

## Fifth District E-Filing vs. E-Submission – Which is Which? Tips for Which Button to Click On

### e-Filing

Click on the blue "e-Filing" button to file *only* Wende briefs and first-time extension of time requests. Zero paper copies go to the court for the e-Filing process. You will receive a confirmation email in return stating that your document has been received. This will be followed by an electronic confirmation email with a file-stamped PDF copy from the court clerk. The filing date is the date you e-Filed it.

### e-Submissions

Click on the "e-Submissions" button to send an electronic *copy* of a document to the court; a list of accepted documents is on the court's webpage once you click on this button. An e-Submission of a document copy to the court is optional at this time and does not relieve counsel of the duty to submit a signed original to the court plus 3 paper copies due by the filing deadline. A document is not filed on the day that a copy is sent to the court using e-Submission. The filed date of the document will be the date that the paper copies are filed in the court. The court does not have electronic "received" stamps.

**TIP #1:** The Fifth District's new Electronic Filing/Submissions page can be found here:

<http://www.courts.ca.gov/9263.htm> Before submitting anything via the court's website, make sure you are submitting the right document via the right pathway button: e-Filing or e-Submission? For a Wende brief or a first-time EOT, use only the e-Filing button; for other permitted documents, use only the e-Submissions button.

**TIP #2:** When uploading your document, the email address entered on the court's website form should be counsel's e-Filing email address, not a secretary's email and not an e-Filing service provider's email address.

**TIP #3:** Read the e-Filing Frequently Asked Questions page on the CCAP website for more information on e-Filing in the Fifth District: [http://www.capcentral.org/procedures/court\\_policies/efiling.asp](http://www.capcentral.org/procedures/court_policies/efiling.asp)