



# TIPS FOR AN EFFECTIVE ELECTRONIC FILING

The Superior Court of California, County of Alameda provides the mandatory requirements for the electronic filing (e-filing) of civil documents in [Local Rule 3.27](#) and more information in the [Technical Requirements](#) found on the [Civil e-filing webpage](#). Below are tips for avoiding the most common reasons documents are rejected, and how to help facilitate effective e-filing.

## Top 5 Reasons for Rejection



**Incorrect case type or case category is selected.** Filers should ensure the case type and case category selected from the drop-down list in the EFSP portal is accurate. The clerk does not have the authority to determine whether the document information is correct, and if the data entry can be disregarded. Please refer to the [Document Finder](#) on the court's Civil e-Filing webpage for the options available.



**AKA or DBA is not entered in the separate data field.** Ensure the AKA or DBA; LLC or Corporation is entered in the separate data field provided for that information. The court's case management system (CMS) pulls information directly from the data fields on the EFSP's portal. If the information is not entered in the correct fields, the information will not be accurate in the CMS.



**Information in the data fields is incorrect and/or does not match the document image.** Ensure the information entered in the data fields in the EFSP portal is accurate and matches the information in the document image. For example, the case number must match the case number on the document image. The clerk does not have the authority to determine which information is correct and which information can be disregarded. The customer must provide complete information for accurate case creation and case updates.



**Documents are not submitted as separate PDFs in the same transaction/envelope.** Ensure the documents are submitted as individual PDF documents. For example, a Civil Case Cover Sheet, Summons, Complaint, and Proof of Service must be submitted as individual PDF documents. Multiple documents for the same case can be e-filed in the same "envelope" or transaction but each document needs to be a separate PDF. When multiple documents are submitted as a single PDF document, it can only be treated as one document which prevents the case management system (CMS) from creating individual CMS entries to accurately record the filing of the individual documents.



**Document is defective, i.e., it does not comply with California Rules of Court, Rules 2.100-2.118.** Ensure the documents comply with California Rules of Court, [Rules 2.100-2.118](#), including the case number is on the first page of the document, as required by CRC, rule 2.111(5), the case title is accurate, and the hearing information on the first page of the document. California Rules of Court, Rules 2.100-2.118 prescribe the form and format of papers to be filed in the trial courts. For a comprehensive list of requirements to ensure a document is not defective, review California Rules of Court, rules 2.100-2.118