



## E-Filing Service Provider (EFSP)

- Think Turbo Tax for court filings.
- Multiple providers available.
- All documents must be filed through a EFSP.
- These independent companies process the filings and send completed filings into our system.
- Document is date-stamped and considered received on the day it is e-filed. Cases filed on weekends or holidays are date-stamped next business day.
- Errors with filings could be caused by error in customer filling out information improperly with the EFSP.

## EFM

- Electronic files stored here after being sent by the EFSP.
- Court reviews files to ensure compliance with rules and accepts, modifies or rejects filing.
- Once approved, file is available in the eCourt case management system and can be viewed by accessing eCourt public portal in accordance with California Rules of Court.
- If rejected, filer notified and must resubmit through EFSP.
- **Files are only visible to processing clerks when in this portal.** *Civil complaints can be viewed by court-approved media representatives before processed into public portal.*
- Documents being processed will not appear in the eCourt public portal.
- Process can take up to 3 days.

## eCourt

- The courts new electronic case management system housing all case files, including cases from previous filing system.
- Application used by court staff and judges to access and manage cases and case filings.

## eCourt Public Portal

- Public facing portal
- Used by attorneys and public to review and manage cases.
- Make sure to use same email address to create account on the public portal as used when filing documents in a case.