

Electronic Document Filing Instructions

Sixth Appellate District

Name your document using the naming convention below. Please no spaces:

[Case Number]_[Abbreviation of Document Title]_[Filing Party]

For example:

H012345_SUB_Doe

H012345_CIS_StateFarmIns

Abbreviations that are to be used for naming your documents:

Wende Brief	WBF
Ben C. Brief	BBF
Phoenix H. Brief	PBF
Civil Case Information Statement	CIS
First Request for Extension of Time	REX
Change of Address	CHA
Substitution/Association of Attorney	SUB
Notice of Settlement	NOS
Informal Response to Petition for Writ of Habeas Corpus	INF

Documents must be:

- A single, text-searchable PDF file. Please note that scanned images are NOT text-searchable.
- No more than 5 MB in size
- An exact duplicate of the paper copy.

See also Cal. Rules of Court, rules 8.70 to 8.79