

How do I file for an ExParte

Please call the clerk's office at 916-408-6000 x5 to reserve your ExParte hearing. Once you receive your date, your application and order may be eFiled. For more on ExParte Orders, please see Local Rule 10.8.

Only your ExParte documents should be submitted through eFiling. If, for example, you are seeking an ExParte for an Order Shortening Time to hear a motion, please do not submit your motion paperwork. If you submit your ExParte with a motion, it will be rejected. Once the ExParte has been ruled on, then you can submit your other non-ExParte paperwork.

Please note, ExParte documents can still be filed at the counter, by self-represented litigants or if you're filing concurrently with a new complaint or petition.

How do I request a Fee Waiver?

Whether you are filing a new case or a subsequent filing on an existing case, when you enter or select the Filing Party, a checkbox will be present that inquires if you are Requesting a Fee Waiver.

- When you check this box, you should upload a completed [Judicial Council Form FW-001 – Request to Waive Court Fees](#)
- You must also add a [Judicial Council Form FW-003 - \[Proposed\] Order on Court Fee Waiver](#) as an additional document, however it is added in the same way as any other additional filing.
- Unless both of these documents are submitted together, the court will need to reject the submission as an incomplete request.

For more Information on Forms and Filing, the Self-Help center has resources located: <http://www.placer.courts.ca.gov/self-help-lhc.shtml>

What is eService?

The court can return signed orders or provide notices to you electronically if you give your consent to “eService.” This can be done by checking the box in the EFSP (some may also require you to add the name of the consenting party), or by filing [Judicial Counsel Form EFS-005-CV Consent to Electronic Service](#).

Do I have to submit a new Fee Waiver each time I file a subsequent document that requires a fee?

No. You will need to select the box that indicates you have a granted FW on file.

Are Courtesy copies required?

Printed courtesy copies (along with proof of electronic submission) are required for the following submissions only:

- Anything eFiled that is over 50 pages
- All Motions for Summary Judgment/Summary Adjudication. This includes all supporting documents regardless of page number.
- All anti-SLAPP Motions. This includes all supporting documents regardless of page number.

Please note: Per Local Rule 10.27 E 2; the printed courtesy copy should be provided the same day the electronic copy is submitted.

Can I still come to the Courthouse and file my documents at the window?

The following applies for filing at the civil filing window:

- Self-Represented Litigants
- Temporary Restraining Orders
- Temporary Conservatorships
- Temporary Guardianships
- Any documents listed under Local Rule 10.27 F
- Government entities
- Filing of documents where you are Court Appointed Counsel

I'm trying to file a subsequent document, why can't I find my case?

The case number must match exactly to what the court has in the system. Your case number will be a total of 7 digits and must include zero's (0) and dashes (-). For example:

S-CV-0012345; S-PR-0001234; M-CV-0012345 etc.