there is a proof of service related to the proposed order, it must be submitted as a separate document with its own caption page.



Proofs of Service in Civil Limited/Unlimited Cases

- **Proof of Service:** Used when submitting a Proof re: Summons/Complaint/Cross-Complaint. Once uploaded, there are several data points that will need to be entered/checked off as applicable.
- **Proof of Service by Electronic Means:** Used when serving via eService for a non-Summons/Complaint type document.
- **Proof of Service by Mail re:** Used when serving via Mail Service for a non-Summons/Complaint type document.
- **Proof of Service re:** Used when serving by other means not listed/Personal Service for a non-Summons/Complaint type document.
 - **Note:** These are the most common POS types; however, it is best to use the codes the court does have for proof of service document types related to serving other specific documents (i.e. Proof of Service of Notice of Renewal of Judgment, Proof of Service of Statement of Damages, etc.)

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