E-filing Update 5/17/23

5/17/2023 NOON – ZOOM WITH CIVIL BAR ANDREW ADAMS – COURT OPERATIONS MANAGER CIVIL/PROBATE MATT MALONE – CHIEF COUNSEL



-There are over 100 different e-filing vendors. They all charge different prices. I have looked into the pricing a little bit and it seems to depend on the number of submissions per month and the payment type.

-The court is working to add 3 new Clerk IV's who process mainly probate and unlimited civil.

- The Civil / Probate department has on average 4000 envelope waiting to be processed at any one time.
- -Citations must be issued in person and then the return can be via e-filing



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Filters	Filters x	Queue Contra Costa - Civil I	Inlimited Subsequent										
Envelope #	Envelope # ~	Case # ∨	Submit Date 🗸	Status	Filing Code	Filing Description	Case Title	Case Type	Judae	Filed By	Filing Attorney	Oueue	Reviewer
Search			05/00/2022										
Case #	11920551	MSC18-01311	9:54 AM PDT	Submitted	Notice of/to:	Withdrawal of No	AFABLE VS. CHOU	16: Unlimited Fra	Fannin, Jill C	Allan Villanueva	Allan Villanueva	Contra Costa - Ci	
Search		11920598 C23-00053 05/0 9:56	05/09/2022	Submitted Submitted	Proof of Service Request to Enter	Proof of Service Request to Enter							
Date Range 🗸 🗸	11920598		9:56 AM PDT Submitted	Request to Enter	Request to Enter	ROIC Pinole Vista	. 06: Unlimited Bre I	Devine, John P	Alexander Merino	Alexander Merino	Contra Costa - Ci		
Queues 🗸			05/09/2023	Submitted	Request to Enter	Request to Enter							
Filing Codes 🗸 🗸	11920667	C23-00634	10:00 AM PD	Submitted	Notice of/to:	Notice of/to: Cas	Jane DOEvs.Rata	15: Unlimited Oth	Douglas, Danielle K	Andrea Shouhed	Nicol Hajjar	Contra Costa - Ci	
Case Types 🗸 🗸	11921107	MSC20-00092	05/09/2023 10:22 AM PD	Submitted	Cross Complaint	James Hammills	POPAL VS THE K	23: Unlimited Oth	Douglas, Danielle K	Nicole Schlosser	Noah Blechman	Contra Costa - Ci	
Locations 🗸	11921329	MSC22-00290	05/09/2023 10:34 AM PD	Submitted	Request Filed an	Request Filed an	ALAURA VS GUZ	22: Unlimited Auto	Douglas, Danielle K	Cristena Rojas	Kari Gannam	Contra Costa - Ci	
Organizations 🗸	11921394	C22-02615	05/09/2023 10:37 AM PD	Submitted	Request Filed an	Request Filed an	Kevin Clauretievs	06: Unlimited Bre	Douglas, Danielle K	Mario Landin	Mark Romano	Contra Costa - Ci	
Show Deferred	11921473	C23-00945	05/09/2023 10:41 AM PD	Submitted	Proof of Service	Proof of Service	Lisa Wilsonvs.An	07: Unlimited Bus	Maier, Clare	Charles D Marshall	Charles Marshall	Contra Costa - Ci	
RESET APPLY -	11921745	C22-01615	05/09/2023 10:55 AM PD	Submitted	Notice of/to:	Notice of Remote.	Jorge Cruzvs.Urb	36: Umlimited Wr	Douglas, Danielle K	Tracy McDonald	Alexis Cruz	Contra Costa - Ci	
	11922334	MSC22-00276	05/09/2023 11:23 AM PD	Submitted	Amendment to C	Amendment to C	JOHN E MANOO	35: Unlimited Oth	Devine, John P	John E. Manoogi	John E. Manoogi	Contra Costa - Ci	
				Submitted	Proof of Service	Proof of Service				Daniel D.	Geoulla		
	11922454	C22-02029	05/09/2023 11:29 AM PD	Submitted Submitted	Proof of Service Proof of Service	Proof of Service Proof of Service	Kimberlee Johnv	23: Unlimited Oth	Douglas, Danielle K	Emily Bolter	Daniel D. Geoulla	Contra Costa - Ci	
				Submitted	Proof of Service	Proof of Service							

- The clerk's office does a daily triage of the previous days filings. We are looking for Oppositions, replies, court, Reports, documents regarding trials, anything for upcoming hearings.
- Have the next Hearing date in the description would speed up the rate that we can triage documents

(Clerk's	Office	Pers	oectiv	e II			
11948013	C22-02110	05/11/2023 11:41 AM PD	Submitted Submitted Submitted Submitted Submitted	Demurrer to Com Notice of Hearing Declaration Of Request for Judic Proof of Service Order After Heari	Demurrer to Com Notice of Hearing Declaration Of Li Request for Judic Proof of Service i [Proposed] Order	KARAN VS. WILM	26: Unlimited Oth	Maier, Clare
11948024	MSC19-01530	05/11/2023 12:02 PM PD	Under Review Under Review Under Review Under Review	Notice Filed Re: Memorandum of Declaration Filed Order Filed Re:	Next HRG 12/15/ Next HRG 12/15/ Next HRG 12/15/ Next HRG 12/15/	QUIROS VS. EAS	14: Unlimited Emi	Douglas, Danielle K
11948403	C23-00353	05/11/2023 11:57 AM PD	Submitted Submitted	Order Filed Re: Proof of Service	Order to Use Cert Proof of Service	MICHAEL GRAZI	23: Unlimited Oth	Douglas, Danielle K
11948518	MSC20-02242	05/11/2023 12:02 PM PD	Submitted	Proof of Service	Proof of Service	KIEL VS CITY OF	22: Unlimited Auto	Douglas, Danielle K
11948739	MSC22-00318	05/11/2023 12:14 PM PD	Submitted	Request Filed an	Request Filed an	LANCASTER VS	22: Unlimited Auto	Maier, Clare
11948951	C23-00215	05/11/2023 12:26 PM PD	Submitted Submitted	Case Manageme Notice of/to:	Case Manageme Plaintiff's Notice	Jane Doe D.P.vs	23: Unlimited Oth	Devine, John P
11948995	C23-00005	05/11/2023 12:29 PM PD	Submitted	Proof of Service	Proof of Service (Jason McNeilvs	36: Umlimited Wr	Fannin, Jill C

The filing description includes the next hearing date and alerts us that this is an urgent filing



-The more consistent the descriptions are the less editing the clerk has to do which speeds up processing

-The filing codes that are available are determined by the court and are the same for all vendors.

- If you don't see your filing code you can use Misc Filing and the clerk can update it
- We are still working on getting all codes needed for new and subsequent filings
- The clerks do read the message and use them to set future court dates or research codes that you indicate a sooner date needs to be set



- Courtesy copies of proposed orders can be dropped off with the probate examiners
- Please pick up ex partes that have been ruled on in the examiners office
- Currently no way to submit ex parte's via e-filing, no mechanism to notify the examiners

e-Filing Resources

- <u>CCP 1010.6</u> concerning the statutory authority for e-filing programs
- <u>Rule 2.253</u> concerning e-filing programs in California trial courts
- <u>Rule 2.254</u> on the Court's responsibilities
- <u>Rule 2.256</u> on an electronic filer's responsibilities
- <u>Rule 2.257</u> on the signature requirements for documents
- <u>Contra Costa Superior Court's E-Filing Standing Order</u>