

TOP TIP SERIES:

COURT FILING FEES & EFILING REJECTIONS



The most common reason for your eFiling to be rejected is a lack of fees or incorrect fees. This top tip provides specific information to help you avoid many fee-related rejections.

Only a few courts take fees automatically: Orange County (Civil & Probate), San Diego (Civil & Probate), and San Francisco. All other courts require specific steps by the filer.

The Odyssey eFiling system requires the eFiler to know and select all fees due at the time of filing. If you are filing in an Odyssey court, refer to the court fee schedule and ensure those fees are selected before you press the submit button. Most courts will not edit the fees up or down. Monterey Superior Court will edit the fees on your behalf if you include a note giving them permission. For example: "Please do not reject this filing for incorrect filing fees. You have my permission to change/charge additional filing fees up to \$2000 if any are missing or incorrect." This does not guarantee the clerk won't reject your filing but may help in certain situations.

The Journal Technologies (JTI) systems in Alameda, Los Angeles, Riverside, etc. automatically assign fees based on document type and case participants. Because of this, rejections relating to insufficient fees are not as prevalent with these courts.

That said, certain types of filings can result in fee-related rejections:

- Documents that require filing fees (E.g., jury fee, stip & order, etc.) will automatically assign the fee, provided you choose the correct document type. For example, don't choose just "notice name extension" when it's a "notice of posting jury fees".
- For filings reserved via the Court Reservation System (CRS), the fee is paid via the CRS and not via eFiling



- For First Appearance fees, only certain document types are eligible to capture fees if due. Stipulations, answers, demurrers, motions, notice of appearance are a few examples.
- For these document types, the first appearance fee is driven based on the selection in the case participants tab. If the party is marked as “first appearance paid”, then the fee will not prompt. If they are not marked as paid (checkbox left empty), then it will allow the fee to be captured by the Court.
- If you are trying to pay first appearances on a filing that was reserved via the CRS, leave the filing party unchecked in case participants and leave the reservation number field blank. This will allow the court to process first appearance fees for that filing party that has not paid. Be sure to leave a note to the Clerk w/ the reservation number in the note field.
- Stipulations are similar, in that your filing parties must be marked paid or not, depending on if they have paid. However, if a party that has not appeared is on the stipulation – the Court can capture those fees based on the “refers to” field/dropdown.

When submitting an eFiling through our concierge eFiling team, please let us know if fees are due and the amount. Avoid blanket statements such as “advance all fees”.

- This is especially problematic when first appearance fees are due for a party (or parties) on a submission. There is no flag or indicator from the portal to show that first appearance fees are due for XX party(ies).
- This also applies to Complex Fees. Indicate when Complex fees are due and for how many parties. It may not be obvious that the case is Complex when our team is filing into it.
- When filing a Notice of Appeal in Superior Court, indicate the specific fee amounts and deposit types. Procedures and fees vary by court and some fees are paid over the counter vs. online.

If you have any questions about eFiling, please contact our eFiling department or use the chat feature within our portal. At First Legal, we consider our clients partners and will do whatever we can to ensure your success.