

The e-Fax program allows court customers to deliver .pdf documents to the court via the court web-site. The program on the court web-site will request the information required to complete the 'Facsimile Transmission Cover Sheet' and allow court documents to be uploaded and transmitted to the court. They will be received at the court and will be processed as though they were delivered by fax. The same rules and procedures apply to the e-Fax process as apply to the Fax Filing process.

### **--+=- ONLY SEND NON-EDITABLE .PDF DOCUMENTS TO THE COURT -=+=-**

It is very important that only non-editable .pdf documents be delivered to the court. The e-Fax program will not allow an editable (fillable) .pdf to be delivered to the court. This requires some extra steps on the customer side to ensure that only non-editable documents are sent.

- 1) There are many methods to create court documents and each method will require unique steps to ensure that the documents are not editable before being sent to the court.
- 2) Documents downloaded from the Court Web-Site ([www.riverside.courts.ca.gov](http://www.riverside.courts.ca.gov)) or the Judicial Council Web-Site ([www.courts.ca.gov](http://www.courts.ca.gov)) are 'fillable'/'editable' .pdf documents. They can be filled in, then saved to your local computer. When they are saved to your local computer they are still editable (able to be modified).
- 3) Documents from other authorized locations, or documents created by the customer may also be editable when saved.
- 4) To change an editable .pdf file into a non-editable .pdf file it needs to be converted using one of a number of free software packages (applications) available on the internet. These applications are known as .pdf printers. They are usually used to 'print' word processor documents to .pdf. Some of the packages available are: doPDF, Win2PDF, PrimoPDF and PDFCreator but any product that can 'print' to .pdf will work. These products, when installed, add a printer to your system that is used to create non-editable .pdf files. This new 'printer' shows up in the list of printers when a request is made to print a document.
- 5) If you used a Judicial Council form to create the court document you wish to send to the court, you:
  - a. Complete filling the information into the form
  - b. Click the Print button
  - c. Select the .pdf printer
  - d. Click OK
  - e. This will create a .pdf file on your computer that can then be delivered to the court using the e-Fax program.
- 6) If you attempt to upload an editable document using the e-Fax program you will receive the following error message.

### **E-FAX SUBMISSION**

Riverside Superior Court Electronic Fax Filing

**YOUR DOCUMENT CONTAINS SECURITY**  
**IT COULD NOT BE READ. [PLEASE CLICK HERE FOR INSTRUCTIONS](#)**