

Electronic Fax Filing

FILE FROM THE CONVENIENCE OF YOUR COMPUTER

Parties may file documents via E-File Link in Civil, Probate, and Family Law cases pursuant to Local Rule of Court 4.00.08-4.00-09 and the California Rules of Court. *(Please note: if the information provided on this website conflicts with the Rules of Court, the Rules of Court prevail.)*

FAX FILING ONLINE	
Required Form and format	All documents submitted for premium or regular fax filing must have a completed Judicial Council Facsimile Transmission Cover sheet (JC form MC-005) as the first page of each case filing, followed by any special handling instructions, i.e. copies requested, in compliance with Local Rules. When submitting documents for multiple cases, use a separate Judicial Council Facsimile Transmission Cover sheet for each case. (CRC rule 2.304(b)) Each document submitted by electronic fax filing must have the notation " BY FAX " clearly noted immediately below the title of the document pursuant to California Rules of Court rule 2.304(c).
Fee	\$1.00 per page
Case Types and basic information regarding fax filing documents	Fax filing may be used in Civil, Family, and Probate cases. <i>The Court cannot accept wills, codicils, bonds, or undertakings via fax filing. Documents submitted to the Court via the electronic fax filing link are subject to review before acceptance or rejection of documents.</i>
File-Stamp Date	Documents received by 4:00 p.m. on a court day are file-stamped with the court day they are received. Documents received after 4:00 p.m. will be file-stamped the next court day.
Required information	Please indicate the following on your fax cover sheet/processing instructions sheet: <ul style="list-style-type: none">• Number of conformed copies you need• How you want those copies returned, via email, USPS mail (include your correct email or mailing address) or will call.• Any dates you are unavailable for your hearing, if applicable Copies are \$0.50/page, and postage will vary according to page count/weight of the mailed package (see below).
Accepted Filings	If your submission is accepted, you will receive an email from nCourt customer service (customerservice@nCourt.com) containing a confirmation code, case number (if not a new filing), the total fee due to complete your transaction, and, a link to make your payment online. Fees will include any filing fee, the cost for copies, if desired, Please note, payment is not automatic when you submit your fax filing; you must click on the link ("To make your payment online Click Here ") in your electronic fax file submission email to pay your fees. Payment is due within ten (10) days of the filing being accepted by the court. If payment is not received within ten (10) days, your filing will be voided and removed from the case file.

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Payment	The required filing fees, along with any requested copies and/or postage costs, plus the fax filing surcharge must be paid by credit card within 48 hours of receiving the email request for payment, or by the next business day after a holiday, whichever is sooner. You will need to enter your credit card information on the online fax filing agency payment screen. There is a debit and credit transaction fee of 5% of the total amount of the transaction plus a \$1.00 service fee per transaction.
Rejected Filings	If a document is rejected for filing, the entire document must be resubmitted, including the Judicial Council Facsimile Transmission Cover sheet.
Electronic fax filing	Click here to electronically fax file
How will I know that the court has received and processed the document?	Once processing is complete, a receipt is sent to you by email. The receipt will include the case number, a description of the documents filed, a unique invoice number, the amount charged to your credit card account, and any additional relevant information.
What happens to my credit card information?	Once your documents have been processed and fees paid, the cover sheet is shredded. The Court does not retain any of your credit card information.
Can I request a conformed copy of the filed documents?	Yes. You need to include your request for copies on the Facsimile Transmission Cover Sheet. Your fee will include the document filing fee, the cost of copies (\$0.50/page), and any applicable postage cost, noted below. <u>Postage fees:</u> \$1.00 per mailing for first 10 pages \$4.00 for mailing 10-75 pages Over 75 pages is determined by zip code
Can I view the filestamped documents online?	No. El Dorado Superior Court currently does not have documents available for viewing online
The Coversheet suggests submitting a separate attachment with processing instructions. Is this necessary?	No. Unless there are some extraordinary circumstances related to your filing, this item is optional. You may include your instructions for copies or mailing on the cover sheet or an additional attachment.
Contact Number	South Lake Tahoe and West Slope filings (530) 621-5080

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