



Marin County Superior Court eDelivery User Instructions

Revised: May 20th, 2022

This user guide provides instructions for electronically delivering (eDelivery) documents to the Marin County Superior Court. Links in the table of contents will take you to the relevant page, allowing you to navigate to your area of interest.

Table of Contents

Accessing eDelivery	2
Locating the Web Portal.....	2
Navigating the Home Page.....	2
eDelivery Account	2
Creating an Account.....	3
<i>Payment Profile</i>	4
Account Settings.....	4
Forgot Password.....	4
Filing a Document	2
New Filing.....	6
Filing on Existing Case.....	9
Tips on Filing Your Documents.....	9
<i>Documents Not Eligible for eDelivery</i>	9
<i>PDF Format</i>	10
<i>Bookmarks</i>	10
Checking a Document's Status	11
Email Notifications.....	11
My Previous Filings.....	12

Accessing eDelivery

Locating the Web Portal

The link to the eDelivery web portal can be found at <http://www.marincourt.org/>. To access the portal, select *eDelivery*.

Navigating the Home Page

When you open eDelivery, you will be directed to the eDelivery portal. From here, you can create or login to an account; locate the *About eDelivery* page, submit documents online; and find important information about delivering your documents electronically to the Court.

Home eDelivery

eDelivery Portal

E DELIVERY REQUIRES A CREDIT CARD EVEN IF YOU HAVE A FEE WAIVER

This site allows you to electronically deliver documents to the Marin County Superior Court.

About the Project

- File your documents electronically
- Government filers are exempt from filing fees
- [more...](#)

How to Participate - Filings are now being accepted!

Law Firms
Law firms wishing to participate in the project can now register online by creating an account without contacting Journal Technologies.

Self-Represented
Self-Represented parties can now register online by creating an account without contacting Journal Technologies.

Per-use Fees

A \$4.95 Service Provider fee plus 2.75% of any Court filing fee will be collected for each electronic submission through this website. This is in addition to any regular Court filing fees. If the user that is filing a government entity, the \$4.95 fee is exempt despite being listed in the Process Payment.

Additional Information

- [About eDelivery](#)
- [Terms of Service](#)
- [Contact Us](#)

Login **+ Create an Account**

Sensitive Information
Sensitive personal information must be removed or redacted. Sanctions can be imposed for including Social Security and Financial Information in filed documents... [\(read more\)](#)

Use "Login" or "Create Account" to begin the eDelivery Process.



Use "About eDelivery" to find frequently asked questions.

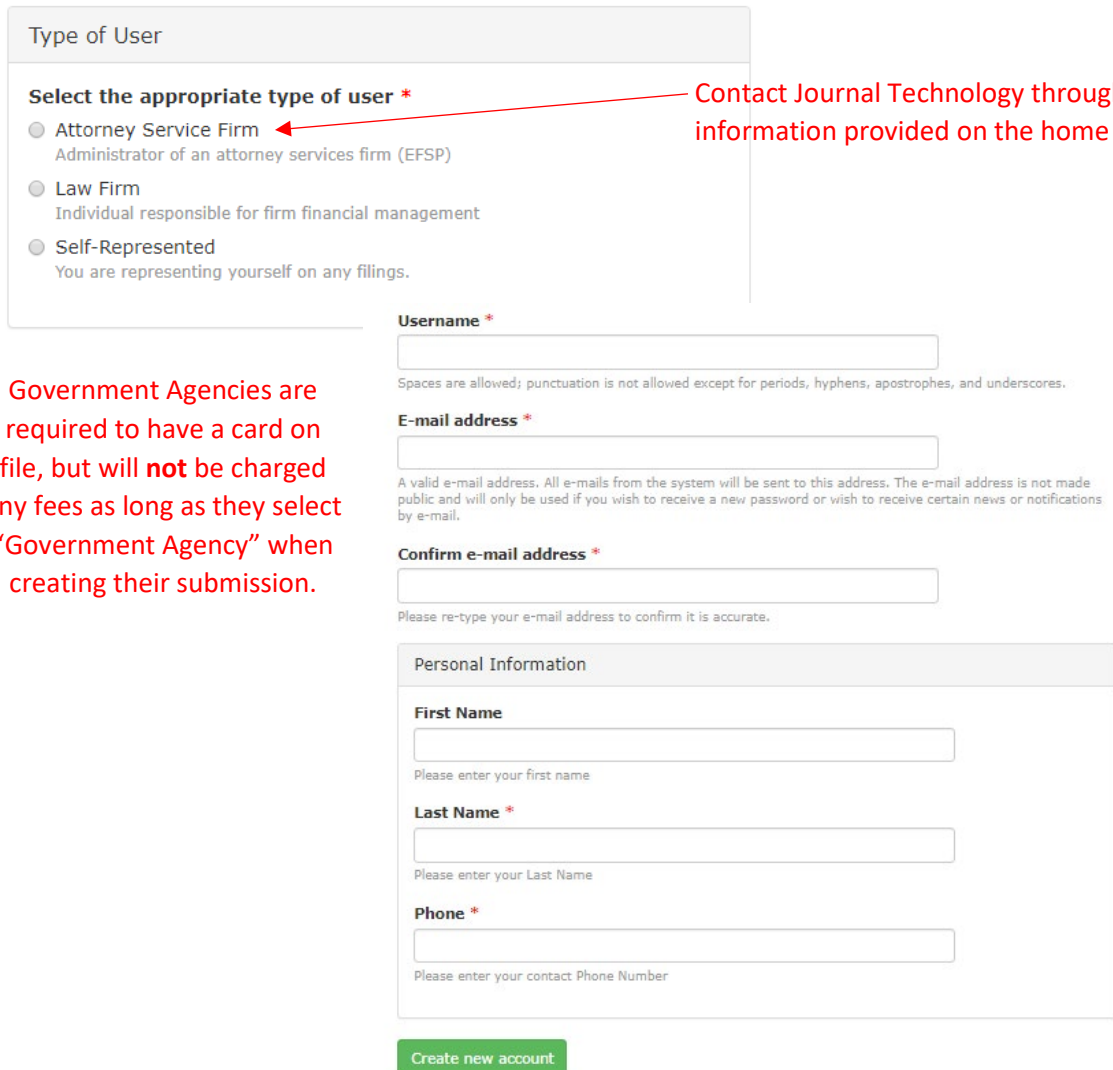
eDelivery Account

Creating an Account

Creating your own account with Marin Superior Court’s eDelivery portal is required. This allows you to submit new filings, add new documents to previous filings, and access a history of documents sent and/or received through eDelivery.

To make your account, complete the following:

1. Select  at the bottom of the home page.
2. Read through the User Agreement, and select  if you read and understand the terms and conditions.
3. Select your user type and complete the corresponding fields. When completed, select *Create new account*.



The screenshot shows a web form for creating an account. It is divided into several sections:

- Type of User:** A section with the heading "Type of User" and a sub-heading "Select the appropriate type of user *". It contains three radio button options:
 - Attorney Service Firm Administrator of an attorney services firm (EFSP)
 - Law Firm Individual responsible for firm financial management
 - Self-Represented You are representing yourself on any filings.
- Username *:** A text input field with a note below it: "Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores."
- E-mail address *:** A text input field with a note below it: "A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail."
- Confirm e-mail address *:** A text input field with a note below it: "Please re-type your e-mail address to confirm it is accurate."
- Personal Information:** A section with the heading "Personal Information" containing three text input fields:
 - First Name:** "Please enter your first name"
 - Last Name *:** "Please enter your Last Name"
 - Phone *:** "Please enter your contact Phone Number"

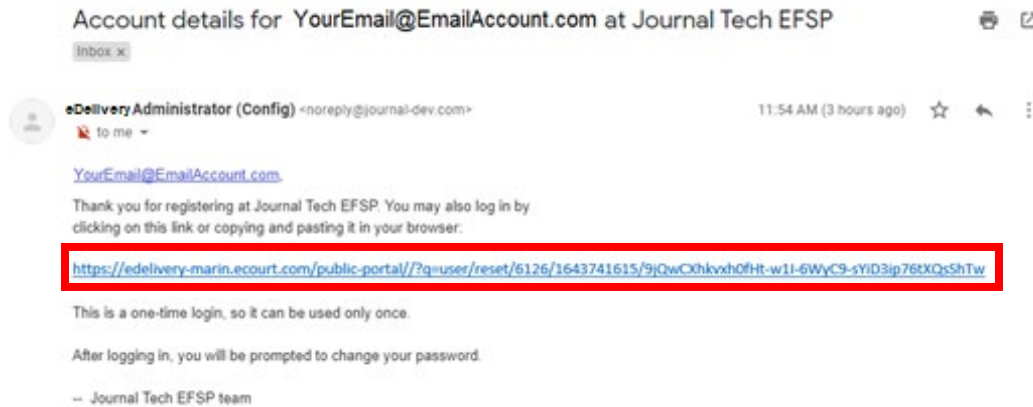
At the bottom of the form is a green button labeled "Create new account".

Annotations in red text and arrows point to the "Attorney Service Firm" option and the "Accept & Continue" button from the instructions above.

Government Agencies are required to have a card on file, but will **not** be charged any fees as long as they select "Government Agency" when creating their submission.

Contact Journal Technology through the information provided on the home page.

4. A welcome message will be sent to the email address you provided. This email will include a link for a **one-time login** for your account, accessible for 24 hours.



The link will bring you back to the eDelivery portal. Select Log in on this page to create your own password. After this, your account has been created.

Payment Profile

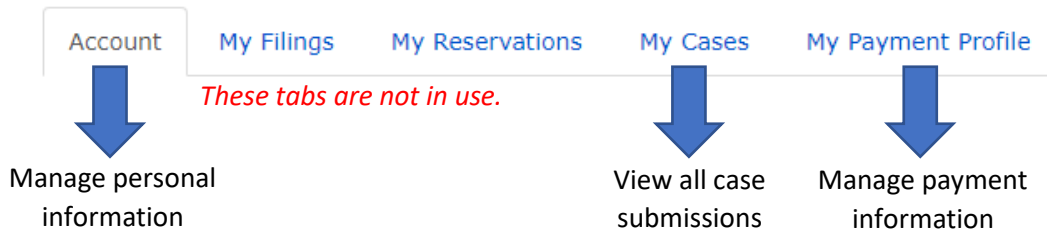
NOTE: Before you begin filing documents, you will need to create a Payment Profile. A payment profile allows you to securely store your credit card information on industry leading Authorize.Net servers.

To create a payment profile:

1. Select your name in the top menu bar.
2. On the new menu, select **My Payment Profile**.
3. Select \$ Manage Payment Profile
4. Select Add a New Payment Method and enter your credit card information.
5. Click **Back** when you are ready to return to the portal.

Account Settings

To access the settings for your account, click on your name on the top menu bar. The following menu will appear, where you can:

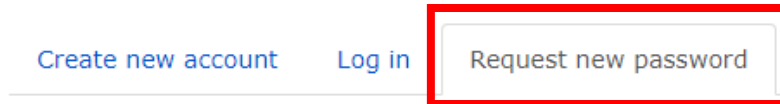


Forgot Password

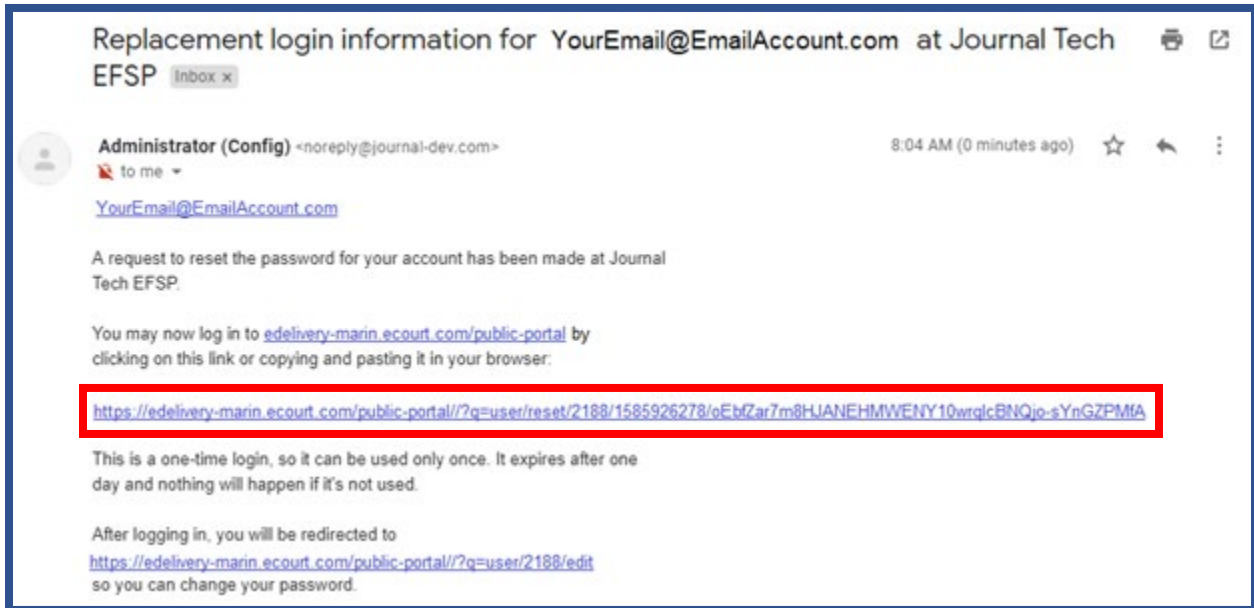
If you have already signed up for an account, complete the following to reset your password.

1. Select Login at the bottom of the home page.
2. Select ✓ Accept & Continue at the end of the User Instructions.

3. Find the **Request new password** menu item.



4. Enter the email address or username used to create your account.
5. A message will be sent to the email address you provided. The email will include a link for a one-time login for your account, accessible for 24 hours.



The link will bring you back to the eDelivery portal. Select on this page to create your new password. After selecting save, your password is updated and you are logged back in.

Filing a Document

To begin, select **eDelivery** on the home page. This will bring you to a set of menu options.

Home eDelivery

eDelivery Portal

This site allows you to electronically file documents in limited civil, unlimited civil, and complex civil actions to the Placer County Superior Court.

About the Project

- File your documents
- Reserve a Motion
- Electronically serve the opposition
- Government filers are exempt from filing fees
- [more...](#)

How to Participate - Filings are now being accepted!

Attorney Service Companies
Attorney service companies wishing to take part in the project can contact efile@journaltech.com or call (833) 402-9333 Option 3.

Law Firms
Law firms wishing to participate in the project can now register online by creating an account without contacting Journal Technologies.

Self-Represented
Self-Represented parties can now register online by creating an account without contacting Journal Technologies.

+ eDelivery

If you are unsure which option to select for your filing, review the instructions for either [New Filing](#) or [Filing on Existing Case](#).

New Filing

Select  from the eDelivery page.

1. **Name your submission.** *The “eDelivery Title” and “Matter Number” fields are for your internal use only and will not be sent to the court.*

eDelivery Title*

Please enter a title.

Notifications

Matter Number*

Please enter a matter number for this e-Filing

2. Enter case information.

Case Information

Case Type*

How many filing parties are on this case?*
Select the number of filing parties on this case.

How many filing parties are government exempt?*
Select the number of filing parties who are exempt government filers. If none, just leave at 0.

Add Fee Waiver to this Submission*
 Yes No

Use the drop down arrow to file and select your case type, or type the title in the search bar.

3. Enter the filing party type information.

Filed By

Party Designation Type*
Person

First Name*

Middle Name

Last Name*

Suffix

Exact Name

Government Agency?
No

This field will populate with the names entered in the First, Middle, and Last name fields.

4. When you select your case type, a new field will appear. Here you can upload the documents you are filing with the Court. **NOTE: Only documents for your case type will appear.**

Add Documents - Small Claims (1)

Document Type

Click magnifying glass icon for a list of document types you may select.
If the document type you are submitting **does not have a fee or is not listed** please use code Document:Other.

Attachment*
Choose File No file chosen

+ Add Documents - Small Claims

- a. First search your document type. This can be done by entering the document type in the search bar, or using the magnifying glass button to expand the search field. Here you can search for a document by Name, Number, and Form Type.

- b. Select **Choose File** to upload a document from your computer.

NOTE: The portal will only allow you to upload PDFs. If you do select a document in another format, the following message will appear when you select *Proceed*:

Format for Word Document.docx is not valid. Accepted Formats are: application/pdf. X

- c. If you have additional documents to upload, select **Add Documents** and repeat the previous steps.

NOTE: If you previously selected to add a fee waiver to your submission in the case information fields, two additional fields will appear. Here, you can upload your completed Fee Waiver Application and the blank Order.

▼ Fee Waiver - Request to Waive Court Fees (FW001)

Document Type* 218310a - Application: Fee Waiver (1219)

Attachment* **Choose File** No file chosen ← Filled out Fee Waiver Application (FW001)

▼ Fee Waiver - Order on Court Fee Waiver (FW003)

Document Type* 279312a - Order: Fee Waiver-Grant (2116)

Attachment* **Choose File** No file chosen ← Blank Order for Judicial Officer to sign (FW003)

5. Select **Proceed** when all the documents you wish to submit have been uploaded.
6. Review and conform the number of documents you've uploaded are correct. The credit card transaction fee and convenience fee will be listed below your selected document types.

Filing Information						
Reference No	JTI Ref. No.	Title	Document	Fees	Paid	Balance
12517		Case_3	723110b - Plaintiff's Claim - Amount >\$1500 & <=\$5000	\$ 50.00	\$ 0.00	\$ 50.00
12517		Case_3	CCTF - Credit Card Transaction Fee	\$ 1.38	\$ 0.00	\$ 1.38
12517		Case_3	CONV - Convenience Fee	\$ 4.95	\$ 0.00	\$ 4.95
Total				\$ 56.33	\$ 0.00	\$ 56.33

7. Because you have already created your payment profile, your credit card will appear at the bottom of this screen.

Select a payment method *

XXXX1111 (YOUR NAME) - Individual

NOTE: Your credit card will not be charged until your filing is processed.

8. Select to finalize your filing. A confirmation screen will appear. *To see what emails you should receive, click [here](#).*

Filing on Existing Case

If you're adding files to an existing case, select . You will follow the same steps as filing a new case, **but you will need to add your case number.**

Case Initiation-Subsequent

Case Type*	<input type="text"/>
Court Case Number*	<input type="text"/>
How many filing parties are on this case?* <small>Select the number of filing parties on this case.</small>	<input type="text" value="1"/>
How many filing parties are government exempt?* <small>Select the number of filing parties who are exempt government filers. If none, just leave at 0.</small>	<input type="text" value="0"/>
Add Fee Waiver to this Submission*	<input type="radio"/> Yes <input checked="" type="radio"/> No

Tips on Filing Your Documents

There are a number of different requirements for submitting documents through eDelivery, the following breaks down these requirements:

Documents Not Eligible for eDelivery

There are a number of documents that will not be accepted through eDelivery. If you do submit one of these documents through eDelivery, it will be rejected by the Court.

1. Peremptory Challenges or Challenges for Cause of a Judicial Officer pursuant to Code of Civil Procedure sections 170.6 or 170.3
2. Bonds/Undertaking documents
3. Any ex parte application that is filed concurrently with a new complaint
4. Any order with an original judicial officer's signature
5. Out-of-State Commission
6. Abstract of Judgment
7. Documents submitted conditionally under seal
8. Certificate of Facts Re Unsatisfied Judgment
9. Family Law Request for Entry of Default and the Notice of Entry of Judgment

10. Letters of Administration
11. Request for Administrative Records
12. Affidavit Re Real Property of Small Value (Probate) and,
13. Any paper document ordered by the Court to be filed in the clerk's office
14. Court records requests, and subpoenaed records.

PDF Format

Documents that are delivered to the Court through eDelivery are required to be submitted in PDF format. Any documents that are uploaded in another format (for example, Word, Excel, or JPEG formats) will be blocked in the filing document step.



Documents also have to be in text-searchable format. For more information on how to make your documents text-searchable, see this [page](#).

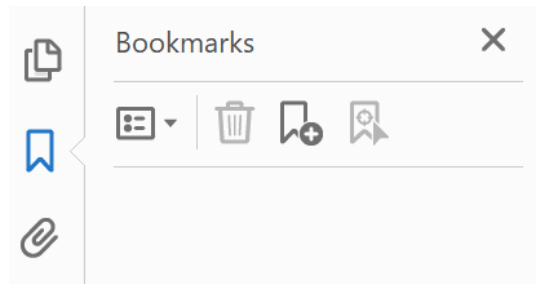
Bookmarks


Bookmarks are required for PDFs **that exceed 15 pages and/or contain multiple exhibits/sections**.

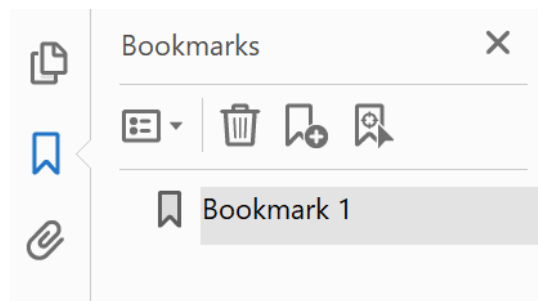
A bookmark is a PDF document navigational tool that allows the reader to quickly locate and navigate to a designated point of interest within a document. Bookmark titles should match the corresponding section/exhibit.

To create a bookmark:

1. Select the  symbol located in the vertical menu on the left-hand side of the screen. (if this menu hasn't been opened, select  to expand.) This will open the following menu:



2. To insert a bookmark, scroll to the desired page and then select . This will link the bookmark to the page you are currently viewing, and you will be prompted to give the bookmark a title.



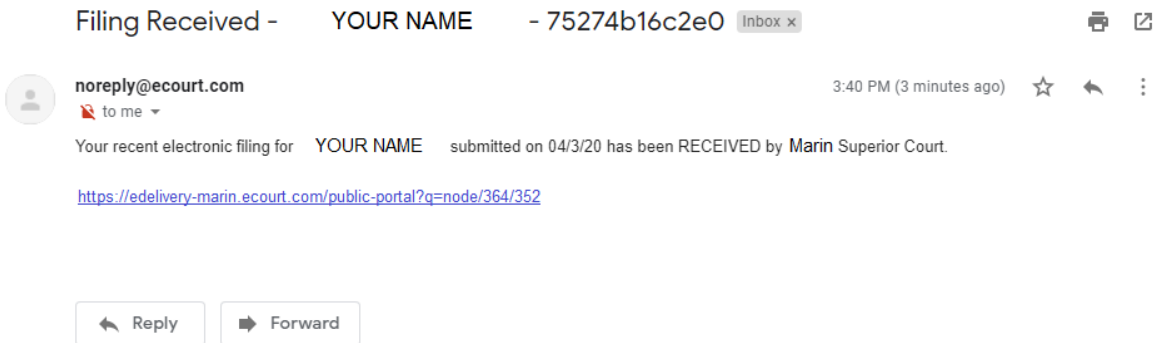
Title your bookmark corresponding to the related section/exhibit.

Checking a Document's Status

Email Notifications

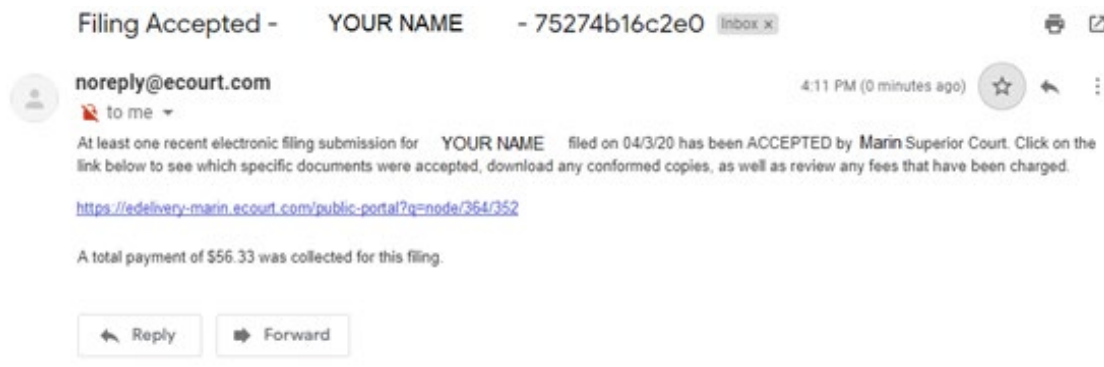
Two emails will be sent to the email address you provided the Court.

1. Upon receiving electronic document(s), a "Notice of Receipt of Documents" will be emailed to you. This notice will confirm that the Court has received the document(s).

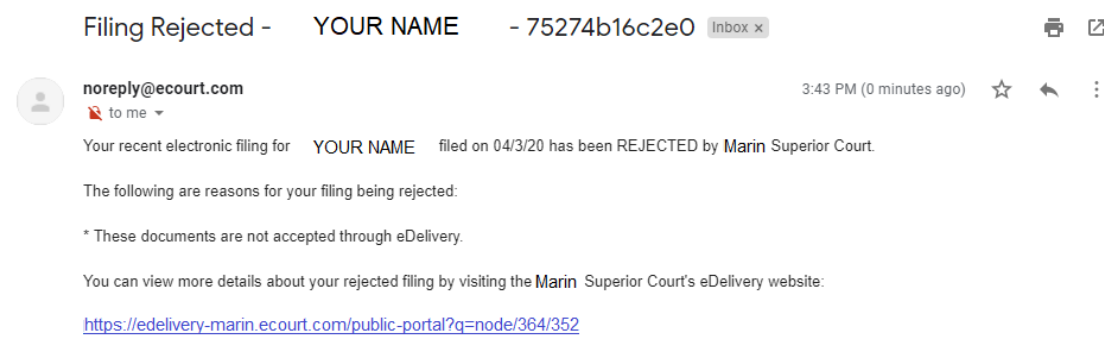


2. Second, you will receive a notification email when the filing was accepted or rejected.

Accepted Email Example



Rejected Email Example



If you do not receive a confirmation email, contact Journal Technologies at efile@journaltech.com or call (833) 402-9333 – Option 3.

My Previous Filings

To check the status of current documents or view your previous case submissions, go to the eDelivery page and select [My Previous Filings](#). This is also accessible by selecting your name in the top menu bar, and then **My Previous Filings** on the new menu.

To view specific information about a case listed, select [View Case](#). From here you can open any documents by selecting the document type name listed.