

**COURT OF APPEAL, SECOND APPELLATE DISTRICT
ELECTRONIC FILING GUIDELINES**

Guidelines for filing electronic documents in the Court of Appeal that a party seeks to become part of the record on appeal.

When filing a motion, application, or request which also includes documents the party seeks either: to become part of the court's record (such as an augmented record, amicus curiae brief, supplemental brief, corrected brief, or any other similar document); or to be judicially noticed, to ensure that such documents are useable as electronic records, this court requests that the party electronically submit documents the party seeks to become part of the appellate record as a **separate .pdf file** at the same time as the motion, application or request.

Documents over 300 pages in length.

Notwithstanding California Rules of Court, rules 8.124(d)(1), 8.144(c)(1) and 8.486(c)(1)(A), when submitting documents electronically, the parties may exceed the 300-page limit as long as the file size is 25 megabytes or smaller.

Proof of Service

If you create your own proof of service, please include it as the last page of your filing rather than a separate pdf. file.

Civil Case Information Statement

Please file your Civil Case Information Statement after a docket number has been assigned to your appeal.