

Family Law eFiling FAQs

(Updated June 1, 2023)

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Why does the fee amount show \$435.00 when I'm filing a Motion?

As the court transitions into eFiling, the cases "in flight" will need to be updated by the court to reflect the current fee status. However, if you have an active fee waiver and/or have paid your 1st Appearance fees, there are boxes to this effect in the EFSPs. Check the boxes that apply and the fees should calculate correctly. We cannot take authorizations for *too high a* payment and will need to reject if the amount authorized exceeds the true amount incurred.

Please note: For certain filings, such as Domestic Violence Restraining Orders, Termination of Parental Rights, Declare Free of Parental Control, or Minor to Marry, there is no monetary 1st Appearance fee. However, please check the box that you have "paid" these fees should the system try to assess the \$435.00.

Please do not check this box if 1st Paper Fees are still outstanding or if the amount calculates correctly.

What is eService?

eService comes into play for documents that cannot be processed & filed immediately upon receipt. These are typically documents submitted for a Judicial Officer's review & signature.

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 Council Form EFS-005-CV Consent to Electronic Service](#).

If we do not have consent to eService on file, we will return your orders, FOAHs, Stipulations, etc., by mail.

I don't seem to be finding the document name I am looking for, what do I do?

It is very important that you select the correct name for your document. Correct fees and the system's prioritization of your submission depend on accurate document types.

If you are submitting a document that requires a Judicial Officer's signature, it likely begins with or contains the word "Proposed." For example, a Stipulation and Order that is being submitted for review would be a "Proposed Stipulation and Order." In the FAQ below, Placer's document names are included **in Purple** under links to the Judicial Council forms.

There are generic "Other" document types, but use should be rare and only for uncommon filings.

Finally, if you have a question on what the correct name should be for a document, please contact the clerk's office at (916) 408-6000 x6 for assistance.

How do I file for an Emergency Hearing?

To eFile an Emergency Hearing Request, a *minimum* of **3** PDF documents in your submission for the clerk's office to set a hearing.

- [Local Form PL-FL013 Notice of Hearing for Emergency Request or Order Shortening Time](#)
 - Document Name: **Notice: Court Hearing, Request for Emergency Orders**
- [Judicial Council Form FL-300 – Request for Order](#) (and any attachments)
 - Document Name: **Proposed Request for Order**
- [Judicial Council Form FL-305 – Temporary Emergency \(Ex Parte\) Orders](#)
 - Document Name: **Proposed Order: Temporary Emergency (Ex Parte)**

Additionally, the correct fees must be selected. You must authorize \$60 for the Ex Parte Request, and then either \$60 or \$85 for the Request for Order. (\$85 should be authorized if the hearing asks for modification to, or enforcement of, a Child Custody or Visitation order).

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>

Please note, Emergency Hearing packets may still be filed at the counter, by attorneys and self-represented litigants.

How do I file for an Order Shortening Time?

To eFile an Order Shortening Time Request, a *minimum* of **2** PDF documents in your submission for the clerk's office to set a hearing.

1. [Local Form PL-FL013 Notice of Hearing for Emergency Request or Order Shortening Time](#)
 - Document Name: **Notice: Court Hearing: Request for Expedited Hearing (OST)**
2. [Judicial Council Form FL-300 – Request for Order](#) (and any attachments)
 - Document Name: **Proposed Request for Order**

Additionally, the correct fees must be selected. You must \$60 or \$85 for the Request for Order. (\$85 should be authorized if the hearing asks for modification to, or enforcement of, a Child Custody or Visitation order).

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>

Please note, Order Shortening Time packets may still be filed at the counter, by attorneys and self-represented litigants.

How do I file for a Domestic Violence Restraining Order?

<https://www.courts.ca.gov/documents/dv505info.pdf>

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

1. Judicial Council Form DV-100 – Request for Domestic Violence Restraining Order
<https://www.courts.ca.gov/documents/dv100.pdf> (and any attachments: e.g., DV-101, DV-105, etc)

- eFiling Document Name: Request: Domestic Violence Restraining Order

2. Judicial Council Form DV-109 – Notice of Court Hearing
<https://www.courts.ca.gov/documents/dv109.pdf>

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

3. Judicial Council Form DV-110 – Temporary Restraining Order
<https://www.courts.ca.gov/documents/dv110.pdf> (and any attachments: e.g., DV-140, DV-150, etc.) Additionally, these documents should be pre-filled to match the requests on the DV-100/105. The lines with Granted & Denied should not be pre-filled.

- eFiling Document Name: Proposed Temporary Restraining Order

4. Judicial Council Form CLETS-001 – Confidential CLETS Information
<https://www.courts.ca.gov/documents/clcts001.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> Please note, Requests for Domestic Violence Restraining Orders may still be filed at the counter, by attorneys and self-represented litigants

Can I file a Petition (e.g. for Dissolution) and request a Domestic Violence Restraining Order at the same time?

Yes, but the Petition will be the “Lead” document in your new filing. Make sure to file your new case under the Petition category, and the first document you upload should also be your Petition. You can then add all your other documents to the submission.

If you do not follow this process, the fees will not calculate correctly and we will need to reject the submission.

Can I file my Family Law Judgment paperwork through eFiling?

In Part. A [Notice of Entry of Judgment \(FL-190\)](#) is required to complete processing of your Judgment. Pursuant to Local Rule 10.27F, however, this must be submitted in hardcopy. The form must be filed along with copies and envelopes addressed to the parties with postage affixed.

As a courtesy, the court will accept Judgment paperwork that includes the FL-190 – Notice of Entry of Judgment at the counter if this is more convenient for filers.

If eFiling, the [FL-190 - Notice of Entry of Judgment form](#), copies, and envelopes must be lodged with the court within a week following the electronic submission of the Judgment.

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](#)
 - Document name: **Fee Waiver** (although not all EFSPs require you to pick)
- 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.
 - Document name: **Proposed Order: Court Fee Waiver**
- 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>

I'm filing for a Summary Dissolution, am I able to obtain a Fee Waiver?

Yes, however since it is a *joint petition*, both parties will need to submit Fee Waiver forms (FW-001 & FW-003) when filing the new case. Both parties will need to qualify to have the \$435.00 fee waived. If only one of you qualifies, the other will need to pay the fee in full.

See the FAQ, "[How do I request a Fee Waiver](#)" above for information regarding the forms that both parties must complete.

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>

How do I eFile an Appearance, Stipulations, & Waivers Form (FL-130)?

The box checked in Item #1 on the FL-130 will determine the correct method of submission:

- If #1a. is checked, the filing party selected must be the Respondent (as this enters their 1st appearance). This will also assess the \$435.00 first appearance fee.
- If #1b. is checked, the filing party should match the name in the caption of the form.
- If #1c is checked, the filing party selected should be the Petitioner (as this will not require payment of the \$435.00 fee).

Selection of the incorrect party may result in rejection of your submission as the incorrect fee may be authorized.

I'm filing a Notice of Limited Scope / Subbing In to a case where my client was self-represented. Why is it asking me for a former attorney?

The system presents the same fields for subbing in and subbing out of cases. However, not all fields should require information if not relevant. If you are the New Representative for a self-represented client, you should not need to add the Self-Represented address or a former attorney. Be sure, however, to add yourself under the "New Representation" field (either by search & add or manual entry), and the select/indicate which party you are representing. Do not add your information in the "Self-Represented" fields, or you will be putting your address in as the party's contact information.

Please note, if you are subbing in and replacing an attorney of record, then the "Former Representation" field would require data.

I'm Subbing Out/Withdrawing/Completing my Limited Scope Representation, why is the system asking about New Representation?

The EFSP will, in essence, treat the Sub of Attorney, Withdrawal of Counsel, and Notice of Completion of Limited Scope the same way. Each will have a space to indicate if the party is now self-represented, or if there is a new attorney. For the situations where the attorney is filing and their client will now be in pro per, please select the self-represented option and add the party's details and indicate yourself as Former Counsel. Do not type your information in again, or add yourself in the "New Representation" field, or you will be adding yourself back into the court's system.

I'm an Attorney submitting a MC-040 Change of Address form, should I be typing my new address information into the system?

No. While the form should contain all that information, the address/phone/email fields that appear in the system are only to be completed for changes to **party** information.

Can I request to appear remotely through eFiling?

Sometimes. As of March 31, 2022, the circumstances under which a Remote appearance will be permitted have changed. All remote appearances are conducted by video.

Please go to the [Remote Appearance System](#) page on the court's website and follow the links to Family Law to determine your eligibility.

If you required to provide written notice, please submit the [Judicial Council form RA-010 Notice of Remote Appearance](#) **WITH** local attachment form [PL-CW010A – Attachment to Notice of Remote Appearance](#). Both forms must be filled out completely. Both forms should be submitted as **ONE** pdf, using the Document name below:

- Document Name: **Proposed Order: Request for Remote Appearance**

Please Note: If you miss the deadline to self-schedule or submit your notice, a personal appearance must be made. Last-minute additions, especially same-day requests, can no longer be accommodated.

Why am I receiving documents I didn't submit back from the court?

Below are the most common documents added to submissions. Be sure to view all documents returned by the court once a submission is accepted.

Family Centered Case Resolution Conference Notice to Appear

Upon filing a Petition for Dissolution, Legal Separation, Nullity, to Establish a Parental Relationship, or for Custody and Support of Minor Children, the court will assign Case Resolution status conferences. Therefore the clerk's office will provide a Notice of Family Centered Case Resolution conferences when returning your filed Summons and Petition. This Notice should be served on the Respondent with the Summons and Petition.

Legal Steps for a Divorce or Legal Separation FL-107-INFO

With many Petitions, the clerk also provides the FL-107-INFO form for service on the Respondent. The form references a Divorce or Separation, but may be provided in other Family Law matters as it describes the process for responding to the Petition and where to seek assistance.

Payment Receipt

A receipt of the *court fees* charged and applied to the court case.

Restraining Order Information (DV)

For new Domestic Violence Restraining Order cases, an info sheet will be provided upon the court's *acceptance* of the documents for processing. It will provide the case number assigned, and instructions/timelines on about how to follow up with obtaining the hardcopy orders.

Notice of Rejected Submission

If a submission is rejected, there will be a document included with a brief description as to the defect that prevented acceptance for filing. Please also check any notes from the clerk that were included on the submission.