



# The e-filing Process: Step by Step

# Step 1: Choose an e-filing Service Provider (EFSP) from the Alameda County court's website

## E-filing

|                               |                             |                                  |
|-------------------------------|-----------------------------|----------------------------------|
| Adoptions e-filing<br>VIEW →  | Civil e-filing<br>VIEW →    | Criminal e-filing<br>VIEW →      |
| Family Law e-filing<br>VIEW → | Juvenile e-filing<br>VIEW → | Mental Health e-filing<br>VIEW → |
| Probate e-filing              |                             |                                  |

## Probate e-filing

Probate e-filing is expected to launch on September 5, 2023. Updates will be posted here.

**DISCLAIMER: Protect Your Privacy**  
Many filed documents are viewable by the general public through the Court's [eCourt Public Portal](#) and/or at the courthouse. It is the sole responsibility of the filer to ensure that confidential identifiers are properly omitted or redacted prior to transmission. [California Rule of Court, [rule 1.201](#)]

- E-FILING DOCUMENT FINDER →
- E-FILING SERVICE PROVIDERS →
- PROBATE E-FILING FAQs →
- E-FILING TECHNICAL REQUIREMENTS ↗
- TIPS FOR SUCCESSFUL E-FILING ↗

SUPERIOR COURT OF CALIFORNIA  
COUNTY OF ALAMEDA

Select Language   
Powered by Google Translate

Search

Home Online Services  Forms & Filing  Self-Help Divisions  General Information

e-filing Service Providers

# e-filing Service Providers

The page displays a grid of eight e-filing service provider logos, arranged in two rows of four. The logos are mostly blurred, but some are partially legible, showing various colors and shapes.

# Step 2: Create an account with the chosen EFSP

## Create your account

[Need help? Contact us](#)

**Create New Account**  
Choose this option if your firm has never used [redacted] before, or if you are not associated with a law firm or business.  
**Note:** You won't be able to use the same email address to join a firm account later.

**Join Firm Account**  
Choose this option if your firm already has a [redacted] account. You'll need your firm's [redacted] Customer number and billing ZIP code.  
Not sure if your firm has a [redacted] account? Check with your colleagues or [contact us](#) to find out.

### Login information

Fields marked with an asterisk (\*) are required.

\* **Email**

\* **Confirm email**

\* **Create a password**  
Must be 8-15 characters with at least 1 lowercase letter, 1 uppercase letter and 1 number or symbol  
 [Show](#)

\* **Security question**  
Choose a question...

\* **Your answer**

## eFile - Alameda County Superior Court

This portal site allows you to electronically file into Alameda Superior Court.

### About the Project

- File your documents
- Reserve a Motion
- Electronically serve the opposition
- Government filers are exempt from filing fees

### How to Participate

*Attorney Service Companies*  
Attorney service companies wishing to take part in the project can contact [redacted] or call 877-364-0123.

*Law Firms*  
Law firms wishing to participate in the project can now register online by creating an account without contacting [redacted].

*Self-Represented*  
Self-Represented parties can now register online by creating an account without contacting [redacted].

[Login](#) [+ Create an Account](#)

## Step 3:

Submit documents through EFSP account to the court. You will need to provide certain information depending on the type of filing.

### File a New Case

**Summary**

Order

Alameda Superior Court

Case

Filed By

Filed As To

Documents

**Edit Order**

Client Name\*  Required

County/Location\*

Cust Acct #\*

Matter #\*

### Subsequent Filing

**TEST vs TEST**

Case Number: 23FL032988 Category: Dissolution of Marriage/Domestic Partnership Date Filed: 2023-06-14  
Location: Alameda Superior Court Hayward Hall of Justice Department 510

**Document (Lead)**

Select a Type \*

No file chosen

**Searchable PDF**  
Upload documents must be submitted's as text searchable PDF documents. Court clerks may REJECT filing that do not comply with this mandate.

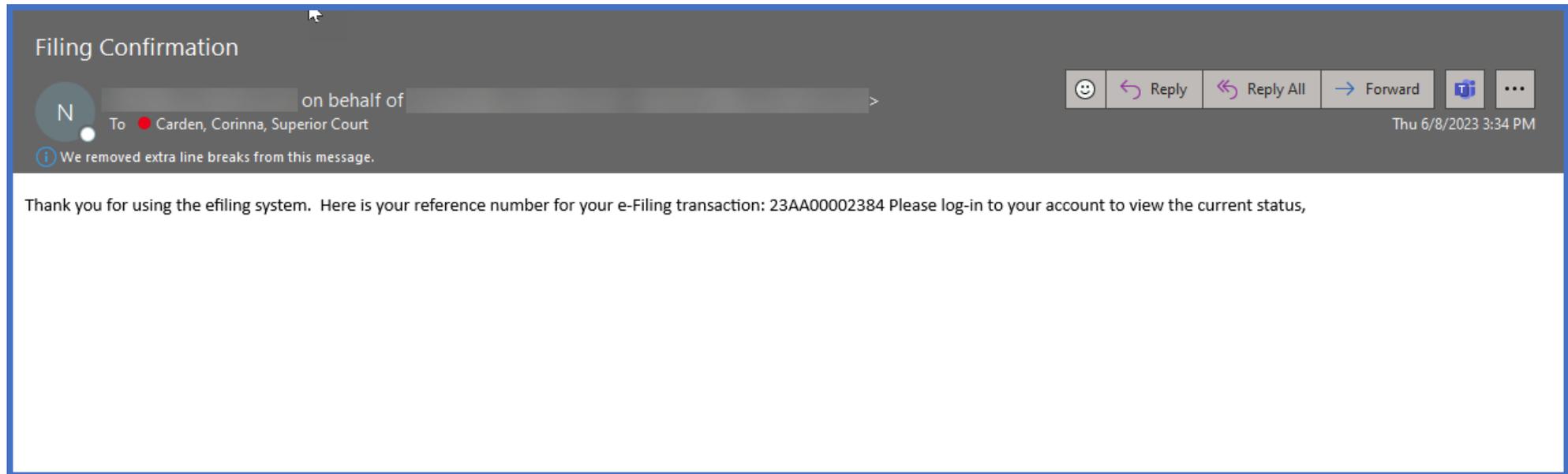
**Internal Tracking**

eFiling Title \*  
  
Enter an internal name for this transaction. This name is used on this site and notifications email.

Matter Number \*  
  
Enter an internal matter number you can optionally assign for this filing.

## Step 4:

Wait to receive notification from EFSP that documents have been submitted to the court



# Step 5: Log into EFSP account to view and download filed documents, any court notices and receipt

| Filing Information |                                                                                                                                                                                                                                                                               |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Filing Title       | TEST vs TEST                                                                                                                                                                                                                                                                  |
| Status             |  Accepted                                                                                                                                                                                    |
| Type               | Subsequent                                                                                                                                                                                                                                                                    |
| Reference Number   | EF-506ca92c6ea7                                                                                                                                                                                                                                                               |
| Court Filing Id    | 23AA00027382                                                                                                                                                                                                                                                                  |
| Filed By           | Corinna Carden                                                                                                                                                                                                                                                                |
| Date Sent          | 05/30/2023 09:53:15 am                                                                                                                                                                                                                                                        |
| Case Number        | 23FL032740                                                                                                                                                                                                                                                                    |
| Case Name          | TEST vs TEST                                                                                                                                                                                                                                                                  |
| Case Type          | Family Law                                                                                                                                                                                                                                                                    |
| Case Category      | Dissolution of Marriage/Domestic Partnership                                                                                                                                                                                                                                  |
| Matter Number      | FCS referral check box                                                                                                                                                                                                                                                        |
| Estimated Amount   | \$102.56                                                                                                                                                                                                                                                                      |
| Final Amount       | \$102.56                                                                                                                                                                                                                                                                      |
| Documents          | <a href="#">Request for Order (FL-300)</a> (Accepted) (Filed) (2023-05-30)<br><a href="#">FCS Intake Form</a> (Accepted) (Entered) (2023-05-30)<br><a href="#">Notice of E-Filing Confirmation</a> (Accepted) (2023-05-30)<br><a href="#">RECEIPT</a> (Accepted) (2023-05-30) |

# Comparison: Fax Filing vs e-filing

## Fax Filing

- Mandatory cover sheet required
- No attorney account available
- Required to provide credit card number with each transaction
- Have to rely on fax confirmation to confirm receipt of fax filing
- Have to wait and rely on court to return filed stamped cover sheets and receipt
- Have to contact the court to reconcile credit card charges

## e-filing

- No cover sheet required
- Can have an EFSP account
- Can use credit card on file in EFSP account
- Will receive email and/or text notifications about e-filing during the filing process
- Can retrieve filed stamped documents, notices and receipts from EFSP account
- Can verify and retrieve credit card charges by case

# eCourt Public Portal

# eCourt Public Portal Home Page



## Superior Court of Alameda County Public Portal

[Home](#) [Court Reservations](#) [Searches](#) [Direct Calendaring](#) [Civil Complex](#) [ADR](#)

### eCourt Public Portal

eCourt Public Portal provides the public with online access to Civil, Family Law, Probate, Mental health and Adoption case records through a secure web server. To use any function on this site you must register for a user account.

For access or information on all other case types, please reference the courts website at [www.alameda.courts.ca.gov](http://www.alameda.courts.ca.gov)

#### eCourt Public Portal provides:

- [Reservation System \(CRS\)](#) - Use to make and manage court date reservations.
- [Searches](#) - Use to find case and party information. You can also access images of documents that can be downloaded and printed for a fee and half page preview of the document is available.
- [Direct Calendaring](#) - Use to view Direct Calendaring Case Information
- [Civil Complex](#) - Use to view Civil Complex Case Information
- [Alternative Dispute Resolution](#) - Using a mediator to reach a mutually acceptable confidential resolution to a case.
- [About the Site](#) - General Information

#### Create an Account

- \* View previous reservations
- \* Keep your credit card on file
- \* No PINs needed

[Login](#) | [Create an Account](#)



# Court Reservations Page

The screenshot shows the 'Court Reservations' page on the Superior Court of Alameda County Public Portal. The page features a blue header with the court's logo and name, a navigation menu, and a main content area with a right-hand sidebar. The main content includes a title, an introductory paragraph, a note about availability, and two primary action buttons: 'Make a Reservation' and 'Find a Reservation'. The sidebar contains a 'My Previous Reservations' button and sections for 'Additional CRS Information', 'Public Reservation Lookup', and 'PIN Recovery', each with a corresponding action button.

 Superior Court of Alameda County Public Portal

Home Court Reservations Searches Direct Calendaring Civil Complex ADR Test test Logout

## Court Reservations

The use of the Court Reservation System (CRS) is now mandated for Civil, Family Law, Probate and Mental Health courtrooms within the Alameda County Superior Court. Parties with a case, assigned to a department, are directed to utilize CRS to make and manage their reservations, within the parameters set by the courtrooms. CRS is only available in the following participating departments.

CRS is available 24 hours a day, seven days a week and reservations can be made from a computer or a smartphone. **Please note, you are prohibited from reserving more than one hearing date for the same filing.**

[Make a Reservation](#)

[Find a Reservation](#)

[My Previous Reservations >](#)

**Additional CRS Information**

- [Participating Departments](#)
- [Frequently Asked Questions](#)
- [Reference Guide](#)

**Public Reservation Lookup**

For opposing counsel or litigants who need basic info about a reservation (status, courtroom, etc).

[Q Find a Reservation](#)

**PIN Recovery**

Use PIN recovery if you didn't receive your PIN number via email or can't access it for some reason.

[✕ Recover PIN](#)

# Make a Reservation


**Superior Court of Alameda County Public Portal**

[Home](#)
[Court Reservations](#)
[Searches](#)
[Direct Calendaring](#)
[Civil Complex](#)
[ADR](#)
[Test test](#)
[Logout](#)

## Make a Reservation

Find Your Case

Case Number \*

[Submit](#)

## Make a Reservation

**CONSERVATORSHIP OF: TEST TEST**  
 Case Number: 23PR032964 Case Type: Probate Category: Conservatorship - Estate  
 Date Filed: 2023-06-09 Location: Berkeley Courthouse - Department 201

**Reservation Type**

[HELP](#)

Select the type of reservation you wish to make.

(Probate) Motion to Consolidate

**Motion**

Is this motion a discovery motion?

Yes  No

**Location**

[HELP](#)

Select your department. If your department is not listed below, please [review the list](#) of participating departments.

Berkeley Courthouse

Department 201

**Filing Party**

Select the party on whose behalf the reservation is being made.

Search:

| Party                           | Role       |
|---------------------------------|------------|
| <input type="radio"/> test test | Petitioner |

Showing 1 to 1 of 1 entries [Previous](#) [1](#)

July 2023 July 2023

| Sunday | Monday                  | Tuesday | Wednesday               | Thursday | Friday                  | Saturday |
|--------|-------------------------|---------|-------------------------|----------|-------------------------|----------|
|        |                         |         |                         |          |                         | 1        |
| 2      | 0 available             | 3       | 4                       | 5        | 6                       | 7        |
| 8      | 0 available             | 9       | 10                      | 11       | 12                      | 13       |
| 14     | 0 available             | 15      | 16                      | 17       | 18                      | 19       |
| 20     | 0 available             | 21      | 22                      | 23       | 24                      | 25       |
| 26     | 10:30 AM<br>5 available | 27      | 10:30 AM<br>5 available | 28       | 10:30 AM<br>5 available | 29       |
| 30     | 10:30 AM<br>5 available | 31      | 10:30 AM<br>5 available | 1        | 2                       | 3        |
| 4      | 0 available             | 5       | 6                       | 7        | 8                       | 9        |

# Make a Reservation

## Make a Reservation

Success! Your Reservation Number is 016782290107.

### CONSERVATORSHIP OF: TEST TEST

Case Number: 23PR032964 Case Type: Probate Category: Conservatorship - Estate  
Date Filed: 2023-06-09 Location: Berkeley Courthouse - Department 201

#### Reservation

Case Name: CONSERVATORSHIP OF: TEST TEST  
Case Number: 23PR032964  
Type: (Probate) Motion to Consolidate  
Status: RESERVED  
Filing Party: test test (Petitioner)  
Location: Berkeley Courthouse - Department 202  
Date/Time: 08/01/2023 10:30 AM  
Number of Motions: 1  
Reservation ID: 016782290107  
Confirmation Code: CR-TZEKALDRGGDMHNZEU

#### Fees

| Description                     | Fee  | Qty | Amount        |
|---------------------------------|------|-----|---------------|
| (Probate) Motion to Consolidate | 0.00 | 1   | 0.00          |
| Court Technology Fee            | 1.00 | 1   | 1.00          |
| TOTAL                           |      |     | <b>\$1.00</b> |

### Instructions

Please print this receipt and attach it to the corresponding motion/document as the last page. Indicate the Reservation ID on the motion/document face page (see example). The document will not be accepted without this receipt page and the Reservation ID.



**A COPY OF THIS RECEIPT MUST BE ATTACHED TO THE CORRESPONDING MOTION/DOCUMENT AS THE LAST PAGE AND THE RESERVATION ID INDICATED ON THE MOTION/DOCUMENT FACE PAGE.**

[Print Receipt](#) [Reserve Another Hearing](#) [View My Reservations](#)

Reservation: 23PR032964 - 016782290107

noreply@alameda.courts.ca.gov  
To: Carden, Corinna, Superior Court  
 We removed extra line breaks from this message.

Reply Reply All Forward Mon 6/26/2023 1:59 PM

The following reservation has been made by the REQUESTOR.

Event: (Probate) Motion to Consolidate  
Reservation ID: 016782290107  
PIN: NRMVVAV97MVO  
Status: RESERVED  
Case Number: 23PR032964  
Case Title: CONSERVATORSHIP OF: TEST TEST  
Courthouse: Berkeley Courthouse  
Dept: Department 202  
Date: 08-01-2023  
Time: 10:30:00 AM  
Parties: test test (Petitioner)  
Motion Count: 1

Click the link below to view the reservation. You may need to supply your PIN number. From here you may print receipt and attach it to the corresponding motion/document as the last page. Indicate the Reservation ID on the motion/document face page. The document will not be accepted without the receipt page and the Reservation ID.

<https://eportal.alameda.courts.ca.gov/?q=calendar/search&crsNumber=016782290107>

# Search Page

## Search

The Superior Court of California, County of Alameda, provides the public with online access to civil case records (documents and information) through the eCourt Public Portal. The portal provides information about all civil and civil appeals cases, but does not include information about [Criminal](#), [Juvenile](#), or [Traffic](#) cases. For criminal case records, visit the [Criminal Record Request](#). For probate case records, visit [DomainWeb](#).

In addition to providing access to images of documents for many types of cases (which can be viewed and printed for a fee), portal offers the following services:

\* **Name Search:** where you can search by name and receive a list of case numbers and filing dates matching the party name entered, if the information is available. The register of actions will be displayed when a case number is selected. The fee for name search is:

- \$1.00 for one name search credit
- \$4.00 for 5 name search credits
- \$7.00 for 10 name search credits
- \$45.00 for 75 name search credits
- \$300.00 per 30 days for unlimited name search credits (this period is based on 30 consecutive days, not a 1-month timeframe)

Once you have located a name, you may view up to 10 cases for that name before you are required to do another name search.

\* **Calendar Search:** where you can choose a date and court location, and see calendars for departments at the selected location.

\* **Case Number Search:** where, if you know the case number, you can read about the parties to a case, read the Register of Actions and the minutes, view dates for future hearings, and view and/or print images of case documents.

\* **Case Payment Search:** where, if you know the case number, you can pay for any outstanding fees.

\* **Public Reports (Filings) Search:** which provides links to all non-confidential cases filed on any given day, by location and case type. This search page allows you to view (not print) the initial case creation petition (filing) for free for the first 5 days from the date of the filing.

\* **Document Downloads:** Non-confidential, non-sealed documents are available for download if permitted under the California Rules of Court. A case number is needed to download documents. The fee for document download is \$1 per page for the first 5 pages and, \$.50 per page for each additional page (per document) with a cap of \$50 per document. Document downloads are available for 30-days. There is a half page preview of the documents available for free.

\* **Request for Certified Copies:** A request for certified copies can be made by filling out the [Civil Records Request](#) form and submit to the Records Management Unit via Drop Box or U.S. Mail to the proper courthouse where the case is being heard. Please include a check or money order in the appropriate amount along with a self-addressed stamped envelope. If you have any question contact [Ask Records](#).

Popup blocker software must be disabled, and your browser must accept cookies to use this site.

For issues with registration or use of the portal please contact us [here](#).

### Additional Search Information

[Frequently Asked Questions](#)

[Reference Guide](#)

# Name Search Page

## Name Search

**Search Account**

User: test@gmail.com  
Organization: XYZ  
Available Credits: 165

[My Search History](#) [+ Add Credits](#)

[Get 30 days Subscription](#)

**Search by Name**

Case Type \*  
- Select -

Participant Type \*  
Person

Last Name \*

First Name

Middle Name

[Submit](#) [Clear](#)

\* **Name Search:** where you can search by name and receive a list of case numbers and filing dates matching the party name entered, if the information is available. The register of actions will be displayed when a case number is selected. The fee for name search is:

- \$1.00 for one name search credit
- \$4.00 for 5 name search credits
- \$7.00 for 10 name search credits
- \$45.00 for 75 name search credits
- \$300.00 per 30 days for unlimited name search credits (this period is based on 30 consecutive days, not a 1-month timeframe)

Once you have located a name, you may view up to 10 cases for that name before you are required to do another name search.

# Calendar Search Page

## Calendar Search

Case  
Type\*

Probate

Courtroom  
Location &  
Department

Berkeley Courthouse

Department 201

Date\*

06/26/2023



Search

Clear

Records Per Page

20



Change the number of results per page

| Date& Time          | Case Number                | Case Type | Description                                     | Department           |
|---------------------|----------------------------|-----------|-------------------------------------------------|----------------------|
| 06/26/2023 11:00 AM | <a href="#">23PR031093</a> | Probate   | Compliance Hearing Payment of Judgment          | BCH / Department 201 |
| 06/26/2023 09:30 AM | <a href="#">RP21118777</a> | Probate   | General Probate Petition for Final Distribution | BCH / Department 201 |
| 06/26/2023 09:30 AM | <a href="#">RP19030129</a> | Probate   | General Probate Petition for Final Distribution | BCH / Department 201 |
| 06/26/2023 09:30 AM | <a href="#">RP20076851</a> | Probate   | General Probate Spousal Property Petition       | BCH / Department 201 |
| 06/26/2023 09:30 AM | <a href="#">RP21113313</a> | Probate   | General Probate Petition for Final Distribution | BCH / Department 201 |
| 06/26/2023 09:30 AM | <a href="#">RP20076689</a> | Probate   | General Probate Petition for Final Distribution | BCH / Department 201 |

Results 1 - 6

[^ Back to Top ^](#)

# Case Search Page

## Case Search

The case number search is free for all case types.  
Please use the full case number to perform your search.  
Example: 21CV123456

Case Number

Case Type

[Search](#) [Clear](#)

Records Per Page

Change the number of results per page

| Case Name             | Case Number | Case Type | Type of Action            |
|-----------------------|-------------|-----------|---------------------------|
| ESTATE OF: TEST JONES | 23PR032995  | Probate   | Letters of Administration |

Results 1 - 1

### 23PR032995 ESTATE OF: TEST JONES

Probate (Letters of Administration)

Berkeley Courthouse / DEPT 201 - HON. Ruben Sundeen

Filed: 06/14/2023

Next Hearing: 07/12/2023 General Probate

[Document Download](#)

#### Case Summary

[Register of Actions](#)

[Participants](#)

[Future Hearings](#)

[Probate Examiner Notes](#)

| Date       | Message                                                                                                          | Category   | Download                 |
|------------|------------------------------------------------------------------------------------------------------------------|------------|--------------------------|
| 06/14/2023 | Petition for Letters of Administration<br>Received from: Test Smith (Petitioner)<br>As to: Test Jones (Decedent) | Document   | <a href="#">Download</a> |
| 06/14/2023 | Case assigned to Hon. Ruben Sundeen in Department 201 Berkeley Courthouse                                        | Assignment |                          |
| 06/21/2023 | General Probate scheduled for 07/12/2023 at 09:30 AM in Berkeley Courthouse at BCH / Department 201              | Event      |                          |

# Case Payment Search Page

## Case Number - Payment

Case Number

Search

Clear

Records Per Page 20

Change the number of results per page

| Case Number                | Case Name                         |
|----------------------------|-----------------------------------|
| <a href="#">RP23137169</a> | Estate of Christopher James Smith |
| 1 results found            |                                   |

## Pay Online

### Current Installment Information

### Estate of Christopher James Smith

Case Number: RP23137169

Current Balance: \$465.00

Original Balance: \$465.00

Minimum Payment

**\$93.00**

Next Installment Due: 07/01/2023  
Amount Past Due: \$0.00  
Current installment of: \$93.00

### Select a Payment Options

- Pay the current amount due (\$93.00)
- Pay the Balance of your account (\$465.00)
- Pay a different amount (format: ####.##)

\$

I agree to pay the total amount listed above.

Pay Now

Cancel

\*\*\* Please note: An ADDITIONAL \$1.00 convenience fee will be added for each payment transaction.

# Document Download Page

## Document Download

Case Number \*

Enter the case number for the case you wish to download documents from.

Submit

## Document Download

ESTATE OF: TEST JONES

Case Number: 23PR032995 Filed: 2023-06-14 00:00:00 Judicial Officer:  
Category: Letters of Administration Type: Probate

Documents My Cart (0 item(s) - \$0.00)

My Download History

Between  and

Add All To Cart

Show 25 entries

Search:

| Date Filed | Document Name                          | Document  | Preview | Action      |
|------------|----------------------------------------|-----------|---------|-------------|
| 06/14/2023 | Petition for Letters of Administration | 1 Page(s) | Preview | Add to Cart |

Showing 1 to 1 of 1 entries

NOTE: Please purchase the document(s) in your cart prior to leaving this page. Any document(s) not purchased will be removed from the cart.

Documents My Cart(1 item(s) - \$1.00)

My Download History

Remove All From Cart

### Shopping Cart

| Case Number  | Document / Item                        | Pages    | Amount        | Remove |
|--------------|----------------------------------------|----------|---------------|--------|
| 23PR032995   | Petition for Letters of Administration | 1        | \$1.00        |        |
| <b>Total</b> |                                        | <b>1</b> | <b>\$1.00</b> |        |

### Payment Method

- Credit Card on file (XXXX1111)
- Credit Card

[Manage your payment profiles](#)

Submit

Go Back

# Comparison: DomainWeb vs eCourt Public Portal

## DomainWeb

- No account required to access services
- Cannot make online payments
- Cannot make hearing reservations
- Cannot track paid documents and/or receipts

## eCourt Public Portal

- Account required to access services
- Elevated access for parties of record with email validation
- Can make online payments for outstanding fees
- Can make online hearing reservations for motions
- Can track My Reservations, My Paid Documents and My Paid Receipts in My Account in the portal