

NOTICE REGARDING ELECTRONIC FILING FOR SELF-REPRESENTED LITIGANTS

California Rules of Court, rule [8.71](#) requires that for parties with attorneys, *all* filings in civil cases be made through the Court's electronic filing system (TrueFiling).

Self-represented litigants, however, are exempt from the requirement to file documents electronically. (CRC, rule 8.71(b). However, if a self-represented litigant chooses to file documents electronically, he or she is bound by the rules of electronic filing laid out in California Rules of Court, Article 5. Represented parties are *required* to file electronically.

When electronically filing, you must comply with the requirements of TrueFiling and California Rules of Court, rule [8.74](#). By electronically filing any document with the court, you agree to file *all* documents electronically. You also agree to receive service of documents electronically unless you notify the court and all parties that you do not accept electronic service and choose to be served paper copies at an address you provide. (CRC, rules 8.71(b)(2) and [8.78\(a\)\(2\)](#).)

For electronic filing support, registration and training, please review the following resources at courts.ca.gov/2dca:

- Register for TrueFiling
- TrueFiling Quick Start Guide
- TrueFiling Support and Training
- Guide to Creating Electronic Appellate Documents
- How to Prepare Electronic Filings
- Frequently asked questions regarding electronic filing

Please note: any references contained within this self-help manual regarding document formatting (for example, color covers), apply only to paper filings.

DISCLAIMER

The materials included here are not legal advice and may not be used as legal authority. The primary legal authority for the practices described in this manual is the California Rules of Court.¹ This manual does not replace or supersede the California Rules of Court. It is merely a general summary of the applicable rules. The rules themselves are subject to change, and you should consult them directly.

In the event the information here differs from the California Rules of Court, you must follow the California Rules of Court. The California Rules of Court are referred to throughout this manual as "CRC" (for example, "CRC, rule 8.108").

The California Rules of Court are available at any law library, on the Internet at www.courts.ca.gov/rules, or can be ordered for a fee by calling (800) 328-9352.

¹ See CRC, rules 8.100-8.278 if you are appealing from the unlimited jurisdiction of the superior court to the Court of Appeal. Appeals from the limited jurisdiction of the superior court to the appellate division of the superior court are covered by CRC, rules 8.800-8.891; transfer from the Appellate Division of Superior Court to the Court of Appeal is covered by CRC rules 8.1000-8.1018. This manual discusses only appeals to the Second Appellate District Court of Appeal, not to the Appellate Division.

CHAPTER 3

CIVIL CASE INFORMATION STATEMENT

A [Civil Case Information Statement](#) is a questionnaire about the case that appellants and cross-appellants, if any, must fill out and return to the Court of Appeal for all civil cases. The answers on the *Civil Case Information Statement* help the court to know whether the *Notice of Appeal* is on time and whether the order or judgment is appealable.

Once the Superior Court Clerk mails the notification of the filing of the *Notice of Appeal*, the completed *Civil Case Information Statement*, a signed, conformed copy of the final judgment or order being appealed, and a *Proof of Service* on all parties must be filed in the Court of Appeal within **15 days**. (CRC, rule [8.100\(g\)\(1\)](#).)

If the *Civil Case Information Statement* is not received within the **15-day** limit, the Court of Appeal clerk will send a *Notice of Default*. If the appellant does not cure the default within **15 days** (presumably by correctly filing the *Civil Case Information Statement*), the Court may dismiss the appeal.

CERTIFICATE OF INTERESTED ENTITIES OR PERSONS

CRC, rule [8.208](#) requires that each party serve and file a [Certificate of Interested Entities or Persons](#) **at the time it files its first document in the Court of Appeal** (which is usually the above-referenced *Civil Case Information Statement*). (CRC, rule [8.208\(d\)\(1\)](#).) Each party must also include a copy of the certificate in its principal brief. This does not apply to civil appeals arising out of family, guardianship, and conservatorship cases. (CRC, rule [8.208\(b\)](#).)

The purpose of this rule is to provide justices of the Courts of Appeal with additional information to help them determine whether to disqualify themselves from a proceeding. (See CRC, rule 8.208(a).)

For the purposes of rule 8.208, “Certificate” means a *Certificate of Interested Entities or Persons* signed by appellate counsel or an unrepresented party. “Entity” means a corporation, a partnership, a firm, or any other association, but does not include a government entity or its agencies or a natural person. (See CRC, rule 8.208(c).)

If an entity is a party, that party’s certificate must list any other entity or person that the party knows has ownership interest of 10 percent or more in the party. (See CRC, rule 8.208(e)(1).) If a party knows of any other person or entity that has a financial or other interest in the outcome of the proceeding that the party reasonably believes the justices should consider in determining whether to disqualify themselves, the party’s certificate must list that entity or person and identify the nature of the interest of the person or entity. (See CRC, rule 8.208(e)(2).) If the party knows of no entity or person that must be listed under these two rules, the party must so state in the certificate. (See CRC, rule 8.208(e)(3).) A party that learns of changed or additional information that must be disclosed under CRC, rule 8.208(e) must promptly serve and file a supplemental certificate in the reviewing court.

Note that while the *Certificate of Interested Entities or Persons* must be filed simultaneously with the party’s first document filed in the Court of Appeal, the Certificate must be treated as a **separate filing** and have attached to it a **separate Proof of Service** and may not be simply attached to the first document filed and listed on that document’s proof of service.