Provided for under Code of Civil Procedure § 1010.6 and California Rule of Court 2.250 et. Seq., the court's eSubmit system allows court customers to upload PDF documents to the court and provide credit card information for court document filing fees and the eSubmit submission fee. The eSubmit program, located on the court's website under the Forms and Filing tab, will request the information required to complete the eSubmit transaction and allow documents to be uploaded to the court.

ONLY SEND NON-EDITABLE PDF DOCUMENTS TO THE COURT

The eSubmit system will only accept non-editable Portable Document Format ("PDF") files.

1) There are many methods to create court documents and each method will require unique steps to ensure that the documents are PDF files.

2) Electronically signed documents are acceptable if completed in accordance with Code of Civil Procedure § 1010.6(b)(2) and California Rule of Court 2.257.

3) Documents downloaded from the Court's Website (www.riverside.courts.ca.gov) or the Judicial Council Web-Site (www.courts.ca.gov) are "fillable/editable" PDF documents. They can be filled in and saved to your local computer, however, it is important to save the completed document(s) in a non-editable format.

4) Documents from other authorized locations, or documents created by the customer may need to be converted to a PDF file. Most word processing software will allow users to save documents as a PDF file by changing the file type to PDF when saving.

5) To convert documents to a non-editable format, Windows 10 includes "Microsoft Print to PDF" and Google Chrome provides "Save as PDF" options. There are also a number of free PDF printers available online, which can be used to "print" to a non-editable PDF file. Some of the available applications are: doPDF, Win2PDF, PrimoPDF and PDFCreator, but any product that can "print" to PDF should work. These products add a virtual "printer" that can be selected when printing a document and will create a non-editable PDF file.

6) The file size per document for eSubmit is limited to 50 mb. In order to keep file sizes under this limit, yet still provide for quality documents, the court recommends the following:

    a. If scanning documents, scan at 300 DPI. Scanning lower will result in a poor quality document and scanning higher will lead to excessively large file sizes.

    b. Only scan in color if it is necessary for the document's content. Scan in monochrome (black and white) whenever possible. If monochrome is insufficient, try grayscale.

7) If you attempt to upload a non PDF document using the eSubmit program you will receive the following errors message.