CASE TYPE AND CASE CATEGORY SELECTION

- **Make Sure Document Matches Case Type and Category Selected through e-filing service provider**
  - Documents that do not match the file type or category selected will be rejected.
  - Common errors include filing a document as limited civil when it is an unlimited civil or filing a motion but labeling it a notice of motion.

SEPARATE AKA AND DBA NAMES

- **Make Sure Additional Names Are Placed in Separate Data Field**
  - AKA and DBA names should all be placed in separate data fields when entering information through your chosen e-filing service provider (EFSP).
  - Court system pulls data from each field. If fields are not correctly populated, the information will not be properly transfered, regardless of what the actual filing documents states.

MATCHING AND ACCURATE DATA FIELDS

- **Double Check Information While Entering Into Data Fields**
  - Information entered into data fields must match information in actual filing. Any mistake, even typos, will result in rejection of filing.
  - Common errors are mismatched case numbers, misspelled names and missing information such as a DBA or AKA.

FILE INDIVIDUAL PDFS

- **Documents Must be Submitted as Individual PDFs**
  - Example: A customer seeking to file a civil case cover sheet, summons, complaint and proof of service must enter each document as separate pdfs and not as a one pdf. PDFs can be multiple pages but each file must be a separate document/file.
  - Filings can be filed together in an "envelope" but each document must be a separate pdf.
- **File Only One Lead Document Per Filing**
  - Lead documents are "moving" documents that direct an action such as a Complaint, Motion, Application or Petition. You can only file one lead document per e-filing action.
- **PDFs Must be Searchable**
  - All pdfs submitted through e-filing must be searchable.

ALL DOCUMENTS MUST COMPLY WITH CALIFORNIA RULES OF COURT

- **Documents Must Follow Style Guidelines as Described in California Rules of Court, Rules 2.100-2.118**