

4.00.00 DOCUMENTS PRESENTED FOR FILING

(Effective January 1, 1994)

4.00.01 GENERAL FORMAT OF DOCUMENTS

A. All papers and documents presented for filing shall comply with California Rules of Court, rules 2.100-2.150 and rules 3.1110 through 3.1116.

B. A document that is produced by photocopying a printed form shall possess the same format with respect to the face and reverse side of the form as does the printed form from which it is copied.

C. All documents presented for filing should include the office telephone number, facsimile telephone number, and the electronic mail address (e-mail address) of the attorney or party in propria persona presenting the document for filing, although the clerk will not reject a paper presented for filing because it does not contain the facsimile telephone number or electronic mail address of the attorney or party in propria persona.

The "office telephone number" means a telephone at a physical location where the party or the attorney can be reached; cellular telephone numbers are not "office telephone numbers." If the party or the attorney does not have a facsimile transmission telephone number, the document shall so state.

D. CONFIDENTIAL INFORMATION IN CIVIL FILINGS

1. When filing any documents with the court in a civil action, all parties shall exclude social security numbers and financial account numbers from the documents to be filed. If a party intends to file any document which would otherwise include an individual's social security number or financial account number(s), the party shall exclude or redact all numbers except for the last four digits of the social security number or financial account number(s) prior to filing the document with the court.
2. A party wishing to file a document containing the unredacted social security or financial account number(s) may submit a motion or ex parte application to file an unredacted document under seal. Such documents may only be filed with the court upon order of the court.
3. The responsibility for redacting these personal identifiers rests solely with the filing party.
4. Civil actions refer to all civil cases except family law (including proceedings under the Family Law Act, Uniform Parentage Act, and Uniform Child Custody Jurisdiction Act, freedom from parental custody and control proceedings, and adoption proceedings), juvenile court proceedings, and domestic violence restraining orders.

Original financial account statements and records filed with accountings pursuant to Probate

Code § 2620, subd.(c) shall be exempt from this rule. Those original confidential financial account statements are to be filed by the parties with a separate caption page and filed as a separate document from the accounting and, when filed in that manner, they will be placed in a confidential envelope.

Unless clearly required to be confidential, court files are public records and are open to inspection to any member of the public. The Clerk of the Court is not authorized to redact any such confidential information. It is the responsibility of counsel or a party in propria persona to redact any such information from any document presented for filing.

(Revised July 1, 2009)

4.00.01A FORMAT OF DOCUMENTS - LAW AND MOTION MATTERS

A. The rule applies to all papers filed in connection with any Law and Motion matter.

B. Law and Motion documents filed with the Court shall not include attached copies of any documents to which reference has been made that are already in the Court's file, but such documents shall be referred to by the title, date of the document and date of filing, if known.

C. A duplicate copy of the Law and Motion document, to which shall be attached a copy of all documents in the court's file to which reference has been made, shall be delivered to the Clerk at the time of the filing for use by the Judge who will hear the matter.

(Revised July 1, 2009)

4.00.02 JUDGMENTS AND DECREES

A. All written judgments and decrees presented for signature and a legible copy that shall be lodged with the Clerk at the time of filing will accompany filing.

B. If the parties enter into a written stipulation for judgment, the form of the proposed judgment to be signed and filed shall be a separate document. A copy of the proposed judgment may be attached as an exhibit to the stipulation.

(Effective January 1, 1994)

4.00.03 CONFORMING COPIES

The Clerk will conform a maximum of two copies of any document at the time of filing. Additional copies will be provided by photocopying and the standard fee for photocopying will be charged.

(Effective January 1, 1994)

4.00.04 RETURN ENVELOPE REQUIRED FOR CONFORMED COPIES

A self-addressed, return envelope with sufficient postage affixed is required when any party desires the return of conformed copies.

Copies submitted for conformance without a return envelope will be placed in the attorney's "will-call file" at the office of the Superior Court Clerk. Conformed documents that have not been

picked up within a reasonable time may be placed in the Court file or destroyed.
(Effective January 1, 1994)

4.00.05 TIME AND DATE OF HEARING TO BE INDICATED

When the date of hearing of any law and motion, criminal, or probate matter is known, all documents filed for consideration at the hearing shall contain the date of hearing, the time, and the department, below the action number. Failure to comply with this rule may result in documents not being before the court at the time of the hearing.
(Effective January 1, 1994)

4.00.06 ATTORNEY "WILL-CALL" FILE

For their convenience, attorneys who wish to obtain copies of minute orders, other orders, judgments, rulings and other documents issued by the Court may maintain a "will-call" file in the "will-call" file cabinet located at the Placerville, Cameron Park, and South Lake Tahoe courthouses.

By requesting a "will-call" file, the attorney consents to service of the documents issued by the Superior Court. Documents placed in an attorney's "will-call" file located in an El Dorado County courthouse by individuals or agencies other than the Superior Court will not be considered "served" upon the attorney or his or her client. Service on the attorney shall be deemed complete five (5) days after the date of the minute order or other document. Copies of documents placed in the "will-call" file will not be mailed to the attorney. An attorney who does not consent to such service will not be permitted to maintain a "will-call" file.

In the event of partnerships or associations going under a law firm name, each member of the firm must sign. This also includes submitting the signature of any new attorney joining the firm.

Documents placed in the "will-call" file and not picked up within a reasonable amount of time will be placed in the court file or destroyed.

(Revised January 1, 2009)