

## APRIL 2016 – ADI NEWS ALERT

BY

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This alert<sup>1</sup> announces the launching of TrueFiling in the Fourth Appellate District, Division One. Divisions Two and then Three will launch later in the year. TrueFiling is already being used by the First, Third, Fifth, and Sixth Districts.

#### **Getting Started: TrueFiling Registration and Training**

**Registration:** Panel attorneys must register at TrueFiling.com and add a credit card to their account.

**TrueFiling training:** The TrueFiling website has a variety of options for training, including videos, a Frequently Asked Questions page, and a User Guide. TrueFiling's customer support email is [support@truefiling.com](mailto:support@truefiling.com) and their customer support phone number is 855-959-8868. We recommend that panel attorneys register early and take advantage of the training available on the TrueFiling website. Questions about how to use TrueFiling should be directed to TrueFiling's customer support.

**CCAP resources:** The CCAP website has a [comprehensive guide](#)<sup>2</sup> for using TrueFiling, including how to register, how to file a document, how to add attorneys to a case, and how to prepare documents to satisfy the court's filing requirements. The guide lists commercially available software for adding bookmarks to briefs, which are required in the Fourth Appellate District.

**Court resources:** The court website also has a [Guide to Creating Electronic Appellate Briefs, Appendices, and Hyperlinking](#).<sup>3</sup>

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<sup>1</sup>As always, panel attorneys are responsible for familiarizing themselves with all ADI news alerts and other resources on the ADI website.

<sup>2</sup>[http://www.capcentral.org/procedures/truefiling/step\\_tf\\_guides.asp](http://www.capcentral.org/procedures/truefiling/step_tf_guides.asp)

<sup>3</sup><http://www.courts.ca.gov/documents/DCA-Guide-To-Electronic-Appellate-Documents.pdf>

## **Fourth District Filing Requirements – local rule 5**

[Local rule 5](#)<sup>4</sup> specifies TrueFiling requirements for Division One. Many documents, such as briefs and petitions, will need to have bookmarks and be consecutively paginated using Arabic numbers (1, 2, 3, etc. – no Roman numerals) *beginning with the cover*.

In addition, all documents must be a text searchable PDF. The TrueFiling software converts any Word, TIFF, or PDF to a text searchable PDF. TrueFiling will not paginate briefs or add bookmarks. The [CCAP guide](#) referred to above includes instructions on pagination and bookmarking.

### **Sealed Documents**

The court will not accept sealed documents through TrueFiling. Panel attorneys must file a *redacted* brief (sealed material excised) through TrueFiling. The unredacted brief must be filed on paper. (See Cal. Rules of Court, rule 8.46 for requirements.) The court requests that counsel send a CD containing the unredacted brief with the paper version of the brief.

### **Filing Costs and Service of Documents**

TrueFiling charges a fee for each filed and served document, including extensions of time, augments, briefs, petitions, etc. *The fees are a reimbursable expense*. The cost can be claimed on Line 10, Other Expenses, on the Expenses Worksheet.

### **Questions**

Questions about ADI policies on True Filing can be emailed to Dave Rankin ([dkr@adi-sandiego.com](mailto:dkr@adi-sandiego.com)) or Lynelle Hee ([lkh@adi-sandiego.com](mailto:lkh@adi-sandiego.com)).

Technical questions about True Filing should be directed to True Filing's customer support at [support@truefiling.com](mailto:support@truefiling.com) or 855-959-8868.

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<sup>4</sup><http://www.courts.ca.gov/documents/4dca-Local-Rule-5.pdf>