

Top 10 Tips for e-Filing

1.  vs.  ???

Select the correct button to either e-File or e-Submit your document at the court's website. Don't know which one to use? Review our "E-filing vs E-submissions" instruction sheet:

http://www.capcentral.org/procedures/court_policies/Efiling_vs_Esubmissions.pdf

2. Use our suggested standardized naming convention for your document. The email you get from the court in return will echo this naming convention when the document is filed. Review our "Naming Convention" instruction sheet:
http://www.capcentral.org/procedures/court_policies/Naming_Convention_for_efiling.pdf
3. Maintain the original of the e-Filed document with signatures in your file during the life of the appeal. (See e.g., Cal. Rules of Court, rule 8.71(f)(3).) For signature lines on the e-Filed document itself, type the name *above* the signature line. Read this and other tips on our e-Filing procedures web page:
http://www.capcentral.org/procedures/court_policies/efiling.asp
4. Struggling to create a PDF to e-File? The ADI project has a helpful instruction sheet posted online that includes step-by-step directions on how to create a PDF from various word-processing programs, including various versions of Word and WordPerfect:
http://www.adi-sandiego.com/Converting_Documents.html
5. Before uploading your document make sure that it is named properly. Don't forget to upload a PDF document that includes the dot-PDF extension on it.
<F012345 Smith - EOT.pdf> is a document the court clerk can open, but not <F012345 Smith - EOT> (without the dot-PDF extension on it).
6. When uploading your document on the court's website, the email address entered on the online form should match counsel's e-Filing email address; do not use a secretary's email or an email address that the court does not recognize.
7. Notify both the Court and CCAP of a change in your address, phone number, *and e-Filing email address*.

8. When uploading your document make sure that the information filled in online matches the client name and number for the document you are filing.

9. E-Service for CCAP and the Attorney General? Yes – coming soon!
E-Service will soon be accepted for both e-Filed *Wende* briefs and EOTs. (CCAP is also formulating case management strategies for accepting other documents via e-Service in the future.)