

MISCELLANEOUS RULES EFFECTIVE JANUARY 1, 2027

CHAPTER 4. MISCELLANEOUS RULES

RULE 4.1 RULES OF GENERAL APPLICATION

4.1.2 Electronic Filing

A. No Change.

B. No Change.

C. No Change.

D. Rules Applicable to Eligible Case Types

1. Method. The electronic filing of documents must be effected using the Court's electronic service providers. Electronic service provider information is available on the Court's website at www.fresno.courts.ca.gov www.fresno.courts.ca.gov/online-services/efile-resources.

2. No Change.

3. Confidential Documents. Documents filed as confidential shall be ~~designated as such by selecting the "confidential security group" security option on the filing details prompt in the Court's electronic system.~~ clearly identified as such on the first page of each paper. This rule is subject to the provisions set forth in Code of Civil Procedure § 1010.6, California Rules of Court, rules 2.250 through 2.259 and Local Rules 4.1.3 and 4.1.4.

4. No Change.

5. Format. The Court requires that electronic filing of documents be effected using a fully searchable static (non-editable) .pdf file. Interactive or fillable .pdf forms are not permitted. All .pdf forms must be flattened such that no form fields, scripts, or other dynamic content remains. Documents must and include electronic bookmarks to each heading, subheading and component (including the table of contents, table of authorities, petition, verification, points and authorities, declaration, and proof of service if included), and to the first page of each exhibit or attachment, if any. Each bookmark to an exhibit or attachment

shall include the letter or number of the exhibit or attachment and a description of the exhibit or attachment. If exhibits or attachments are submitted in multi-part electronic files, each separate file must have its own table or index of the contents of the file.

- 6. No Change.
- 7. No Change.
- E. No Change.
- F. No Change.
- G. No Change.

(Effective July ~~January 1, 2026~~ **2027**; adopted as Rule 4.1.13 effective January 1, 2016)

4.1.3 Records Confidential By Law

- A. No Change.
- B. Records required to be kept confidential as a matter of law may be submitted to the court electronically through the court's e-filing system or physically through the clerk's office or drop box. Failure to use the below procedure for filing confidential records will result in the records being rejected.

1. Documents filed as confidential shall be ~~designated as such by selecting the "confidential security group" security option on the filing details prompt in the Court's electronic system~~ clearly identified as such on the first page of each paper. Records not designated "confidential" in the e-filing process will automatically be accessible to the public.

When submitting confidential records through e-filing, the filing party must indicate the legal authority that mandates the confidentiality of the record in the ~~"Comments to Court"~~ **"Message to Clerk"** field.

- 2. No Change.
- C. No Change.

(Effective January 1, 2021 **2027**)

4.1.4 Lodging Items With the Court

A. No Change.

B. Records may be lodged with the court by submitting them to the court electronically through the court's e-filing system or physically through the clerk's office or drop box.

Failure to use the procedure for lodging records specified in California Rule of Court, rule 2.551(d) will result in the records being rejected.

1. No Change.

2. Records lodged through e-filing must be designated "confidential" during the e-filing process. Documents submitted for lodging shall be designated as such by selecting the "confidential security group" security option on the filing details prompt in the Court's electronic system on the first page of each paper. When submitting records for lodging through e-filing, the filing party must provide the following information in the "Comments to Court" "Message to Clerk" field, as applicable: 1) the reason for lodging (ex. pending motion to seal, lodged for trial); and 2) any related court date (ex. motion on [date], trial: [date]). Records not designated "confidential" in the e-filing process will automatically be accessible to the public.

3. No Change.

C. No Change.

D. No Change. (Effective January 1, 2021 2027)

4.1.5 Records Under Seal

A. No Change.

B. No Change.

C. No Change.

D. No Change.

E. If the court denies the motion or application to seal, the moving party may notify the court that the conditionally lodged records are to be filed unsealed. This notification must be received within ten (10) days of the order denying the motion or

application to seal, unless otherwise ordered by the court. On receipt of this notification, the clerk will unseal and file the record.

If the moving party does not notify the court within ten (10) days of the order, the clerk will ~~contact~~ send written notice to the moving party to arrange return of the lodged records to the moving party. [If the moving party does not make arrangements for the return of the records within thirty (30) days of a written notice to do so, the clerk will permanently delete the conditionally lodged records. ~~on the 15th day following the court's order denying the motion or application to seal.~~

F. No Change. (Effective January 1, 2021 ~~2027~~)