

# Riverside Superior Court e-Fax System Users Guide

September 4, 2012

## Users Guide

The e-Fax program allows court customers to deliver documents to the court via the court web-site. The documents must be in Portable Document Format (PDF). The program will request information required to complete the 'Facsimile Transmission Cover Sheet' and allow court documents to be uploaded and transmitted to the court. The documents will be received at the court and processed as though they were delivered by fax. The same rules and procedures that apply to the Fax Filing Process apply to the e-Fax process.

### E-FAX SUBMISSION

E-FAXING  
ELECTRONIC FAX FILING

The Riverside Superior Court e-Faxing system allows you to Fax File using your computer.  
All Fax Filing rules described in the California Rules of Court for Fax Filing are in effect when using this system.

Attorney or Party without Attorney (Name, State Bar Number and Address)

State Bar Number or Fax Registration Number or Blank if none:

Name: First  Middle(Optional)  Last

Firm Name:

Address:

City:  State:  Zip:

Phone:

E-Mail:

Confirm E-Mail:

### Field by Field instructions

- 1) State Bar Number or Fax Registration Number or Blank if none.
  - a. State Bar Number. If you have a State Bar Number, enter it here and click "Retrieve My Information". The program will search the Fax Registrant database and if your information is found the fields will be filled in for you. There will also be an indication as to whether or not your annual fax registration fees have been paid. You will be presented with options concerning how to proceed from this point.
  - b. If you are a Fax Registrant but do not have a State Bar Number, enter your Fax Registration number here and click "Retrieve My Information". The program will search the Fax Registrant database and if your information is found the fields will be filled in for you. There will also be an indication as to whether or not your annual fax registration fees have been paid. You will be presented with options concerning how to proceed from this point.
  - c. If you don't have a State Bar Number or Fax Registration number, skip this field.

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- 2) First Name, Middle Name (Optional) Last Name. Enter these fields.
- 3) Firm Name. If you work for a law firm, enter it here.
- 4) Address, City, State and Zip. Enter your address information here.
- 5) Phone. Enter your phone number here in the format (area code) 999-9999
- 6) E-Mail and Confirm E-Mail. The court will communicate with you concerning this filing via e-mail. You will receive document acceptance and rejection information via the e-mail address that you enter in these fields.
- 7) "Verify Submitter's Information" button. Click the button and the system will verify the information that you entered and display the remainder of the screen to allow you to enter information concerning your relationship to the case, select documents to send to the court, and how you wish to pay fax and filing fees.

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Attorney or Party without Attorney (Name, State Bar Number and Address)

State Bar Number or Fax Registration Number or Blank if none:

Name:

Firm Name:

Address:

City:  State:  Zip:

Phone:

E-Mail:

Confirm E-Mail:

Attorney For (Name):

Case Type:  Court:

Plaintiff/Petitioner:

Defendant/Respondent:

New Case  
or  
Existing Case Number:

1. Please file the following transmitted documents (**up to 8**) in the order listed below (**\*.pdf files only**):

Number of Pages:

**3. Conformed Copies**

I am providing an email address above and request the conformed copy to be emailed.  
 I do not require a conformed copy.  
 Charge the credit card listed in #4 for an envelope/postage; mail conformed copies to the address noted above.

**4. Fees Required**  Filing Fee

I am fax filing the above documents at \$1.50 per page.  
 **Credit Card Payment** I authorize the above fees and any amount imposed by the card issuer or draft purchaser to be charged to the following account:

Card Type:  Account Number:  Expiration Date:

Name of Card holder:

- 8) Attorney For (Name): Optional field
- 9) Case Type: Using the dropdown list, select the case type for the document(s) you are submitting

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- a. Appeals
  - b. Civil, including Limited, Unlimited, Collections and Unlawful Detainer (Landlord/Tenant)
  - c. Criminal, including Traffic
  - d. Family Law
  - e. Juvenile
  - f. Probate
  - g. Small Claims
  - h. If you are not sure which Case Type to choose, click the “?” box and a more descriptive list of your choices will be displayed.
- 10) Court: Using the dropdown list, select the court for the document(s) you are submitting. The values in the dropdown list will change based on the Case Type selected. Only specific case types can be filed in specific court locations. If you are not sure which court to choose, click the “?” box and a more descriptive list of your choices will be displayed.
- 11) Plaintiff/Petitioner: Optional Field
- 12) Defendant/Respondent: Optional Field
- 13) New Case or Existing Case Number. If this is a new case, check the New Case box. If this is a filing on an existing case, enter the case number.
- 14) Attaching Documents.
- a. Browse. Clicking the browse button will allow you to select documents from your computer. These documents must be in a non-editable, .pdf format to be submitted using this program. When you click the Browse button a dialog box will be displayed titled ‘Choose File to Upload’. Select the file that you wish to file and click ‘Open’.
  - b. Upload File. After you have selected the file to be uploaded you must enter the number of pages and click the “Upload” button. If you don’t click the “Upload” button for each document selected, the document will not be part of the filing.
  - c. Continue with the Browse and Upload process until all the documents you wish to file for this case are completed.
  - d. Remove Selected File. If you choose and upload a file in error, you can remove the file from the filing by selecting (clicking on) the file name and clicking the “Remove Selected File” button.
- 15) Conformed Copies. Select one of the three methods
- a. Provide an e-mail address.
  - b. I do not require a conformed copy
  - c. Charge the credit card for postage and mail.
- 16) Fees Required. Filing Fee. If the documents you are filing require a filing fee, check this box.
- 17) Fees Required.
- a. I am a Fax Filing User with the Riverside Superior Court and have paid my annual registration fee. If you enter a State Bar Number or Fax Registration Number on the first screen and the program verified that you have paid your current annual Fax Registration fee, this item will be checked. And the \$1.50 per page fee item will not be displayed.

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- b. I am fax filing the above documents at \$1.50 per page. If you are not a Fax Registrant or have not paid your current annual registration fees, this selection will be provided.
  - c. Credit Card Payment Authorization. Check this box if you have either Fax Filing or Filing Fees to pay.
- 18) Credit Card Type. Select the type of credit card you are going to use from the dropdown list.
- 19) Account Number. Enter your credit card number. No spaces or dashes.
- 20) Expiration Date.
- a. Month. Select the appropriate month from the dropdown list
  - b. Year. Select the appropriate year from the dropdown list.
- 21) Name of Card holder. Enter the name on the credit card.
- a. Note: This system does not verify the credit card information entered. Verification is done by the Court Clerk processing the e-Fax filing. If you enter incorrect credit card information your filing will be rejected.
- 22) "Fax File Document" button. Click this button to submit the coversheet information and the documents you uploaded. The coversheet and documents are sent to the court as though they were a fax filing and are processed by a court clerk in the order they arrive at the court. Documents sent after close of business will be processed the next business day.
- 23) Confirmation. If your submission is successful you will receive a confirmation screen similar to the following. Print and keep a copy of the confirmation.

## E-FAX SUBMISSION

Riverside Superior Court Electronic Fax Filing

### FAX FILING SUCCESSFULLY SENT

Court: Riverside - Civil Case

Confirmation Number: 12248T011

The following documents have been successfully submitted to the Court at 9/4/2012 10:18:18 AM

eFaxing\_Test\_RequestToAddOntoCalendar\_Saved.pdf

You will be e-mailed a conformed copy of the 1st page of your filing(s) if your documents are successfully filed.

[Submit Another Document](#)

[Print a Copy of This Page For your Records](#)