

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:

<https://www.placer.courts.ca.gov/self-help/self-help-center>

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.

How do I file for a Gun Violence Restraining Order?

<https://www.courts.ca.gov/documents/gv100info.pdf>

To eFile a Request for a Gun Violence Restraining Order, a minimum of 4 PDF documents must be in your submission for the clerk's office to set a hearing.

1. Judicial Council Form GV-100 – Petition for Gun Violence Restraining Order

<https://www.courts.ca.gov/documents/gv100.pdf>

- eFiling Document Name: Request: Gun Violence Restraining Order

2. Judicial Council Form GV-109 Notice of Court Hearing (complete #1 and # 2 only)

<https://www.courts.ca.gov/documents/gv109.pdf>

- eFiling Document Name: Proposed Notice of Court Hearing (Gun Violence)

3. Judicial Council Form GV-110 Temporary Gun Violence Restraining Order (complete #1, #2 and #3 only)

<https://www.courts.ca.gov/documents/gv110.pdf>

- eFiling Document Name: Proposed Temporary Restraining Order

4. Judicial Council Form CLETS-001 – Confidential CLETS Information

<https://www.courts.ca.gov/documents/clets001.pdf>

- eFiling Document Name: CLETS-001

While there are no filing fees for these documents, the eFiling service will assess the convenience fee unless a Fee Waiver is filed.

The respondent must be served with certified copies of the Notice of Court Hearing and Temporary Restraining, along with the filed Request. (View <https://www.placer.courts.ca.gov/self-help/self-help-center/restraining-orders> for additional service requirements). Hardcopies can be picked up from the courthouse or you can sign up for eService to receive them electronically. If you would like to electronically receive certified copies of the Notice of Court Hearing and Temporary Restraining Order, and other submitted documents required to serve on the respondent, you must sign up for eService. (View https://www.placer.courts.ca.gov/sites/default/files/electronic_document_eservice.pdf)

For more Information on Forms and Filing, the Self-Help center has resources located: <https://www.placer.courts.ca.gov/self-help/self-help-center> or contact the Clerk's Office 916-408-6000. Please note, Requests for Gun Violence Restraining Orders may still be filed at the counter, by attorneys and self-represented litigant.