

Shasta County Superior Court Special Instructions

Attaching your Documents for E-Filing

- When specifying your document title (in the Title box under the Documents tab), make sure to include: (1) the name of the party filing the document, (2) the nature of the document, (3) party against whom relief, if any, is sought, and (4) nature of relief sought. For example “Defendant ABC Corporation’s Motion for Summary Judgment.” You may want to copy and paste the title of your document directly from your pleading.
- You are not required, but are encouraged, to use document linking when filing responses to previously filed documents.

Paper Copies

- All documents that are e-filed must also be delivered in paper form to the Court within five (5) days after e-filing. The paper forms must bear the electronic clerk stamp, so they should be printed from your Outbox (located under the “Home Tab” within File & Serve).

Service/Notice Parties

- All documents that are e-filed with the Court must also be e-served on all case participants. All discovery and non-filed documents may also be e-served to all case participants.

Master Case

- Law firms should e-file documents into the relevant individual case(s). If a filing pertains to more than one individual case or to all individual cases, law firms can use the multi-case filing feature. If a document applies to all individual cases, law firms may also e-file into the "master case", which is JCCP 4301, in addition to filing into all of the individual cases.