



## eSubmit FAQs

What types of cases can eSubmit be used for?

The eSubmit program can be used 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).

How will the transaction fee and any necessary filing fees be handled?

Filing fees and the transaction fee will be paid through credit card via an online portal. Customers will submit credit card information on the eSubmit page on the court's website when uploading documents. Once the court has determined the filing fees owed, the transaction fee and the filing fees will be processed to the customer's credit card and a receipt detailing the documents filed and all fees charged will be emailed to the e-mail address provided.

Does the court have a list of preferred Electronic Filing Service Providers (EFSPs)?

The court does not have a list of preferred EFSPs at this time. This process is not electronic filing but electronic submission merely intended to replace faxing. In this process court customers will have the ability to upload documents directly to the court and pay fees directly to the court via an online portal.

What is the size limit per document that can be submitted via eSubmit?

The size limit will be 50 mb per document and up to 15 documents per submission. The court recommends documents be at 300 dpi and that color photos or documents are only included when necessary.

Are there certain types of documents that are allowed?

Currently the only documents that will continue to be excluded from eSubmit are:

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| <p><u>Civil</u><br/>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 <a href="#">eFiling</a> through an electronic filing service provider (EFSP).</p> | <p><u>Probate</u><br/>Wills &amp; Codicil<br/>Bonds</p>   |
| <p><u>Family Law</u><br/>Family Law Judgments<br/>Requests for Intercountry Adoptions<br/>Consents regarding the Termination of Parental Rights<br/>Original Birth Certificates<br/>Citations<br/>Writs<br/>Abstracts<br/>Bonds</p>  | <p><u>Juvenile</u><br/>Citations</p>  |
| <p><u>Criminal</u><br/>Bail Bonds</p>  | <p><u>Records</u><br/>RI-MC002 Request for Records Search and/or Copies</p> <ul style="list-style-type: none"><li>• Customers are encouraged to use the court's online request system at:<br/><br/><a href="https://docorder.riverside.courts.ca.gov/SearchRequest.aspx">https://docorder.riverside.courts.ca.gov/SearchRequest.aspx</a></li><li>• This document may be submitted in person or mailed to the appropriate courthouse.</li></ul> <p>Note: local form <a href="#">RI-MC011-Request for Certified Copies (Civil, Family Law &amp; Probate)</a> <b>MAY BE</b> submitted via eSubmit.</p> |

Can customers still walk-in documents?

Yes documents can still be filed in person at the appropriate courthouse.

Is eSubmit a full eFiling service?

The eSubmit process is not full eFiling. eSubmit is electronic delivery. All documents will still need to be reviewed and processed by the court and recorded in the court's case management system.

Updated on 12/28/2021

Will users be required to set up an account?

Setting up accounts for eSubmit is not available at this time.

Will documents need to be text searchable and book marked?

eSubmit will accept PDF files that are not text searchable and book marked.