

NOTICE REGARDING VOLUNTARY ELECTRONIC FILING FOR SELF-REPRESENTED LITIGANTS

California Rules of Court, [rule 8.71](#) requires that for parties with attorneys all filings in **Civil, Criminal, Juvenile and Original** proceedings be made through the Court's electronic filing system ([TrueFiling](#)). The forms can be found in the [Forms & Rules](#) page [on the Court's website](#).

Self-represented litigants are exempt from this rule. That is, you are not required to file documents electronically. But you may choose to do so, and if you do, 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 documents electronically. You also agree to accept electronic service of documents 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), 8.78(a)(2).)

The Court of Appeal does not require, but encourages you to file documents electronically. By filing and serving documents electronically, you may save time and expenses related to copying and mailing documents.

If you submit your documents electronically, bookmarking is required. Please visit <http://www.courts.ca.gov/documents/4DCA-Electronic-Formatting-Requirements.pdf> for a comprehensive list of electronic filing requirements. For electronic filing support, registration and training, please review the following resources:

- TrueFiling Quick Start Guide
- How to Prepare Electronic Filings
- TrueFiling Support and Training
- Guide to Creating Electronic Appellate Documents
- Register for TrueFiling

Please note that any references contained within this self-help manual regarding document formatting (color covers, for example) apply only to parties submitting paper filings. Please visit <http://www.courts.ca.gov/documents/4DCA-eFiling-FAQ.pdf> for answers to frequently asked questions regarding electronic filing.