

# Fax Filing Online

## Review This Document in its Entirety Before Filing

Parties may file documents using the Fax Filing Online link on the El Dorado County Superior Court's (Court) website for Civil, Probate (excluding Mental Health) and Family Law cases pursuant to [Local Rules of Court 4.00.08-4.00-09](#) and the \*California Rules of Court (CRC), rule 2.300(b).

<b>FAX FILING ONLINE</b>	
<b>Required Form and Format</b>	<p>All fax filing submittals <b>must</b> have a <b>completed</b> <a href="#">Facsimile Transmission Cover Sheet</a> (Mandatory Use Judicial Council form MC-005) as the first page of each case filing, followed by the optional Processing Instructions Sheet. The Processing Instructions Sheet only needs to be used when you do not have space to indicate the required information on the Facsimile Transmission Cover Sheet (see below). <u>When submitting documents for multiple cases</u>, a separate Facsimile Transmission Cover Sheet must be used for each case (CRC, rule 2.304(b)).</p> <p>Each document submitted by fax filing <b>must</b> have the notation "<b>BY FAX</b>" clearly noted immediately below the title of the document (CRC, rule 2.304(c)).</p>
<b>Copy and Mailing Instructions - Required Information</b>	<p>Indicate the following on the Facsimile Transmission Cover Sheet or on the optional Processing Instructions Sheet:</p> <ul style="list-style-type: none"> <li>• Number of conformed copies you are requesting (see fees below).</li> <li>• If you want conformed copies returned via email, USPS mail (include your correct email or mailing address) or will call.</li> <li>• Any dates you are unavailable for your hearing, if applicable.</li> </ul> <p>Copies are \$0.50/page, and postage will vary according to page count/weight of the mailed package <u>Postage fees are below</u>:</p> <ul style="list-style-type: none"> <li>➤ \$1.00 per mailing for the first 10 pages</li> <li>➤ \$4.00 for mailing for the first 10-78 pages</li> <li>➤ Over 75 pages the fees are determined by the mailing zip code</li> </ul> <p><b>If you do not request copies on the Facsimile Transmission Cover Sheet or attached Processing Instructions Sheet, there will be no copies returned of your document.</b></p> <p><b>Note:</b> Documents accepted for filing are not available for viewing online.</p>
<b>Fee Waiver – Required Information</b>	<p>If the requesting party has a valid fee waiver on file for the case, it <u>must</u> be indicated on the Facsimile Transmission Cover Sheet.</p>
<b>Fax Filing Fee</b>	<p>\$1.00 per page.</p>
<b>Case Types and Basic Information Regarding Fax Filing Documents</b>	<p>Fax filing may be used in Civil, Family Law and Probate cases (CRC, rule 2.300(b)). Criminal, Traffic, Juvenile and Mental Health case type filings are not accepted via Fax Filing.</p> <p>The Court cannot accept wills, codicils, bonds or undertakings via fax filing. Documents submitted to the Court via the electronic fax filing link are subject to review before acceptance or rejection of documents.</p>

\*The requirements of the California Rules of Court prevail if a conflict exists with information provided on the Court's website at <https://eldorado.courts.ca.gov/>.

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<b>File-Stamp Date</b>	Documents received by 4:00 p.m. on a court day are file-stamped with the court day they are received. Documents received after 4:00 p.m. will be file-stamped the next court day.
<b>Payment</b>	<p>The required filing fees, along with any requested copies and/or postage costs, plus the fax filing surcharge <b>must be paid by credit card within 48 hours of receiving the email request for payment, or by the next business day after a holiday, whichever is sooner.</b></p> <p>You will need to enter your credit card information on the online fax filing agency payment screen. There is a payment transaction fee of 5% of the total amount of the transaction plus a \$1.00 service fee per transaction. The Court does not retain any credit card information.</p> <p><b>Note:</b> A payment confirmation will be sent to your email address. Be sure to check your spam folder in your email if you do not receive a confirmation email. The Court cannot resend the confirmation.</p>
<b>Accepted Filings</b>	<p>If your document(s) is/are accepted for filing, you will receive an email from nCourt customer service (i.e., <a href="mailto:customerservice@nCourt.com">customerservice@nCourt.com</a>) containing a confirmation code, case number (if not a new filing), the total fee due to complete your transaction and a link to make your payment online. Fees will include any filing fees and the cost for copies, if desired.</p> <p>Once processing is complete, a receipt will be sent to you by email. The receipt will include the case number, a description of the documents filed, a unique invoice number, the amount charged to your credit card account and any additional relevant information. <b>Please note, payment is not automatic when you submit your fax filing; you must click on the link (“To make your payment online Click Here”) in your online fax filing submission email to pay your fees. Payment is due within 48 hours of the email from nCourt that states the document filing is being accepted by the Court. If payment is not received within 48 hours, your filing will be voided and removed from the case file.</b></p> <p>Once your document(s) have been processed and fees paid, the Facsimile Transmission Cover Sheet and the optional Processing Instruction Sheet are shredded.</p>
<b>Rejected Filings</b>	If a document(s) is/are rejected for filing, the entire document(s) must be resubmitted, including the <a href="#">Facsimile Transmission Cover Sheet</a> with the attached Processing Instruction Sheet (if applicable).
<b>Fax Filing Online</b>	<a href="#">Click here to fax file online</a>
<b>Contact Numbers</b>	<ul style="list-style-type: none"><li>• South Lake Tahoe filings (530) 573-3075</li><li>• Western Slope Branch filings (530) 621-5867</li></ul>