



**Superior Court of California  
COUNTY OF ALAMEDA**

March 16, 2022

**Notice to Attorneys and to All Interested Parties:**

**Invitation to Comment on Proposed Amendments to Local Rules and Forms**

As required by California Rules of Court, Rule 10.613(g), the Superior Court of California, County of Alameda hereby distributes for public comment the attached proposal to amend its local rule.

The proposal also may be viewed [here](#) or [here](#). In addition, a hard copy of the proposal is available upon request by email at [pcomments@alameda.courts.ca.gov](mailto:pcomments@alameda.courts.ca.gov) or by phone at 510-891-6012.

**Important dates:**

- The last day to comment is **May 2, 2022 at 5:00 p.m.**
- The proposed amendment takes effect upon approval of the Chair of the Judicial Council or on **July 1, 2022**, whichever is sooner.

**Text of Proposed Rules and Amendments:** *see attached.*

**Comments must be submitted in writing to:**

Andrew Taylor  
Superior Court of California, County of Alameda  
1225 Fallon Street, Room 209  
Oakland, CA 94612  
E-mail: [pcomments@alameda.courts.ca.gov](mailto:pcomments@alameda.courts.ca.gov)

## **Title 5. Family and Juvenile Rules**

### **Division 1. Family Rules**

#### **Chapter 1. General Provisions**

##### **Rule 5.12. Electronic filing and service in family proceedings**

###### **(a) Application and effective dates**

The court adopts electronic filing (e-filing) and service in all family and family appellate proceedings as follows:

- (1) Effective November 14, 2022, any party may agree to participate in e-filing using a court-approved e-filing service provider (EFSP). An agreement to participate in e-filing is also an agreement to serve and accept service electronically.
- (2) Effective January 1, 2023, e-filing is required for all represented parties. Counsel must e-file using a court-approved EFSP and, except as otherwise required by law, must serve and accept service electronically.
- (3) The effective dates in (1) and (2) may be postponed by the court as posted on the court's e-filing website at the link in (b).

###### **(b) Technical requirements**

E-filed documents must be in a searchable PDF format. Additional technical requirements and a list of court-approved EFSPs are posted on the court's e-filing website:

<http://alameda.courts.ca.gov/Pages.aspx/DomainWeb>.

###### **(c) Exceptions**

The following documents may not be e-filed:

- (1) Bench warrants;
- (2) Subpoenaed documents;
- (3) Bonds;
- (4) Undertakings;
- (5) Certified judgments;
- (6) Out-of-state or out-of-county abstracts and commissions;
- (7) Sister-state judgments;
- (8) Subpoenas for out-of-state actions;
- (9) Payee data records;
- (10) Any filing that requires parties to include a self-addressed stamped envelope; and
- (11) Any other document required by law to contain an original signature or to be filed in original form.

**(d) Confidential documents**

Documents e-filed in actions under the Uniform Parentage Act are confidential and do not require a court order to seal.

**(e) Requests to seal**

- (1) To request sealing of documents, parties must e-file a motion for order to seal that includes a redacted version of the document with caption page that states “REDACTED” in bold type under the title, and an unredacted version of the document with caption page that states “UNREDACTED AND CONDITIONALLY UNDER SEAL” in bold type under the title. The unredacted document will be conditionally sealed until the court rules on the motion.
- (2) To e-file a document subject to a previously granted order to seal, parties must file the sealed document with caption page that states “UNREDACTED AND UNDER SEAL BY COURT ORDER [date of sealing order]” in bold type under the title.
- (3) Documents containing confidential materials filed in connection with a discovery motion do not require a court order to be filed under seal. The documents must state the word “DISCOVERY” in bold on the title page and, as appropriate, the words “TO BE FILED UNDER SEAL” or “REDACTED.” If only portions of the document are confidential, parties must file redacted and unredacted versions of the document, labeled as set forth above.

**(f) Courtesy copies**

Parties must deliver courtesy copies of all e-filed documents that exceed 10 pages to the department’s courtesy copy drop-box within 24 hours of e-filing. All courtesy copies must have a cover page that includes a caption of the case, date, and department of the hearing. Courtesy copies of confidential documents must be placed in separate envelopes with the words “UNDER SEAL,” “LODGED CONDITIONALLY UNDER SEAL,” or “REDACTED,” as appropriate, on each envelope.

*Rule 5.12 proposed effective July 1, 2022.*