

# ORANGE COUNTY - GENERAL CIVIL CASES

First Legal created this resource to assist our clients with electronic filing. The information contained within this guide was extracted from the official court website, local rules, and the vast experience of our concierge eFiling team.

## ELECTRONIC FILING GUIDE FOR ORANGE COUNTY CIVIL CASES

### SYSTEM INFO

- **SYSTEM**
  - CCMS
- **MANDATORY**
  - Civil, Complex

### HELPFUL LINKS

- **GENERAL EFILING INFORMATION**
  - [The Superior Court of California - County of Orange \(occourts.org\)](http://occourts.org)
- **EX PARTE DEADLINES BY DEPT**
  - [The Superior Court of California - County of Orange \(occourts.org\)](http://occourts.org)

### FILING REQUIREMENTS

- **MB SIZE LIMITS**
  - 100MB per submission
- **FORMATTING**
  - Bookmark
  - Enter related ROA# info at end of doc description
    - Example: Opposition to Motion to Strike Related to ROA# 1
- **EXCEPTIONS LIST**
  - Original documents

## SUBMISSION REQUIREMENTS

- **APPEAL FEES**
  - ALL submitted/captured via eFiling
- **UNDER SEAL**
  - EFile – document(s) that are to be filed under seal needs to be submitted under "sealed document" doc type
- **COURT REPORTER FEES**
  - N/A
- **GENERAL NOTICE TYPE FILINGS**
  - Do not use "Notice-Other" document type
  - If going with Notice, use "Document-Other" type instead!
    - Notice-Other is an auto-processed document and DOES NOT get reviewed by a Clerk.
- **CIVIL UNLIMITED (CU) - PROPOSED ORDERS; STIPULATION AND ORDER**
  - Must be submitted in Word (.doc/.docx) format
  - If PDF format provided, only submit if:
    - Specifically advised to submit both versions, or
    - PDF has exhibits attached that cannot be included in Word version
  - If NO Word version provided, reach out to Client/FLC for Word version; if not provided by end of shift, submit PDF as-is and submit the Word later one, once received
  - If submitting PDF version, use document type: "Document"
- **MANDATORY SETTLEMENT CONFERENCE STATEMENTS**
  - Submit under "Mandatory Settlement Conference Statement" type
  - Document type security is set to "confidential" on the Court's end
    - By submitting under this document type, once processed/accepted, the document is:
      - Returned with a "Received" ribbon at top
      - Entry is made to ROA, but doc is "greyed" out/not available for view or purchase by public

**For any questions or comments about the information provided, please let us know via this link: [firstlegal.com/get-started/](https://www.firstlegal.com/get-started/). We also welcome your suggestions for other information that can improve this resource!**

**PERSONALIZED SOLUTIONS. EFFORTLESS EXPERIENCE. FILE THRU TRIAL™.**