

TRUEFILING IN FOURTH APPELLATE DISTRICT

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 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](#)¹ 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 has a [Guide to Creating Electronic Appellate Briefs, Appendices, and Hyperlinking](#).²

Fourth District Filing Requirements – Local Rule 5

[Local rule 5](#)³ specifies requirements for documents submitted through TrueFiling. Many documents need to have bookmarks and to 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.

¹http://www.capcentral.org/procedures/truefiling/step_tf_guides.asp

²<http://www.courts.ca.gov/documents/DCA-Guide-To-Electronic-Appellate-Documents.pdf>

³<http://www.courts.ca.gov/documents/4dca-Local-Rule-5.pdf>

Sealed Documents

The court will not accept sealed documents through TrueFiling. Panel attorneys must file a *redacted* brief with 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 Rankin⁴ or Lynelle Hee.⁵

Technical questions about True Filing should be directed by email to True Filing's customer support by email⁶ or by phone at 855-959-8868.

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