



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF EL DORADO**

495 Main Street
Placerville, CA 95667

EL DORADO CO. SUPERIOR CT.

FILED MAY 17 2023

BY Boley
Deputy

DATE: May 17, 2023
JUDGE: Vicki Ashworth, Presiding Judge
CLERK: Shawna Boley

ADMINISTRATIVE ORDER RE: ELECTRONIC SUBMISSION OF FILINGS

Effective June 5, 2023, electronic filing (eFiling) is available in Civil, Family Law, Probate, and Small Claims matters. The use of Fax Filing pursuant to Local Rule is terminated after June 2, 2023. Local Rules 4.00.09, 4.00.01.D(4), 7.09.00, and 7.09.01 are repealed as of June 5, 2023. The rules for submitting filings electronically are as follows:

1. Use of eFiling is permissive and in-person filings will continue to be accepted at the Clerk's office. eFiling can be changed to a mandatory requirement at any time through further orders of this Court.
2. Any documents received electronically by the Court between 12:00 a.m. and 11:59 p.m. on any court day, are deemed filed that same day. Any documents received electronically on a non-court day (i.e., weekend or holiday) are deemed filed on the next court day.
3. Filings will not be accepted by this Court through any other electronic methods (i.e., email or fax).
4. eFilings must be submitted through an authorized Electronic Filing Service Provider (EFSP). Each EFSP may charge a transaction fee. EFSP fees are waived for parties with an active fee waiver and government entities. A list of authorized EFSPs is maintained on the Court's website.
5. Documents submitted through eFiling must be in PDF Format, text searchable, and viewable on any standard PDF viewer.
 - i. All documents equal to or exceeding 10 pages and containing multiple exhibits or sections must be bookmarked with the title of the corresponding exhibit or section.
 - ii. All documents submitted electronically must include page numbers.

6. The following documents are excluded from eFiling and must be submitted in paper format:
- i. Original will and codicil
 - ii. Bonds/undertaking
 - iii. Exhibits to be lodged for hearings or trials.
 - iv. Subpoenaed documents
 - v. Copy requests
 - vi. Any document ordered by The Court to be submitted in paper format.

IT IS SO ORDERED
Dated: May 17, 2023



VICKI ASHWORTH
Presiding Judge of the Superior Court of California