



JPL CLIENT RESOURCE

Ready for Court E-Filing?

Six steps to help your California filing move forward.

A complete order gives us what we need to submit your prepared documents. Use this guide to organize your files, explain your request, and know what to check after submission.

1 Plan around the court

- Start with the court's current instructions. Confirm that your case type and documents are eligible for electronic filing.
- Identify the correct county and courthouse. Review any local procedures or document exceptions.
- Work backward from your deadline, allowing for holidays, court review, and possible corrections. Call JPL before placing an urgent order.

2 Make your PDFs ready

- Open each PDF yourself. Replace missing, sideways, blurry, or cut-off pages, and check the court's file-size and scan requirements.
- Use searchable text or OCR when technologically feasible without damaging the document image (CRC 2.256).
- If form fields must be flattened, save a separate submission copy and preserve valid electronic signatures.

3 Protect the final version

- Verify who must sign and how. Do not assume a typed name or /s/ works for every signature (CRC 2.257).
- For a declaration under penalty of perjury, obtain a compliant electronic signature or have the declarant physically sign before filing; retain the original as required.
- Permanently redact protected information with a PDF redaction tool. Remove review comments, tracked edits, and unnecessary metadata.

4 Assemble the filing packet

- Use the latest required forms. Include supporting papers and any cover sheet needed to open a new case.
- Compare the case number, party names, and case category across the packet. Group or separate PDFs according to court instructions.
- Review page numbering and exhibit references. Where required, bookmark each exhibit's first page with its identifier and a short description.

5 Tell JPL what you need

- Upload your final documents with the court and case details, filing instructions, deadline, and a contact for questions.
- Review document selections and expected court, provider, and JPL charges. Supply any applicable fee-waiver information.
- Request service of process, electronic service, or courtesy-copy delivery separately when needed. Do not assume e-filing includes them.

6 Follow through after submission

- Keep the submission confirmation, then monitor for the court's decision. A receipt alone does not mean your documents were accepted.
- If accepted, save the filed copies. If rejected, review the reason with your attorney as needed and contact JPL about resubmission and charges.

Your filing. One point of contact.

JPL handles submission of the documents you provide. Have a question about placing your order? Call our team. The court makes the acceptance decision.

Court and service charges apply. Resubmitting a rejected filing is billed again.

[Start an e-filing order](#)

[Court directory](#)

[\(866\) 754-0520](tel:8667540520) | [JPLPS.com](https://jplps.com)