

Quick Reference Guide



eSubmit – Document Submission Portal

Superior Court of California, County of Riverside

Effective July 1, 2019, the Court has implemented a new electronic document delivery system called eSubmit-Document Submission Portal (“eSubmit”), which allows customers to upload documents and pay filing fees electronically via an online portal on the court’s website.

The eSubmit application is available to court customers for appeals, family law, probate, juvenile, criminal and traffic cases. Beginning January 1, 2022, eSubmit will no longer be available for unlimited civil, limited civil, unlawful detainers and small claims cases. Documents in civil case types can be submitted via [eFiling](#) through an electronic filing service provider (EFSP).

Documents submitted via eSubmit must be in a Portable Document Format (PDF). The eSubmit submission fee per transaction is \$2.00. Submissions must not contain any credit card information and a fax coversheet (RI-MC005) should not be included. eSubmit transactions are limited to one case and up to 15 documents per transaction. Additionally, for security reasons, the application will not work when using Internet Explorer on Windows 7 or older but will work with Google Chrome or Mozilla Firefox.

This quick reference guide will take you through the steps for submitting documents to the court via eSubmit.

To begin, from the eSubmit screen, select “Access the eSubmit-Document Submission Portal” link at the bottom of the screen.

You will be taken to the eSubmit-Document Submission Portal where you will fill out the eSubmit form and upload the case documents for your submission.

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Filer Information

Complete all applicable fields (Note: Fields selected with a red asterisk (*) are mandatory fields and must be completed before moving to the next page).

Filing Information

The Filing Information page is comprised of several sections detailed below with all fields being mandatory. Sections that display are case type specific and dependent on options selected within each section of the Filing Information page.

Is this a new case?

If you mark **No**, enter the Case Number for your filing in the Case Number field, select the case type from the drop down in the Case Type field, and then select the correct court location for filing your document(s) from the drop down in the Court Location field.

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Is this a new case? *

No Yes

Case Number *

TST123456

Case Type *

Family Law

Court Location *

Riverside

If you mark **Yes**, the Case Number field will vanish. Select the case type from the drop down in the Case Type field, and then select the correct court location for filing your document(s) from the drop down in the Court Location field. For information regarding the correct court location for filing, refer to the following link for “Where to File Documents”: <https://www.riverside.courts.ca.gov/wheretofile.shtml>.

Fee waiver or other exemption?

In this section, mark the radio dial for the applicable waiver of fees or exemption. If there are no applicable exemptions or fee waivers, mark **None**. (Note: the Court will verify Fee Waivers and other exemptions when reviewing the submission.)

The “Exempt Pursuant to GC § 6103” should be selected for any public agency listed in this code section including law enforcement.

Fee waiver or other exemption? *

None Fee Waiver Exempt Pursuant to G.C. §6103 Other Exempt Party/Agency

The “Other Exempt Party/Agency” option should only be selected by parties/agencies that are exempt from filing/transaction fees, who are not included in exemptions listed in GC § 6103 (e.g. court appointed mediators, court appointed medical examiners and Probation Approved Batterers Intervention Programs).

If the Fee Waiver or an exemption option is selected, you will not be prompted to enter credit card information at the conclusion of your submission.

Is this a new case? *

No Yes

Case Type *

Family Law

Court Location *

Riverside

Does this case/submission include a restraining order involving violence?

This section must be completed when **None** is selected under Fee waiver or other exemption. (Note: If fee waiver or an exemption is selected, this section will not appear.)

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Does this case/submission include a restraining order involving violence?*

No Yes I don't know

- If **No** is selected, you will be prompted to enter credit card information at the conclusion of your submission.
- If **Yes** is selected, there is no filing/transmission fee required and you will not be prompted to enter credit card information at the conclusion of your submission.
- If **I don't know** is selected, you will be prompted to enter credit card information at the conclusion of your submission and the court will determine if the submission is exempt from filing/transmission fees.

Filing as an Attorney?

In this section, select the appropriate radio dial to indicate whether you are submitting your filing on your own behalf or submitting your filing as an attorney.

If **Yes** is selected, enter your state bar number and the party(ies) you are representing on the case.

Filing as an Attorney? * Bar Number * Attorney For *

No Yes

[Add another party](#)

If you represent more than one party on the filing, click “Add another party” to add additional fields.

Enter only one party name in the field.

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Filing Information

* Indicates a required field.

Is this a new case?*

No Yes

Case Type*

Family Law

Court Location*

Riverside

Fee waiver or other exemption?*

None Fee Waiver Exempt Pursuant to G.C. §6103 Other Exempt Party / Agency

Does this case/submission include a domestic violence restraining order?*

No Yes I don't know

Filing as an Attorney?*

No Yes

Bar Number*

123456789

Attorney For*

Jane Doe

Add another party

Once all applicable fields are complete, click Next.

Previous

Next

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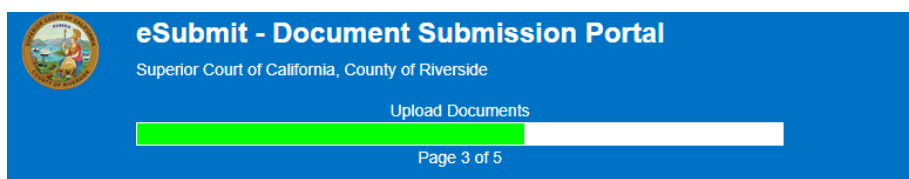


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Upload Documents

Enter the title of your document in the Document Title field. This field will automatically search for documents based on the word(s) you enter. Choose from the list of documents or manually enter the document title if not listed. Click the Upload button to the right to upload your PDF document. If you have another document to file for the same case, click “Add Another Document” and repeat the steps above. (Note: You may add a maximum of 15 PDF documents to your submission and each PDF document may be no more than 50MB.)



IMPORTANT: Choose from the provided list whenever possible to ensure your documents are accurately identified.

Upload Documents

* Indicates a required field.

Instructions:

1. Click on the document title field to view a list of commonly filed documents for the selected case type.
2. Begin typing to narrow the options and make a selection, or manually enter a title for your document.
3. Click the upload button and select a file from your device, or drag and drop the file (PDF only, 50MB or less)

NOTE: Each document must be uploaded as a separate file.

Document Title*

Income and Expense declaration

[Add Another Document \(Max 15\)](#)

File Upload*

Upload

Income and Expense De... 167.74KB X

If the incorrect document is uploaded, click the X to remove it.

This field will automatically search for documents based on the word(s) you enter. Choose from the list of documents or manually enter the document title if not listed.

Next

Once all documents have been entered and uploaded, click **Next**.

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Billing Information

The “Same as Filer Information” option will be selected by default with the name and address fields prepopulated. If this information is correct, click **Next**. If the billing information is different than the filer, select “Use a Different Name/Address” and complete the name and address fields, then click **Next**.

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Billing

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Billing Information

Same as Filer Information Use a Different Name/Address

First Name **Last Name**
Thomas Filer

Street Address **City** **State** **Zip**
123 Anywhere Street Riverside CA 92501

Previous Next

Once all fields are complete, click **Next**.

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Review & Submit

Filer Information, Filing Information, and Documents

Review your submission details. Use the **Previous** button to move back to the previous screens to make any necessary changes. Once changes are made, click the **Next** button until you return to the Review & Submit page.

Notes/Special Instructions

You may use this section to provide additional information relevant to your submission and/or indicate if you would like to pay any additional fees associated with your case (e.g. Jury Fees, Complex Case Fees).

Submission Fee

The submission fee section will appear on the Review & Submit page only when there are no fee waivers or exemptions indicated on the Filing Information page. The submission fee field is prepopulated with a fee of \$2.00, which cannot be modified.

Credit Card Authorization

The credit card authorization section will appear on the Review & Submit page only when there are no fee waivers or exemptions indicated on the Filing Information page. You must check the box to authorize charges for any filing fees owed and the submission fee before you can complete your submission.

Click **Complete** to submit your document(s) for filing.

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Review & Submit

* Indicates a required field.

Filer Information

Thomas A Filer
1234 Any Street Riverside, CA 92501
(951) 555-1234
thomas.filer@riverside.courts.ca.gov

Filing Information

New Case
Family Law - Riverside
Standard Filing Fees
Self Represented

Documents

1) Income and Expense declaration

Notes/Special Instructions (?)

Optional

Submission Fee

\$ 2.00

Credit Card Authorization *

I authorize charges for Filing Fees owed pursuant to the Riverside Superior Court Fee Schedule and any amount imposed by the card issuer or draft purchaser to be charged to the card provided with this form.

[Click here to view the Riverside Superior Court Fee Schedule](#)

Click to view
fee schedule.

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Complete

Click **Complete**
to submit your
document(s)
for filing.

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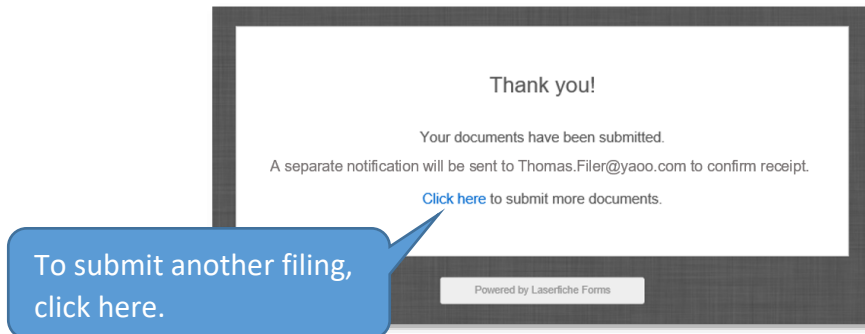
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Payment Information

A Payment Information window will appear for you to enter your credit card information only when there are no fee waivers or exemptions indicated on the Filing Information page. Enter your credit card number, expiration date, and card code, and then click **Submit**.

The screenshot shows a window titled "Payment Information" with a close button (X) in the top right corner. It contains three input fields: "Card Number *" with a card icon, "Exp. Date *" with a calendar icon, and "Card Code". Below these fields is a large grey "Submit" button.

The following message will appear indicating that your documents have been submitted. If you have more filings to submit, click on the [Click here](#) link.



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Delivery Confirmation

An eSubmit-Document Submission Portal Delivery Confirmation will be sent to the email address provided listing the submission details.

eSubmit – Document Submission Portal Delivery Confirmation				
Submission ID		Date Received		
4553		6/18/2019 3:42 PM		
First Name	Middle Name	Last Name		
Thomas	A	Filer		
Street Address		City	State	Zip
123 Anywhere Street		Riverside	CA	92501
Phone Number	Fax Number	Company / Agency		
(951) 555-1234				
Email Address				
Thomas.Filer@yahoo.com				
New Case	Case Number	Case Type	Court Location	
No	TST123456	Family Law	Riverside	
Fee Waiver or Other Exemption				
None				
Filing as an Attorney?	Bar Number	Attorney For		
Yes	123456789	Jane Doe		
Documents				
1	Income and Expense Declaration			
Notes / Special Instructions				
IMPORTANT: This document serves as a confirmation of delivery only and the submitted documents have not yet been processed and/or filed by the Superior Court of California, County of Riverside.				