

# California eFiling Configuration Standards

Version 1.0

# 1 INTRODUCTION

Purpose: The purpose of this document is to outline a proposed standardized eFiling code-set for the state of California.

## 1.1 VERSIONS

<b>Version</b>	<b>Action</b>	<b>Release Date</b>
<b>1.0</b>	Initial Draft	December 4, 2015

## 2 EFILING FILING CONFIGURATIONS

Below are the standard filing configurations to be used in the eFiling system. This list of filing configurations must be accepted in each court. Clerks may not add to this configuration, but may eliminate codes if not needed in a particular jurisdiction.

It is important to note that these standards only apply to the electronic filing system which is a delivery system and are NOT standards for a county case management or document management system.

### 3.1 CIVIL CASES

#### 3.1.1 CASE CATEGORIES/TYPES

Case Category Code	Case Type Codes
<b>Civil – Limited Up to \$10,000</b>	Anti-Trust/Trade Regulations
	Appeal
	Asbestos
	Asset forfeiture
	Auto Damages
	Breach of Contract/Warranty
	Business Tort/Unfair Business Practices
	Civil Rights
	Construction Defect
	Defamation
	Eminent Domain/Condemnation
	Enforcement of Judgment
	Environmental/Toxic Tort
	Fraud
	Insurance Coverage
	Insurance Coverage - Complex
	Intellectual Property
	Mass Tort
	Medical Malpractice
	Other Collections
	Other Complaint
	Other Contract
	Other Employment
	Other Judicial Review
	Other Petition
	Other Real Property
	Other non-PI/PD/WD Tort
	Other PI/PD/WD
	Partnership and corporate governance
	Petition re: Arbitration Award
	Product Liability
	Professional Negligence
	RICO
Rule 3.740 Collections	
Uninsured Motorist	
Unlawful Detainer - Residential	
Unlawful Detainer - Residential Foreclosure	
Unlawful Detainer - Commercial	
Unlawful Detainer - Drugs	
Writ of Mandate	
Wrongful Eviction	
Wrongful Termination	
<b>Civil – Limited \$10,001 - \$25,000</b>	Anti-Trust/Trade Regulations
	Appeal
	Asbestos
	Asset forfeiture
	Auto Damages

	Breach of Contract/Warranty
	Business tort/Unfair Business Practices
	Civil Rights
	Construction Defect
	Defamation
	Enforcement of Judgment
	Environmental/Toxic Tort
	Fraud
	Insurance Coverage
	Intellectual Property
	Mass Tort
	Medical Malpractice
	Other Collections
	Other Complaint
	Other Contract
	Other Employment
	Other Judicial Review
	Other Petition
	Other Real Property
	Other non-PI/PD/WD Tort
	Other PI/PD/WD
	Parking Appeal ( <i>San Luis Obispo Only</i> )
	Partnership and corporate governance
	Petition re: Arbitration Award
	Product Liability
	Professional Negligence
	RICO
	Rule 3.740 Collections
	Securities Litigation
	Uninsured Motorist
	Unlawful Detainer - Residential Foreclosure
	Unlawful Detainer - Residential
	Unlawful Detainer - Commercial
	Unlawful Detainer - Drugs
	Writ of Mandate
	Wrongful Eviction
	Wrongful Termination
<b>Civil – Unlimited</b>	Anti-Trust/Trade Regulations
	Appeal
	Appeal – Labor Commission Award
	Asbestos
	Asset Forfeiture
	Auto Damages
	Breach of Contract/Warranty
	Business tort/Unfair Business Practices
	Civil Rights
	Claim Opposing Forfeiture (Value Not Exceeding \$5K)
	Construction Defect
	Defamation
	Eminent Domain/Condemnation
	Enforcement of Judgment

	Environmental/Toxic Tort
	Fraud
	Insurance Coverage
	Insurance Coverage - Complex
	Intellectual Property
	Mass Tort
	Medical Malpractice
	Other Collections
	Other Complaint
	Other Contract
	Other Employment
	Other Judicial Review
	Other Petition
	Other Real Property
	Other non-PI/PD/WD Tort
	Partnership and corporate governance
	Petition re: Arbitration Award
	Petition - Civil Harassment (Without Violence)
	Petition - Civil Harassment (With Violence)
	Petition - Elder Abuse
	Petition - Name Change
	Petition - Workplace Harassment (Without Violence)
	Petition - Workplace Harassment (With Violence)
	Product Liability
	Professional Negligence
	RICO
	Rule 3.740 Collections
	Securities Litigation
	Uninsured Motorist
	Unlawful Detainer - Residential
	Unlawful Detainer - Residential Foreclosure
	Unlawful Detainer - Commercial
	Unlawful Detainer - Drugs
	Writ of Mandate
	Wrongful Eviction
	Wrongful Termination
<b>Civil - Small Claims</b>	Small Claims \$0 - \$1500
	Small Claims \$1501 - \$5000
	Small Claims \$5001 - \$10,000
	Small Claims – Over 12 claims filed
	Small Claims Appeal
	Parking Appeal

### 3.1.2 CIVIL LIMITED AND UNLIMITED FILING TYPES

Initial Filings	Subsequent Filings
<p>Appeal            Application/Request            Civil Case Cover Sheet            Claim Opposing Forfeiture            Commission to Take Deposition Outside CA            Complaint            Declaration/Affidavit            Exhibit            Motion            Notice of Hearing            Order on Fee Waiver            Petition            Proposed Order            Request to Waive Court Fees            Statement of Classification and Location/Venue            Summons            UD Prejudgment Claim of Possession            UD Rental Ag/Lease Filed</p>	<p>Abandonment of Appeal Filed            Abstract/Writ Issued            Acknowledgement of Satisfaction of Judgment            Administrative Record            Affidavit            Agreed Statement on Appeal            Agreement            Amended Complaint - Claim Amount Unchanged (No Fee)            Amended Complaint - Raise Claim Amount over 10K            Amended Complaint - Small Claims Jurisdiction to Limited            Amended Complaint - Reclassify from Limited to Unlimited            Amended Notice of Appeal            Amendment to Complaint            Answer/Response/Denial            Answer/Response/Denial/Demurrer - First Appearance            Answer/Response/Denial - Small Claims Jurisdictional Limit            Appeal Notice            Appellant's Notice Designating Record on Appeal            Appellant's Opening Brief            Appellant's Reply Brief            Application            Application and Appointment Guardian Ad Litem            Application for Examination            Application for Order of Sale            Application for Renewal of Judgment            Application for Subpoena for Discovery in Out of State Case            Application or Renewal to Appear Pro Hoc Vice            Application to Post/Publish Summons and Complaint            Assignment of Judgment            Association of Attorney/Counsel            Bankruptcy Discharge            Brief            Case Management Statement            Certificate            Certificate of Facts            Change of Address            Citation            Civil Case Cover Sheet            Claim of Exemption            Claim of Right to Possession            Commission to Take Deposition Outside CA            Complaint in Intervention            Complex Designation            Confession of Judgment            Cross Action/Cross Complaint</p>

Cross Action/Cross Complaint (No Fee)  
Cross Appeal  
Declaration/Affidavit  
Decree Changing Name  
Default Judgment by Clerk  
Default Judgment by Court  
Demand for Jury Trial  
Deposition Lodged  
Designation on Appeal  
Discharge of Debtor  
Disqualification  
Ex Parte Application  
Exhibit  
Filing of Action other than Original  
First Petition for Relief in Discovery - Non Party  
First Petition for Relief in Discovery – Party  
Judgment  
Memorandum of Costs  
Memorandum of Points & Authorities  
Motion (No Fee)  
Motion  
Motion for Summary Judgment or Summary  
Adjudication  
Notice  
Notice of Appeal  
Notice of Case Assignment (*Santa Barbara Only*)  
Notice of Change of Address  
Notice of Change of Firm Name  
Notice of Continued CMC/Hearing  
Notice of Entry of Dismissal and Proof of Service  
Notice of Entry of Judgment  
Notice of Entry of Order  
Notice of Hearing  
Notice of Intention to Move for New Trial  
Notice of Jury Deposit  
Notice of Motion  
Notice of Related Case  
Notice of Withdrawal of Attorney of Record  
Objection  
Opposition  
Order on Fee Waiver  
Petition  
Proof of Service  
Proof of Service of Summons/Complaint  
Proposed Order  
Proposed Statement on Appeal  
Proposed Temporary Restraining Order  
Renewal of Judgment  
Report  
Request  
Request for Clerk's Judgment  
Request for Court Judgment  
Request for Dismissal

	Request for Dismissal of Appeal Request for Dismissal of Does and Roes Request for Entry of Default Request for Full Dismissal Request for Partial Dismissal Request to Set Case for Trial Request to Waive Court Fees Reply Respondent's Brief Respondent's Notice Designating on Appeal Response Response to Relief for Discovery (Fee Not Paid) Response to Relief for Discovery (Fee Previously Paid) Separate Statement Settlement Conference Statement Statement Statement of Decision Stipulation Stipulation and Order Subsequent Petition for Relief in Discovery (Fee Previously Paid) Substitution of Attorney Summons Trial Brief Waiver of Deposit by Court Reporter
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### 3.1.3 SMALL CLAIMS FILING TYPES

<b>Initial Filings</b>	<b>Subsequent Filings</b>
Appeal	Abandonment of Appeal Filed
Application/Request	Abstract Issued
Authorization to Appear	Acknowledgement of Satisfaction of Judgment – Full
Declaration	Affidavit
Fictitious Business Name	Amended Notice of Appeal
Order on Fee Waiver	Amendment Raising Claim - Over 5K Not Exceeding 10K
Plaintiffs Claim	Amendment Raising Claim - Under 1500 Not Exceeding 10K
Request to Waive Court Fees	Amendment Raising Claim - Under 1500 Not Exceeding 5K
	Application and Order for Appearance and Examination
	Authorization to Appear
	Confession of judgment
	Declaration
	Defendant's Claim
	Dismissal with Prejudice
	Dismissal without Prejudice
	Disqualification
	Fictitious Business Name
	Judgment Creditor's Request for Funds
	Motion (No Fee)
	Motion



	Motion to Vacate Notice Notice of Appeal Notice of Change of Address Proof of Service Proposed Order Request Request for Court Order Request for Postponement Received Request to Amend/Correct/Vacate Judgment Request to Pay Judgment to Court Request to Waive Court Fees Stipulation/Proposed Order Venue Challenge Writ of Execution Issued
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## 3.2 FAMILY CASES

### 3.2.1 CASE CATEGORIES/TYPES

Case Category Code	Case Type Codes
Family	Adoption
	Adoption - Adult
	Adoption – Step Parent
	Custody and Support
	Dissolution with Minor Children
	Dissolution without Minor Children
	Domestic Violence Prevention with Minor Children
	Domestic Violence Prevention without Minor Children
	Establish Parental Relationship
	Freedom from Parental Control
	Joint Petition for Summary Dissolution
	Legal Separation with Minor Children
	Legal Separation without Minor Children
	Nullity with Minor Children
	Nullity without Minor Children
	Other Family Law
Registration of California or Out-of-State Custody Orders	
Registration of California or Out-of-State Support Orders	
Termination of Parental Rights	
Juvenile Dependency  <i>*If filed as separate case</i>	Adoption
	Dependency – Original W&I 300
	*Dependency – Subsequent W&I 342
	*Dependency – Supplemental W&I 387
	Juvenile Other
DCSS	Family Support
	Family Support - UIFSA
	Family Support - Statement for Registration of California Support Order
	Family Support - Registration of Out of State Support Order

### 3.2.1 FAMILY AND JUVENILE DEPENDENCY FILING TYPES

Initial Filings	Subsequent Filings
Adoption Expenses	Abandonment of Appeal Filed
Adoption Request	Abstract
Affidavit - Paralegal/Typing Service ( <i>Kern Only</i> )	Adoption Expenses
Agency Consent and Joinder	Adoption Order
Agency Report	Affidavit - Paralegal/Typing Service ( <i>Kern Only</i> )
CLETS Info Sheet	Agency Consent and Joinder
Declaration Re: UCCJEA	Agency Report
Declaration Re: Ex Parte Notice	Amended Notice of Appeal
Ex Parte Application	Amendment
Financial Statement (for step-parent adoptions)	Answer/Response/Denial
Income and Expense Declaration	Answer/Response/Denial - First Appearance
Juvenile Custody Order	Answer to Complaint - Department of Child Support Case
Petition	Appearance Stipulation and Waiver Application
Proposed Order	At Issue Memorandum
Notice of Hearing	Certificate
Order to Register Out of State/Tribal	CLETS Info Sheet
Court Protection/Request for Restraining Order	Declaration
Request	Declaration Re: Ex Parte Notice
Request for Order	Declaration Re: UCCJEA
Request for Publication/Posting of Summons	Declaration Re: Service of Disclosure
Request for Telephonic Appearance	Disqualification
Request to Waive Court Fees	Document – Other
Statement of Location and Venue ( <i>San Luis Obispo Only</i> )	Domestic Violence Filing
Summons	Ex Parte Application
Temporary Restraining Order	Exhibits
	Fee Waiver Request
	Filing of Action other than Original
	Income and Expense Declaration
	ICWA - Indian Child Inquiry Attachment
	ICWA – Parental Notification of Indian Status
	ICWA – Notice of Child Custody Proceeding for Indian Child
	Motion
	Motion (No Fee)
	Notice
	Notice of Appeal
	Notice of Entry of Dismissal and Proof of Service
	Notice of Entry of Judgment
	Notice of Withdrawal of Attorney
	Objection
	Opposition
	Order to Show Cause
	Parenting Class Completion
	Proof of Personal Service
	Proof of Publication
	Proof of Service
	Proof of Service by Mail
	Proof of Service of Summons
	Proposed Findings & Order After Hearing
	Proposed Judgment

	Proposed Order QDRO Reissuance to Request Reply Reporter's Fee Paid Request Request for Change of Name Request for Dismissal Request for Order Request for Telephonic Appearance Request for Disclosure of Juvenile Case File Request to Enter Default Request for Joinder Request for Publication/Posting of Summons Response Responsive Declaration to Request for Order Settlement Conference Statement/Trial Briefs Statement of Location and Venue ( <i>San Luis Obispo Only</i> ) Stipulation and Order Stipulation Subsequent Petition Substitution of Attorney Supplemental Complaint Temporary Restraining Order Writ
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### 3.2.2 DCSS FILING TYPES

Initial Filings	Subsequent Filings
Summons and Complaint Re: Parental Obligations Order to Show Cause Statement for Registration of California Support Order Statement for Registration for Out of State Support Order	Abandonment of Appeal Filed Abstract of Support Judgment Amended Notice of Appeal Conference Disposition: Partial Agreement/Recommendation Declaration Declaration for Amended Proposed Judgment Income and Expense Notice of Appeal Proof of Service Request for Order Request to Enter Default Judgment Summons and Supplemental Complaint Re: Parental Obligations Summons and Complaint Re: Parental Obligations – Amended UCCJEA

### 3.3 PROBATE OR MENTAL HEALTH CASES

#### 3.3.1 CASE CATEGORIES/TYPES

Case Category Code	Case Type Codes
Probate or Mental Health	Certifications
	Commitments
	Conservatorship
	Decedent's Estate
	Determine Succession Real Property
	Development Disability
	Establish Fact of Birth/Death/Marriage
	Guardianship
	Guardianship - Person
	Juvenile W&I 1800
	LPS Conservatorship
	Mental Health - Petition
	Mentally Retarded and Dangerous
	Minor's Compromise
	Narcotics Addict
	Other Probate with at least one hearing
	Other Mental Health
	Other Probate with No Hearing
	Other Probate With No Hearing - Petition Summary Probate (Public Admin)
	Post-Certification Treatment W&I 5300
	Real Property of Small Value
Relief from Firearms Prohibition	
Sexually Violent Predator	
Spousal Property or to Determine Succession	
Trust	

#### 3.3.1 PROBATE OR MENTAL HEALTH FILING TYPES

Initial Filings	Subsequent Filings
Affidavit	Abandonment of Appeal Filed
Capacity Declaration	Affidavit
Citation	Allowance or Rejection of Creditor's Claim
Confidential Medical Information Received	Amended Notice of Appeal
Confidential Screening Form	Application
Consent of Proposed Guardian	Capacity Declaration
Court Investigator Paid Declaration	Citation
Duties and Liabilities	Confidential Medical Information Received
Duties of Conservator	Confidential Screening Form
Duties of Guardian and Acknowledgement of Receipt	Consent of Proposed Guardianship
Ex Parte Application	Conservatorship Review
Firearms Prohibition Petition	Court Investigator Paid
Judicial Review and Order Thereon	Creditor's Claim
Lodged Wills	Declaration
	Determination of Conservatee's Appropriate Level of Care
	Disclaimer

<p> Notice of Certification  Notice of Hearing  Order to Appoint Counsel  Petition  Proposed Order  Request  Request for Hearing for Relief from  Request by Patient for Release  Request to Waive Court Fees </p>	<p> Document - Other  Duties and Liabilities  Duties of Conservator  Duties of Guardianship and Acknowledgement of Receipt  Ex Parte Application  Fee Waiver Request  First Objection or Revocation of Probate of Will or Codicil  ICWA – Indian Child Notice  ICWA – Notice of Child Custody Proceeding for Indian Child  ICWA – Parental Notification of Indian Status  Inventory and Appraisal  Last Will and Testament  Letters Received  Motion  Motion for Summary Judgment or Summary Adjudication  Notice  Notice of Appeal  Notice of Certification  Notice of Entry of Dismissal and Proof of Service  Notice of Hearing  Order to Appoint Counsel Proposed Order  Petition  Petition for/Opposition to (No Fee)  Petition for/Opposition to Order  Petition for/Opposition to Order - Estate of Small Value  Petition for/Opposition with Powers of General  Petition for Special Letters of Administration with General Powers  Petition for Special Letters of Administration with General Powers  Prohibition  Proof of Service  Proof of Publication  Proposed Order  Report  Representative  Request  Request by Patient for Release  Request for Full Dismissal without Prejudice  Request for Full Dismissal with Prejudice  Request for Hearing for Relief from Firearms  Request for Judicial Review and Order Thereon  Request for Partial Dismissal  Request for Special Notice  Representative  Subsequent Petition  Subsequent Petition for/Opposition without Powers of General </p>
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	Summons Temporary Letters Waiver Writ
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### 3.4 CRIMINAL CASES

#### 3.4.1 CASE CATEGORIES/TYPES

Case Category Code	Case Type Codes
<b>Criminal</b>	Appeal - Criminal Infraction
	Appeal - Criminal Misdemeanor
	Community Supervision
	Felony
	Fugitive Felony Complaint
	Habeas Corpus
	Misdemeanor
	Parole Revocation
	Petition for Certificate of Rehabilitation and Pardon
	Traffic – Adult
	Traffic – Minor
<b>Juvenile Delinquency</b>	Delinquency – Status Offense Original W&I 601
	Delinquency – Original W&I 602
	Delinquency – Status Offense Subsequent W&I 601*
	Delinquency –Subsequent W&I 602*
<b>*If filed as separate case in CMS</b>	Placement – W&I 777*

#### 3.4.1 CRIMINAL FILING TYPES

Initial Filings	Subsequent Filings
Citation	Abandonment of Appeal Filed
Complaint	Affidavit
Information	Agreed Statement on Appeal
Indictment	Amended Complaint / Information / Indictment
Parking Appeal	Amended Notice of Appeal
Petition	Appeal
	Appellant's Opening Brief
	Appellant's Reply Brief
	Application
	Declaration
	Designation on Appeal
	Motion
	Notice
	Notice of Appeal
	Notice of Entry of Dismissal and Proof of Service
	Opposition
	Proof
	Proposed Order

	Proposed Statement on Appeal Report Respondent's Brief Request Request for Dismissal of Appeal Statement of Facts Waiver Warrants Writ
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