

## Fax Filing Online

### FILE FROM THE CONVENIENCE OF YOUR COMPUTER

Parties may file documents via facsimile (fax) in Civil, Probate, and Family Law cases pursuant to Local Rule of Court 4.00.08-4.00.09 and the California Rules of Court. *(Please note: If the information provided on this website conflicts with the rules of court, the rules of court prevail.)*

	FAX FILING ONLINE
<b>Fax filing online link</b>	<a href="#">E-File Link</a>
<b>Fee</b>	\$1.00 per page
<b>Case Types</b>	Fax filing may be used in Civil, Family, and Probate cases.
<b>Required Form</b>	All documents submitted for premium or regular fax filing must have the Judicial Council Facsimile Transmission Cover sheet ( <a href="#">JC form MC-005</a> ) as the first page of each case filing. When submitting documents for multiple cases, use a separate Judicial Council Facsimile Transmission Cover sheet for each case.
<b>File-Stamp Date</b>	Documents received by 4:00 PM on a court day are file-stamped with the court day they are received. Documents received after 4:00 PM will be file-stamped the next court day.
<b>Payment</b>	The required filing fees and fax filing surcharge must be paid by credit card. All required credit card information must be included on the Judicial Council Facsimile Transmission Cover sheet and the online fax filing agency payment screen. There is a debit and credit transaction fee of 5% of the total amount of the transaction and a \$1.00 service fee.
<b>Rejected Filings</b>	If a document is rejected for filing, the entire document must be re-submitted, including the Judicial Council Facsimile Transmission Cover sheet.
<b>How will I know that the court has received and processed the document?</b>	Once processing is complete, a receipt will be sent back to you by email or mobile message. The receipt will include the case number, the amount charged to your credit card account, and any additional information required.
<b>Can I request a conformed copy of the filed documents?</b>	Yes. The cost related to fax verification, mailing of conformed copies is \$0.50 per page copy cost \$1.00 for mailing first 10 pages \$4.00 for mailing over 10 pages.
<b>Can I view file-stamped documents online?</b>	No. El Dorado Superior Court currently does not have documents available for viewing online
<b>Technical Note</b>	<b>Item 2 of the Judicial Council Facsimile Coversheet suggests submitting a separate attachment with processing instructions. Is this necessary?</b> No, unless there are some extraordinary circumstances related to your filing, this item is optional.
<b>Contact Number</b>	South Lake Tahoe Branch filings      530-573-3075 Western Slope Branch filings      530-621-5867