2.4 LOCAL FORMS

A. PRINTED MINUTE ORDER FORMS

Whenever a printed minute order form is used by a Clerk or the Court, those portions checked or filled in shall be deemed to be the order of the Court, and those portions not checked or left blank shall be deemed to be purposefully omitted from the order.

(Effective 7/1/19)

B. PAYMENT OF CLAIMS

Any party submitting a claim for payment by the County of Glenn, or the Court, whether for services rendered per court order or related expenses, must submit his/her claim upon the County of Glenn General Claim form or the Superior Court of California General Claim form. The top half of the form must be completed by the claimant, dated and signed, and must include claimant's Social Security number and/or federal tax identification number. The completed form must be submitted to the Court Executive Officer or the Judge upon whose order the services were rendered.

(Effective 7/1/19)

2.5 ELECTRONIC FILING

A. AUTHORITY

1. Mandatory Electronic Filing: The Superior Court of California, County of Glenn, requires electronic filing of documents pursuant to California Code of Civil Procedure sec. 1010.6 and California Rules of Court, Rule 2.250 et seq. for the following Case Types/Categories:
    a. Juvenile Dependency Matters;
    b. All Civil Matters;
    c. All Probate Matters;
    d. All Family Law Matters (including Department of Child Support Services matters).
2. Self-Represented parties are exempt from mandatory electronic filing requirements pursuant to California Rule of Court 2.253(b)(2) but are encouraged to participate voluntarily in filing electronically.
3. Permissive Electronic Filing: The Superior Court of California, County of Glenn, permits the electronic filing of documents pursuant to California Code of Civil Procedures sec. 1010.6

and California Rules of Court, Rule 2.250 et seq. for all case types not enumerated in subsection (A), including but not limited to Criminal (Felony/Misdemeanors), Traffic/Infractions, and Juvenile Delinquency matters.

(Effective 1/1/26)

B. ELECTRONIC FILING SERVICE PROVIDERS

Approved Electronic Filing Service Providers (EFSP's) are listed on the Court's website at www.glenncourt.ca.gov.

(*Effective 1/1/26*)

C. FILING DATES AND TIMES

Documents may be electronically transmitted to the Court at any time of the day. Acceptance of documents for filing shall be deemed ot occur on the date the document was received by the Court in accordance with CCP sec. 1010.6(b)(3). Nothing in this section shall limit the clerk's ability to reject deficient filings.

(*Effective 1-1-26*)

D. LIMITATIONS ON FILINGS

Notwithstanding any other provision of law or of this rule, the following items may not be electronically filed:

a. Any Will, codicil;

b. Bond or undertaking;

c. Subpoenaed documents;

d. Financial institution documents, care facility documents or escrow documents as defined under Probate Code Sec. 2620, submitted by conservators, guardians, or trustees of court supervised trusts;

e. California state vital records forms;

f. Any documents with attachments/exhibits that cannot be accurately transmitted via electronic filing due to size or type;

g. Documents typically submitted during the course of a proceeding (e.g. Trial exhibits);

h. Lodge Documents;

i. Documents for cases under seal;

j. Copy Requests;

k. Labor Commissioner deposit of cash or check. While the Labor Commissioner Appeal must be filed electronically, it will not be processed until the filing party has deposited the award with the Court. The deposit must be made in person or through the mail and must be completed within five (5) court days of submitting the Appeal for filing with the Court.

E. CONTROLLING AUTHORITY

To the extent this Rule 2.5 conflicts with any other local rule concerning the filing of documents with the Court, this rule controls.

(Effective 1/1/26)

2.6 SUBSTITUTION OF ATTORNEYS

Papers presented for filing by attorneys/parties who have not been properly substituted in as attorney of record, whether the party was previously in pro per or represented by counsel, will be accepted and marked "Received" rather than "Filed."

(Effective 7/1/19)

2.7 CONSOLIDATION WITH THE LOWEST NUMBER

Whenever it appears that two or more cases with different numbers have been filed with reference to the same proceeding, the Court may, on its own motion, consolidate all the matters with the file bearing the lowest number. The file bearing the lower or lowest number will be referred to as the "lead file." All documents filed after consolidation shall bear the case number of the lead file. Upon consolidation, the Clerk shall transfer all documents in the consolidated files to the lead file except for a copy of the order of consolidation. *(Effective 7/1/19)*

2.8 PROHIBITION OF FIREARMS IN THE COURTROOM

The only individuals who may carry a weapon into a courtroom are: (1) the bailiff(s) providing courtroom security; (2) an individual described in PC § 830.1(a); (3) State Traffic Officers in the employ of the California Highway Patrol, unless the individual is appearing as a party to the action before the Court.

Unless the individual is in uniform, any weapon must be worn in a fashion where it is not visible. An individual not in uniform who is authorized to carry a weapon pursuant to this rule shall notify the courtroom bailiff of the fact that he/she is armed.

(Effective 7/1/19)