



*EZLegalFile*

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[www.sanmateocourt.org](http://www.sanmateocourt.org)

# What is EZLegalFile?

- Development began in mid-2000
- Asks simple questions and completes forms based on user's answers
- When finished the user prints or e-Delivers their forms
- California Judicial Council Forms
- Court components for operations and fiscal use when e-Delivery is used

# What is EZLegalFile?

- Several legal subjects covered
  - Family Law (divorce, child custody, spousal support, paternity)
  - Small Claims
  - Unlawful Detainer
  - Domestic Violence
  - Guardianships

# Primary Objectives

- ✓ 24x7 access
- ✓ Greater accessibility
- ✓ Help with questions
- ✓ Easy to use
- ✓ Legalese-free
- ✓ Educational
- ✓ Proper forms



# Getting Started: The User

The screenshot displays the EZLegalFile web application interface. At the top, a blue header bar contains the text "Court Legal File" on the left, "Timeout in 30 min User: testuser" in the center, and navigation links "Home", "Your Profile", "Quit", and "Support" on the right. Below the header, the main content area is divided into two columns. The left column features a large heading "Start Your Filing" in orange, followed by the instruction "Fill out the paperwork to start a case or respond to a case about:". Below this is a list of categories with blue arrows pointing right: "Family Law", "Small Claims", "Unlawful Detainer (Evictions)", "Domestic Violence", and "Guardianships". The right column contains two sections: "My Forms" with links for "Court messages", "Most recent electronic filing", and "List my forms"; and "Your Additional Options" with links for "Update your profile", "Change your password", and "Tutorial". At the bottom of the right column is a "What's New" section. A small footer note at the bottom right of the screenshot reads: "must have version 5.0 or higher".

# User - Starts Questionnaire

- User selects case type
- Then court venue
- And starts questionnaire

Introduction - Getting Started, Small Claims Forms Assistance - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Small Claims Forms Assistance Court Info Save/Retrieve Tutorial

Change Section 1 Section 2 Section 3 Section 4 Section 5 **Section 6** Complete

Your Venue Getting Started Plaintiffs Defendants Claim Info Miscellaneous **Preview & Print** Your Filing

Timeout in 28 min

● Introduction

○ New Case?

### Introduction

Welcome to your county's Interactive Small Claims Website.

This site will help you fill out the Small Claims forms you need for your case.

We will ask you many questions. Read each question carefully. We will use your answers to fill out your forms.

We will help you along the way and give you a chance to make changes before you finish.

When you finish, you can print your forms.

When you want to file your case, take the forms to court or mail them with a check.

If you would like to learn more about this program, click on the **TUTORIAL** button.

**TUTORIAL**

### What you need to use this program

You will need the following information to start filling out your forms:

- Names and addresses for all plaintiffs and defendants
- If you want to sue a corporation and have the court serve the corporation by certified mail, you MUST provide the name and address of the party to be served. This may be an officer of the corporation or it may be an 'agent for service' (someone who doesn't work for the corporation, but is registered at the Secretary of State's Office to accept legal papers). To find out this information, you will need to go to the State's website. Click [here](#) to get that information now.
- If you want to sue someone who sued you, you will need a copy of the original suit filed against you

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Done

Done

Find: rey Next Previous Highlight all Match case

# Examples of EZLegalFile Questions

## Married?

Are you and the other party married? \*

- Yes  
 No

◀ PREVIOUS

NEXT ▶

## Marriage Dates

What is your:

Date of Marriage \*  (mm/dd/yyyy)

Date of Separation  (mm/dd/yyyy)

◀ PREVIOUS

NEXT ▶

## Request for a Divorce

Would you like to get a divorce? \*

- Yes  
 No  
 Divorce papers have already been filed but I want to file more papers to go to Court

◀ PREVIOUS

NEXT ▶

# Examples of Tutorials and FAQ's

This is the status bar. It will tell you where you are in the process. Areas that are light gray do not apply to your situation as based on your responses to previous questions.

To display this page at any time, click on the Help button.

To exit the system, click on the Exit button.

This shows how much time is left before your session ends. To reset the timer, move to a different page.

Click the yellow triangle for more information about that item.

The stars (\*) mean that a response is required.

Click on No if you are responding to an OSC.

Click this button to return to the screen you were just on.

Click this button to go to the next question and save your selection(s).

These will help you answer the questions. Click on a question for help.

This will tell you how many questions remain in each section.

Question ?

- What forms can this program help me with?
- Do I need the exact name of the defendant?
- What is an Agent for Service?
- Is the information I give here p
- Can I an questions r come back
- Can I co forms and later?

FAQ Example

Small Claims Forms Assistance

Q & A

Q: What is an Agent for Service?

A: An Agent for Service is someone who is authorized to accept service of legal papers on behalf of a corporation. If a corporation uses an Agent for Service, then you need to send your forms to the Agent.

To find out this information, you will need to go to the Secretary of State's website. Click [here](#) to get that information and then return to this program once you have the information you need.

Write down the agent's name and address for use later in this program.

CLOSE



# Example of Completed Form

FL-100

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address): <b>Sally Smith</b> 5555 s. 2nd st Antioch, CA 94553  TELEPHONE NO.: _____ FAX NO. (Optional): _____ E-MAIL ADDRESS (Optional): _____ ATTORNEY FOR (Name): _____	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF CONTRA COSTA STREET ADDRESS: 725 Court Street MAILING ADDRESS: CITY AND ZIP CODE: Martinez, CA 94553 BRANCH NAME: Main Courthouse	

MARRIAGE OF PETITIONER: <b>Sally Smith</b> RESPONDENT: <b>Spencer Smith</b>
PETITION FOR <input checked="" type="checkbox"/> Dissolution of Marriage <input type="checkbox"/> Legal Separation <input type="checkbox"/> Nullity of Marriage

1. RESIDENCE (Dissolution only)  of this county for at least three months

2. STATISTICAL FACTS  
 a. Date of marriage: 07/05/2006  
 b. Date of separation: to be determined

3. DECLARATION REGARDING MINOR CHILDREN (Dissolution only):  
 a.  There are no minor children adopted during the marriage)

Determination of percentage of any children's time with petitioner and respondent during the marriage.  
 e. Attorney fees and costs payable by .....    
 f. Spousal support payable to (earnings assignment will be issued) .....    
 g.  Terminate the court's jurisdiction (ability) to award spousal support to Respondent.  
 h.  Property rights be determined.  
 i.  Petitioner's former name be restored to (specify): **sutter**  
 j.  Other (specify):

Continued on Attachment 7.

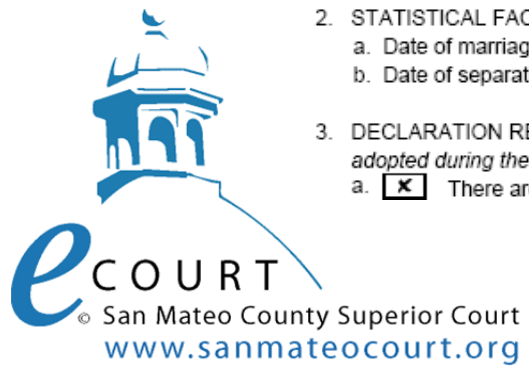
8. Child support—If there are minor children born to or adopted by the Petitioner and Respondent before or during this marriage, the court will make orders for the support of the children upon request and submission of financial forms by the requesting party. An earnings assignment may be issued without further notice. Any party required to pay support must pay interest on overdue amounts at the "legal" rate, which is currently 10 percent.

9. I HAVE READ THE RESTRAINING ORDERS ON THE BACK OF THE SUMMONS, AND I UNDERSTAND THAT THEY APPLY TO ME WHEN THIS PETITION IS FILED.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.  
 Date: 11/29/2006

Sally Smith \_\_\_\_\_ (TYPE OR PRINT NAME)      \_\_\_\_\_ (SIGNATURE OF PETITIONER)  
 Date: \_\_\_\_\_  
 \_\_\_\_\_ (TYPE OR PRINT NAME)      \_\_\_\_\_ (SIGNATURE OF ATTORNEY FOR PETITIONER)

**NOTICE:** Dissolution or legal separation may automatically cancel the rights of a spouse under the other spouse's will, trust, retirement plan, power of attorney, pay on death bank account, survivorship rights to any property owned in joint tenancy, and any other similar thing. It does not automatically cancel the right of a spouse as beneficiary of the other spouse's life insurance policy. You should review these matters, as well as any credit cards, other credit accounts, insurance policies, retirement plans, and credit reports to determine whether they should be changed or whether you should take any other actions. However, some changes may require the agreement of your spouse or a court order (see Family Code sections 231–235).



# User: e-Deliver Filing

The screenshot shows a web browser window with the URL <https://court-web.sanmateocourt.org/EZFilePaymentGateway/EPSPayment.aspx>. The page title is "California Superior Court EZ Legal File". The interface is divided into two main sections: "Invoice Information" and "Payment Information".

**Invoice Information**

Payment Description	CA - Small Claims Form Set #613929 San Mateo / Southern Branch - Hall of Justice
Payment Amount	85.00
Application Fee	7.00
<b>Total Amount</b>	<b>92.00</b>

**Payment Information**  
(\* Mandatory Fields)

Credit Card Number  **Visa & MasterCard Only**

Expiration Date Month  Year

Credit Card Holder Information (must match your credit card billing information)

Name

Address 1

Address 2

City

State

Zip  -

Country

At the bottom of the form are two buttons: "MAKE SECURE PAYMENT" and "CANCEL".

- The user reviews forms before submission
- Agreement serves as signature
- User enters credit card information

# Filing Acceptance

- E-Delivered document list
- Message center
- Notifications from court

The screenshot displays the California Superior Court EZLegalFile web application interface. The browser window title is "California Superior Court EZLegalFile - Legal Paperwork Assistance - Filing Details - Mozilla Firefox". The address bar shows the URL: <http://gamma.ezlegalfile.com/go.jsp?act=actShowMenuItem&mi=miCaseDetailsMessages&tmstp=1242860658943&id=3707294>. The page header includes the California Superior Court logo and the text "EZ Legal File". A navigation menu at the top right includes "Home", "Your Profile", "Quit", and "Support".

The main content area is titled "Filing Message" and contains the following information:

<b>Form Set #</b>	613938	<b>Case #</b>	MCDONALD0000040109
<b>Customer Name</b>	Dave Scroggins	<b>Filing Date &amp; Time</b>	04/01/2009 5:12 PM
<b>Case Type</b>	Family Law	<b>Location</b>	Alameda / George E. McDonald Hall of Justice
<b>Status</b>	Filed	<b>Delivery Date &amp; Time</b>	04/01/2009 5:03 PM

**Notification Status** Email notification with only a link to the website where I will login to check the status of my filing

**Received on** 04/01/2009 5:12 PM

Your forms have been accepted at Superior Court of California, County of Alameda, George E. McDonald Hall of Justice.  
Your case number is MCDONALD0000040109.  
Case Judge: Zefram Cochrane  
Hearing Location: George E. McDonald Hall of Justice, 24405 Amador Street, Hayward CA 94544  
Department: 12  
Room: 222  
Hearing date: Apr 10, 2009 8:30 AM  
Status Conference Location: George E. McDonald Hall of Justice, 24405 Amador Street, Hayward CA 94544  
Department: 33  
Room: 2223  
Conference date: Apr 06, 2009 8:30 AM

Mark As Read

ver. 1.5.2

Done

ver. 1.5.20071225

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# Endorsed Documents

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, state bar number, and address): Jane Smith State Bar No: 1234567 12 Main Street Redwood City, CA 99999 Email: forms@ezlegalfile.com TELEPHONE NO.: (777) 777-7777 FAX NO.:		FOR COURT USE ONLY (ENDORSED) <b>ELECTRONICALLY FILED</b> BY SUPERIOR COURT OF CALIFORNIA, COUNTY OF <b>San Mateo</b>  on <b>Feb 25, 2005</b> CLERK OF THE SUPERIOR COURT Deputy Clerk: court clerk
ATTORNEY FOR (Name): John Smith SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN MATEO STREET ADDRESS: 400 County Center MAILING ADDRESS: CITY AND ZIP CODE: Redwood City, CA 94063 BRANCH NAME: Southern Branch - Hall of Justice		
CASE NAME: John Smith vs Sally Jones		
<b>CIVIL CASE COVER SHEET</b> <input checked="" type="checkbox"/> Unlimited (Amount demanded exceeds \$25,000)	<input type="checkbox"/> Limited (Amount demanded is \$25,000 or less)	CASE NUMBER: CLJ3235801
<b>Complex Case Designation</b> <input type="checkbox"/> Counter <input type="checkbox"/> Joinder Filed with first appearance by defendant (Cal. Rules of Court, rule 1811)		JUDGE: Johnson DEPT.: 99

All five (5) items below must be completed (see instructions on page 2).

1. Check one box below for the case type that best describes this case:

<b>Auto Tort</b> <input type="checkbox"/> Auto (22) <input type="checkbox"/> Uninsured motorist (46) Other PI/PD/WD (Personal Injury/Property Damage/Wrongful Death) Tort <input type="checkbox"/> Asbestos (04) <input type="checkbox"/> Product liability (24) <input type="checkbox"/> Medical malpractice (03) <input type="checkbox"/> Other PI/PD/WD	<b>Contract</b> <input checked="" type="checkbox"/> Breach of contract/warranty (06) <input type="checkbox"/> Collections (09) <input type="checkbox"/> Insurance coverage (18) <input type="checkbox"/> Other contract (37)	<b>Provisionally Complex Civil Litigation (Cal. Rules of Court, rules 1800-1812)</b> <input type="checkbox"/> Antitrust/Trade regulation (03) <input type="checkbox"/> Construction defect (10) <input type="checkbox"/> Mass tort (40) <input type="checkbox"/> Securities litigation (28) <input type="checkbox"/> Environmental /Toxic tort (30)
<b>Non-PI/PD/WD</b> <input type="checkbox"/> Business tort (01) <input type="checkbox"/> Civil rights (02) <input type="checkbox"/> Defamatory (05) <input type="checkbox"/> Fraud (16) <input type="checkbox"/> Intellectual property (07) <input type="checkbox"/> Professional malpractice (08) <input type="checkbox"/> Other non-PI/PD/WD	<b>Real Property</b> <input type="checkbox"/> Eminent domain/Inverse	

2. This case  is  is not complex under rule 1800 of the California Rules of Court. If the case is complex, mark the factors requiring exceptional judicial management:

- |  |   |
|--|---|
| a. <input type="checkbox"/> Large number of separately represented parties   | d. <input type="checkbox"/> Large number of witnesses   |
| b. <input type="checkbox"/> Extensive motion practice raising difficult or novel issues that will be time-consuming to resolve | e. <input type="checkbox"/> Coordination with related actions pending in one or more courts in other counties, states or countries, or in a federal court |
| c. <input type="checkbox"/> Substantial amount of documentary evidence   | f. <input type="checkbox"/> Substantial post-judgment judicial supervision  |

3. Type of remedies sought (check all that apply):

- a.  monetary    b.  nonmonetary; declaratory or injunctive relief    c.  punitive

4. Number of causes of action (specify): 2

5. This case  is  is not a class action suit.

Date: 2/25/05

Jane Smith

(TYPE OR PRINT NAME)

**ELECTRONICALLY DELIVERED**

(SIGNATURE OF PARTY OR ATTORNEY FOR PARTY)

## NOTICE

- Plaintiff must file this cover sheet with the first paper filed in the action or proceeding (except small claims cases or cases under the Probate, Family, or Welfare and Institutions Code). (Cal. Rules of Court, rule 201.8.) Failure to file may result in sanctions.

File this cover sheet in addition to any cover sheet required by local court rule.



# Benefits

## User

- Completed forms
- Education about process and terms
- e-Delivery removes the need to come to court until the day of hearing

## Court

- More time to assist more people
- Complete, accurate and legible forms

# San Mateo's Role



- Infrastructure support

- Online user support



- Application Management