



Placer County Superior Court - eDelivery User Instructions

Revised: April 3, 2020

This user guide provides instructions for electronically delivering [eDelivery] documents to the Placer County Superior Court. Links in the table of contents will take you to the relevant page, allowing you to navigate to your area of interest.

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Accessing eDelivery

Locating the Web Portal

The link to the eDelivery web portal can be found at <http://www.placer.courts.ca.gov/>. To access the portal, select *eDelivery*.

Navigating the Home Page

When you open eDelivery, you will be directed to the eDelivery portal. From here, you can create or login to an account; locate the *About eDelivery* page, submit documents online; and find important information about electronically delivering documents to the Court.



Placer County Superior Court

Home eDelivery

eDelivery Portal

This site allows you to electronically file documents in limited civil, unlimited civil, and complex civil actions to the Placer County Superior Court.

About the Project

- File your documents
- Reserve a Motion
- Electronically serve the opposition
- Government filers are exempt from filing fees
- more...

How to Participate - Filings are now being accepted!

Attorney Service Companies

Attorney service companies wishing to take part in the project can contact efile@journaltech.com or call (833) 402-9333 Option 3.

Law Firms

Law firms wishing to participate in the project can now register online by creating an account without contacting Journal Technologies.

Self-Represented

Self-Represented parties can now register online by creating an account without contacting Journal Technologies.

Login

Create an Account

Sensitive Information

Sensitive personal information must be removed or redacted. Sanctions can be imposed for including Social Security and Financial Information in filed documents... [\(read more\)](#)

Per-use Fees

A \$4.95 eFiling Service Provider fee plus 2.75% of any Court filing fee will be collected for each electronic submission through this website. This is in addition to any regular Court filing fees. If the user that is filing a government entity, the \$4.95 fee is exempt despite being listed in the Process Payment.

Additional Information

[About eDelivery](#)

[Terms of Service](#)

[Contact Us](#)

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Use "Login" or "Create Account" to begin the eDelivery Process.

Use "About eDelivery" to find frequently asked questions.

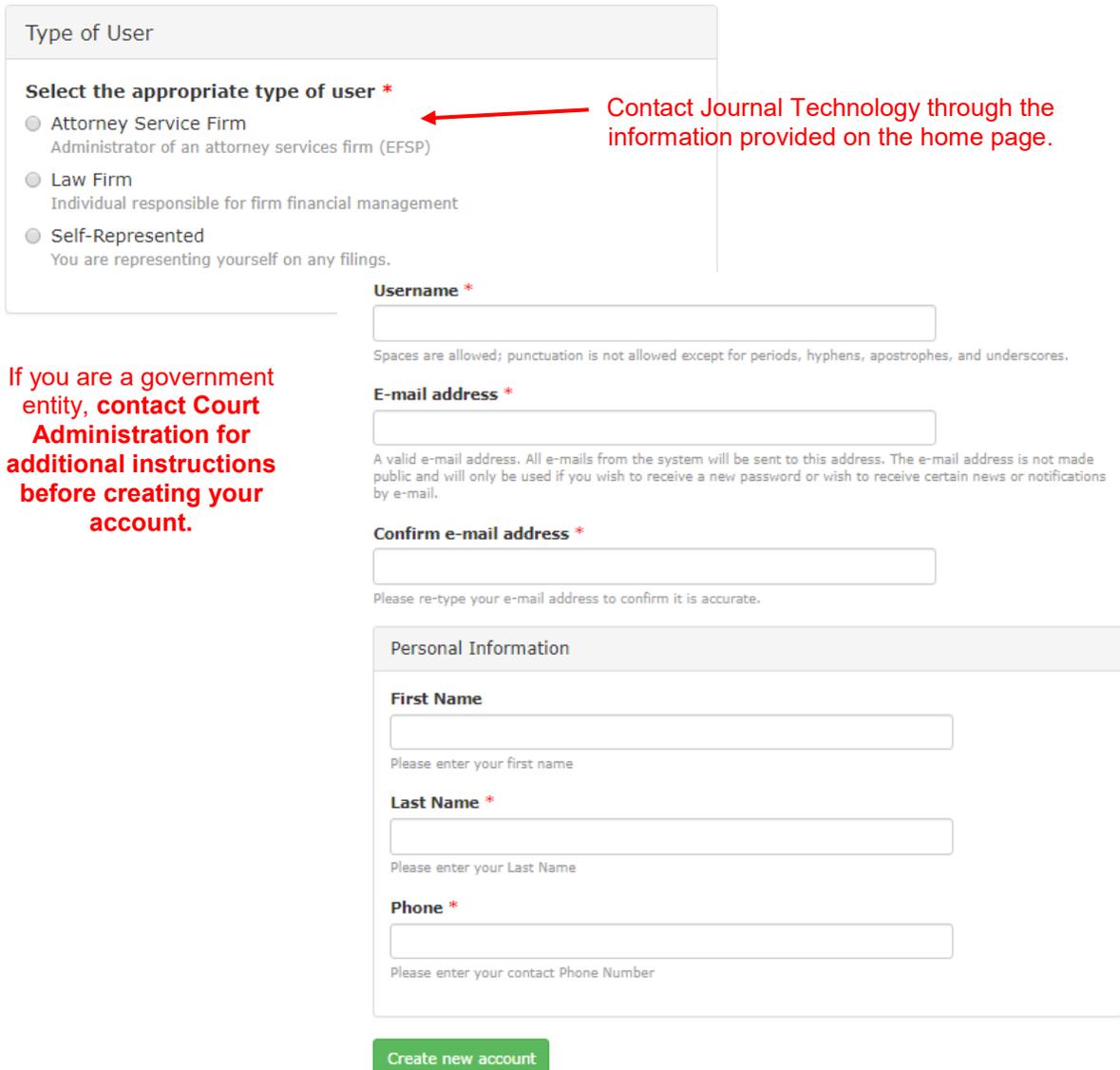
eDelivery Account

Creating an Account

Creating your own account with Placer Superior Court’s eDelivery portal is required. This allows you to submit new filings, add new documents to previous filings, and access a history of documents sent and/or received through eDelivery.

To make your account, complete the following:

1. Select  at the bottom of the home page.
2. Read through the User Agreement, and select  if you read and understand the terms and conditions.
3. Select your user type and complete the corresponding fields. When completed, select *Create new account*.



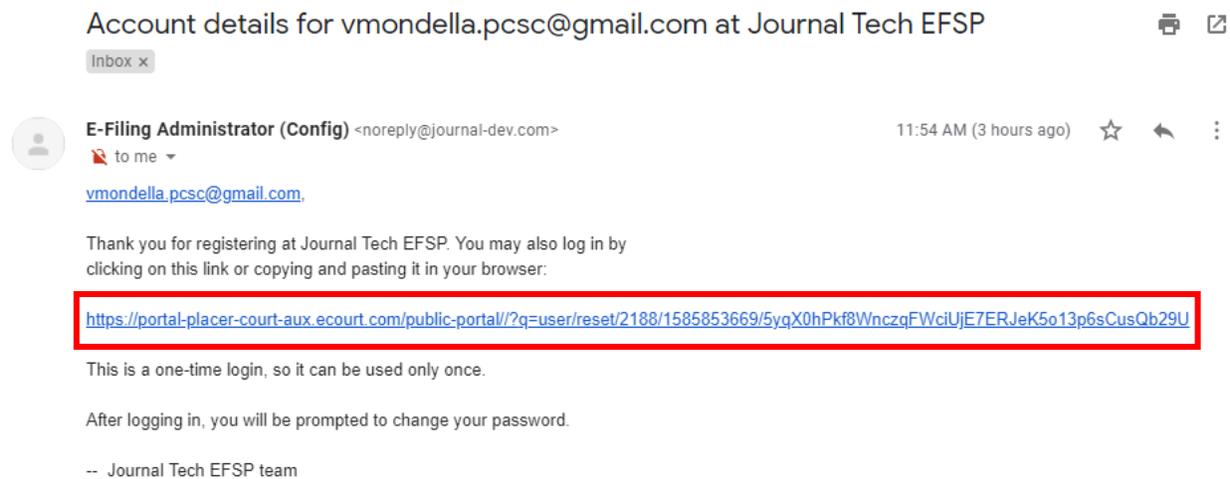
The screenshot shows the account creation form with the following sections and annotations:

- Type of User**: A dropdown menu with the text "Type of User". Below it, a section titled "Select the appropriate type of user *" contains three radio button options:
 - Attorney Service Firm
Administrator of an attorney services firm (EFSP)
 - Law Firm
Individual responsible for firm financial management
 - Self-Represented
You are representing yourself on any filings.A red arrow points from the text "Contact Journal Technology through the information provided on the home page." to the "Attorney Service Firm" option.
- Username ***: A text input field with a placeholder. Below it, a note states: "Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores."
- E-mail address ***: A text input field with a placeholder. Below it, a note states: "A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail."
- Confirm e-mail address ***: A text input field with a placeholder. Below it, a note states: "Please re-type your e-mail address to confirm it is accurate."
- Personal Information**: A section containing three text input fields:
 - First Name**: Placeholder "Please enter your first name".
 - Last Name ***: Placeholder "Please enter your Last Name".
 - Phone ***: Placeholder "Please enter your contact Phone Number".
- Create new account**: A green button at the bottom of the form.

Annotations:

- A red arrow points from the text "Contact Journal Technology through the information provided on the home page." to the "Attorney Service Firm" option in the "Type of User" section.
- Red text on the left side of the form reads: "If you are a government entity, contact Court Administration for additional instructions before creating your account."

4. A welcome message will be sent to the email address you provided. This email will include a link for a **one-time login** for your account, accessible for 24 hours.



The link will bring you back to the eDelivery portal. Select on this page to create your own password. After this, your account has been created.

Payment Profile

NOTE: Before you begin filing documents, you will need to create a Payment Profile. A payment profile allows you to securely store your credit card information on industry leading Authorize.Net servers.

To create a payment profile:

1. Select your name in the top menu bar.
2. On the new menu, select **My Payment Profile**.
3. Select .
4. Select Add a New Payment Method and enter your credit card information.
5. Click **Back** when you are ready to return to the portal.

Account Settings

To access the settings for your account, click on your name on the top menu bar. The following menu will appear, where you can:

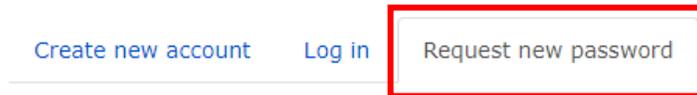


Forgot Password

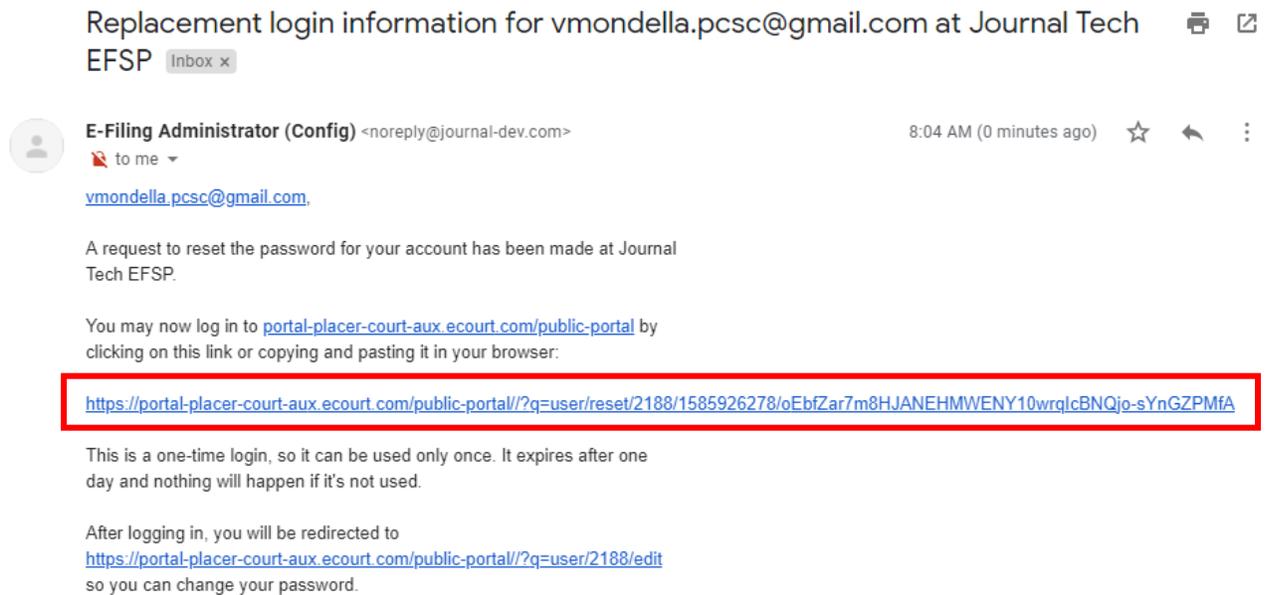
If you have already signed up for an account, complete the following to reset your password.

1. Select at the bottom of the home page.
2. Select at the end of the User Instructions.

3. Find the **Request new password** menu item.



4. Enter the email address or username used to create your account.
5. A message will be sent to the email address you provided. The email will include a link for a one-time login for your account, accessible for 24 hours.



The link will bring you back to the eDelivery portal. Select on this page to create your new password. After selecting save, your password is updated and you are logged back in.

Filing a Document

To begin, select **eDelivery** on the home page. This will bring you to a set of menu options. For what to select, see either [New Filing](#) or [Filing on Existing Case](#), depending on what instructions you need.

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+ eDelivery

New Filing

Select  from the eDelivery page.

1. **Name your submission.** *Both the title and matter number are to organize your records, and will not be sent to the court.*

eFiling Title*

Please enter a title for this eFiling

Notifications

Matter Number*

Please enter a matter number for this e-Filing

2. Enter case information.

Case Information

Case Type* [Dropdown menu]

How many filing parties are on this case?* [Dropdown menu with value 1]
Select the number of filing parties on this case.

How many filing parties are government exempt?* [Dropdown menu with value 0]
Select the number of filing parties who are exempt government filers. If none, just leave at 0.

Add Fee Waiver to this Submission* Yes No

Use the drop down arrow to find and select your case type, or type the title in the search bar.

3. Enter the filing party type information.

Filed By

Party Designation Type* [Dropdown menu with value Person]

First Name* [Text input field]

Middle Name [Text input field]

Last Name* [Text input field]

Suffix [Text input field]

Exact Name [Text input field]

Government Agency? [Dropdown menu with value No]

This field will populate with the names entered in the First, Middle, and Last name fields.

4. When you select your case type, a new field will appear. Here you can upload the documents you are filing with the Court. **NOTE: Only documents for your case type will appear.**

Add Documents - Small Claims (1)

Document Type [Search field with magnifying glass icon]

Click magnifying glass icon for a list of document types you may select.
If the document type you are submitting **does not have a fee or is not listed** please use code Document:Other.

Attachment* [Choose File] No file chosen

[+ Add Documents - Small Claims](#)

- a. First search your document type. This can be done by entering the document type in the search bar, or using the button to expand the search field. Here you can search for a document by Name, Number, and Form Type.

- b. Select to upload a document from your computer.

NOTE: The portal will only allow you to upload PDFs. If you do select a document in another format, the following message will appear when you select *Proceed*:

Format for Word Document_eFiling.docx is not valid. Accepted Formats are: application/pdf. X

- c. If you have additional, documents to upload, select [+ Add Documents](#) and repeat the previous steps.

NOTE: If you previously selected to add a fee waiver to your submission in the case information fields, two additional fields will appear. Here, you can upload your completed Fee Waiver Application and the blank Order.

▼ Fee Waiver - Request to Waive Court Fees (FW001)

Document Type* 218310a - Application: Fee Waiver (1219)

Attachment* No file chosen ← Filled out Fee Waiver Application (FW001)

▼ Fee Waiver - Order on Court Fee Waiver (FW003)

Document Type* 279312a - Order: Fee Waiver-Grant (2116)

Attachment* No file chosen ← Blank Order for Judicial Officer to sign (FW003)

5. Select when all the documents you wish to submit have been uploaded.
6. Review and confirm the number of documents you've uploaded are correct. The credit card transaction fee and convenience fee will be listed below your selected document types.

Filing Information							
Reference No	JTI Ref. No.	Title	Document	Fees	Paid	Balance	
12517	Case_3	723110b - Plaintiff's Claim - Amount >\$1500 & <=\$5000		\$ 50.00	\$ 0.00	\$ 50.00	
12517	Case_3	CCTF - Credit Card Transaction Fee		\$ 1.38	\$ 0.00	\$ 1.38	
12517	Case_3	CONV - Convenience Fee		\$ 4.95	\$ 0.00	\$ 4.95	
Total				\$ 56.33	\$ 0.00	\$ 56.33	

7. Because you have already created your payment profile, your credit card will appear at the bottom of this screen.

Select a payment method *

XXXX1111 (Vallie Mondella) - Individual

NOTE: Your credit card will not be charged until your filing is processed.

8. Select to finalize your filing. A confirmation screen will appear. To see what emails you should receive, click [here](#).

Filing on Existing Case

If you're adding files to an existing case, select . You will follow the same steps as filing a new case, **but you will need to add your case number.**



Case Initiation-Subsequent

Case Type*

Court Case Number*

How many filing parties are on this case?* 1
Select the number of filing parties on this case.

How many filing parties are government exempt?* 0
Select the number of filing parties who are exempt government filers. If none, just leave at 0.

Add Fee Waiver to this Submission* Yes No

Tips on Filing Your Documents

There are a number of different requirements for submitting documents through eDelivery, the following breaks down these requirements:

Documents Not Eligible for eDelivery

There are a number of documents that will not be accepted through eDelivery. If you do submit one of these documents through eDelivery, it will be rejected by the Court.

1. Peremptory Challenges or Challenges for Cause of a Judicial Officer pursuant to Code of Civil Procedure sections 170.6 or 170.3
2. Bonds/Undertaking documents
3. Any ex parte application that is filed concurrently with a new complaint
4. Any order with an original judicial officer's signature
5. Out-of-State Commission
6. Abstract of Judgment
7. Documents submitted conditionally under seal
8. Certificate of Facts Re Unsatisfied Judgment
9. Family Law Request for Entry of Default and the Notice of Entry of Judgment

10. Letters of Administration
11. Request for Administrative Records
12. Affidavit Re Real Property of Small Value (Probate) and,
13. Any paper document ordered by the court to be filed in the clerk's office

PDF Format

Documents that are filed with the Court through eDelivery are required to be filed in PDF format. Any documents that uploaded in another format (for example, Word, Excel, or JPEG formats) will be blocked in the filing document step.

Documents also have to be in text-searchable format. For more information on how to make your documents text-searchable, see this [page](#).

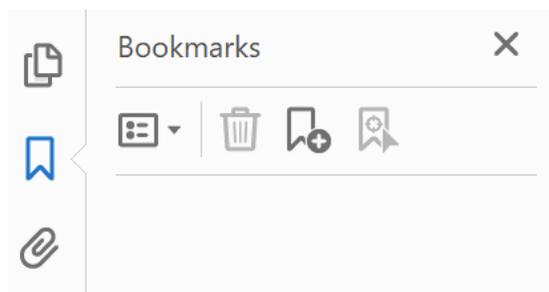
Bookmarks

Under Local Rule 10.27, bookmarks are required for PDFs **that exceed 15 pages and/or contain multiple exhibits/sections.**

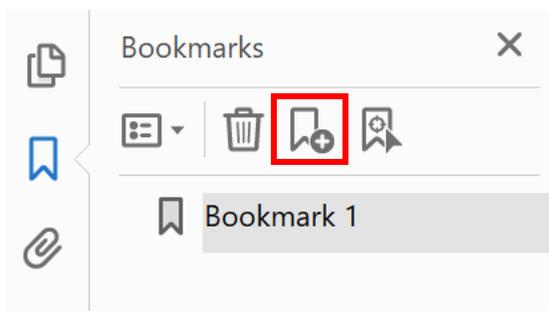
A bookmark is a PDF document navigational tool that allows the reader to quickly locate and navigate to a designated point of interest within a document. Bookmark titles should match the corresponding section/exhibit.

To create a bookmark:

1. Select the  symbol located in the vertical menu on the left-hand side of the screen. (If this menu hasn't been opened, select  to expand.) This will open the following menu:



2. To create a bookmark, scroll to the desired page and then select . This will link the bookmark to the page you are currently viewing, and you will be prompted to give the bookmark a title.



Title your bookmark corresponding to the related section/exhibit.

Checking Document's Status

Email Notifications

Two emails will be sent to the email address you provided the Court.

1. Upon receiving electronic document(s), a "Notice of Receipt of Documents" will be sent. This notice will confirm that the Court has received the document(s).

Filing Received - VALLIE MONDELLA - 75274b16c2e0 Inbox x  

 **noreply@ecourt.com** 3:40 PM (3 minutes ago)   

 to me ▾

Your recent electronic filing for VALLIE MONDELLA submitted on 04/3/20 has been RECEIVED by Placer Superior Court.

<https://portal-placer-court-aux.ecourt.com/public-portal?q=node/364/352>

2. Second, you will receive a notification email when the filing was accepted or rejected.

Accepted Email Example

Filing Accepted - VALLIE MONDELLA - 75274b16c2e0 Inbox x  

 **noreply@ecourt.com** 4:11 PM (0 minutes ago)   

 to me ▾

At least one recent electronic filing submission for VALLIE MONDELLA filed on 04/3/20 has been ACCEPTED by Placer Superior Court. Click on the link below to see which specific documents were accepted, download any conformed copies, as well as review any fees that have been charged.

<https://portal-placer-court-aux.ecourt.com/public-portal?q=node/364/333>

A total payment of \$56.33 was collected for this filing.

Rejected Email Example

Filing Rejected - VALLIE MONDELLA - 75274b16c2e0 Inbox x  

 **noreply@ecourt.com** 3:43 PM (0 minutes ago)   

 to me ▾

Your recent electronic filing for VALLIE MONDELLA filed on 04/3/20 has been REJECTED by Placer Superior Court.

The following are reasons for your filing being rejected:

* These documents are not accepted through eDelivery.

You can view more details about your rejected filing by visiting the Placer Superior Court's eDelivery website:

<https://portal-placer-court-aux.ecourt.com/public-portal?q=node/364/352>

If you do not receive a confirmation email, contact Journal Technologies at efile@journaltech.com or call (833)402-9333 – Option 3.

My Previous Filings

To check the status current documents or view previous case submissions, go to the eDelivery page and select [My Previous Filings](#). This is also accessible by selecting your name in the top menu bar, and then **My Previous Filings** on the new menu.

To view specific information about a case listed, select [View Case](#). From here you can open any documents by selecting the document type name listed.