
Filing Papers in Civil Cases in Sacramento Superior Court

These instructions apply to the Civil Department of the Sacramento County Superior Court. For any other court, refer to its local rules and procedures, usually on its website.

Civil documents can be electronically filed (“e-filed”), mailed, brought to the filing counter in person, or placed in the drop box at 500 G St., Second Floor, Sacramento CA 95814.

You may need:

- [Civil Document Drop-Off Sheet](#)
(<https://www.saccourt.ca.gov/home/showpublisheddocument/861/639099448674370000>) (if filing by drop box)
- [Request to Waive Court Fees \(FW-001\)](#) (<https://courts.ca.gov/sites/default/files/courts/default/2024-11/fw001.pdf>)
(if applying for fee waiver)

Helpful links:

- [Filing Guidelines & Department Information](#) (<https://www.saccourt.ca.gov/divisions/civil/filing-guidelines-department-information>), Sacramento County Superior Court
- [Civil E-filing](#) (<https://www.saccourt.ca.gov/online-services/e-filing/civil-e-filing>), Sacramento County Superior Court
- [Civil E-Filing FAQs](#) (<https://www.saccourt.ca.gov/online-services/e-filing/civil-e-filing/civil-e-filing-faqs>), Sacramento County Superior Court

General information

Be sure to research the type of document you need to file for special filing rules, such as requiring a different number of copies, or filing in a specific department. More information is available on the Sacramento County Superior Court’s web page, [Filing Guidelines & Department Information](#) (<https://www.saccourt.ca.gov/divisions/civil/filing-guidelines-department-information>).

Payment: You must pay any required fee along with the filed paperwork, unless you have a fee waiver.

If you qualify for a fee waiver, but have not yet applied for one, include [Request to Waive Court Fees \(FW-001\)](https://courts.ca.gov/sites/default/files/courts/default/2024-11/fw001.pdf) (<https://courts.ca.gov/sites/default/files/courts/default/2024-11/fw001.pdf>) with your filing, and payment will not be required with the filing. (If it is denied you will need to pay within 10 days or your documents will be voided.)

Credit card payments are limited to in-person front counter filings and e-filings. Cash is limited to in-person filings only. Payment must be made by **check or money order** for documents submitted by mail or in the drop box.

Deposits for Reporters Transcripts, jury fees, Court Reporter fees, and Undertakings must **always** be made by check or money order.

Deadlines: Documents are marked as “filed” on the day they are e-filed or received by the civil department. For mailed documents, the postmark does not count – they are “filed” the day they are received in the mail.

E-filing: attorneys are required to use e-filing. It is optional for self-represented litigants.

Step-by-Step Instructions

1 Step 1: Make Photocopies

Make one photocopy of the **signed** *Proof of Service* (POS-030) form. Make an additional copy if you want one for your while waiting for the court to return the endorsed copy.

Related: [Serving Documents by Mail](https://saclaw.org/resource_library/serving-documents-by-mail/) (https://saclaw.org/resource_library/serving-documents-by-mail/)

2 Step 2: Assemble the Documents for Filing

Main Document: The original document(s) served, and the original *Proof of Service* (POS-030). The original document is the one with original “wet” signatures and should be left unstapled.

Separate Documents. In some cases you must file additional documents, such as a declaration or a separate statement of facts. Any such documents must be filed along with the main document, but should not be combined with it – submit it as a separate document.

One Copy to Return to You. This is optional. You can submit one copy of each document for the court to stamp (endorse) and return to you. It is not necessary because you can also download or print it from online case file on the court’s website, but there is sometimes a delay in uploading documents.

You may want to also make a second copy for your records so you have one to refer to until the endorsed copy is returned or uploaded. This copy would not be filed.

3 Step 3: File the Documents at the Courthouse

Civil documents can be electronically filed, mailed, brought in person, or placed in the drop box at 500 G St., Second Floor, Sacramento CA 95814.

The document will be marked as “filed” on the day it is received by the civil department. For mailed documents, the postmark does not count—they will be counted as “filed” the day they are received in the mail. E-filed documents are considered “filed” they day they are submitted online, up to 11:59 p.m.

You must pay any along with the filed paperwork unless you have a Fee Waiver in the case. Payment must be made by check or money order for documents submitted by mail or in the drop box.

- **Electronic filing:** Information on e-filing can be found on the [Sacramento Court’s E-filing](https://www.saccourt.ca.gov/online-services/e-filing) (<https://www.saccourt.ca.gov/online-services/e-filing>) page and its [Civil E-Filing FAQs](https://www.saccourt.ca.gov/online-services/e-filing/civil-e-filing/civil-e-filing-faqs) (<https://www.saccourt.ca.gov/online-services/e-filing/civil-e-filing/civil-e-filing-faqs>) page.
 - **Date of filing:** Documents are considered “filed” on the day they are submitted, up to 11:59 p.m. **Recommended: do not wait that long.** If they are rejected for any reason, or if you have technical difficulties uploading them, they will not count as filed until you successfully re-submit them.
 - **Payment:** pay by credit card. The Electronic Filing Service you use will also charge an additional fee. (If you have a fee waiver, or include a fee waiver application along with

your documents, you will not be charged either fee.)

- **Special requirements:**

- Documents must be in text-searchable PDF format.
- Documents must be named according to a [standard document names list](https://www.saccourt.ca.gov/online-services/e-filing/civil-e-filing/civil-e-filing-document-names).
(<https://www.saccourt.ca.gov/online-services/e-filing/civil-e-filing/civil-e-filing-document-names>)

- **Filing by mail:** Be sure to mail far enough ahead that it will arrive by the deadline. Postmark does not count. **Pay by check or money order only.**

- **Mail to:**

- **[Tani C. Cantil-Sakauye Courthouse](https://www.saccourt.ca.gov/Home/Components/FacilityDirectory/FacilityDirectory/8/85)**

- (<https://www.saccourt.ca.gov/Home/Components/FacilityDirectory/FacilityDirectory/8/85>), Second Floor

- 500 G St.

- Sacramento CA 95814.

- **Deadline:** Mail several days ahead of any deadline. The papers will be stamped received on the day they arrive, not the postmarked date.
- **Payment:** pay by check or money order only. (If you have a fee waiver on file, or include a fee waiver application, you will not be charged.)
- **Filing Counter:** You can file in person and receive the endorsed (stamped) copy right away. The filing counter is on the second floor of the 500 G St. courthouse.
 - **Deadline:** the papers will be stamped received immediately when the clerk receives them. The department is open on weekdays only, and closes at 4 p.m.
 - **Payment:** pay by check, money order, or credit card. (If you have a fee waiver on file, or include a fee waiver application, you do not need to pay.)
- **Drop Box:** Documents can be placed in the drop box, also on the second floor of the 500 G St.. courthouse.
 - **Deadline:** the papers will be stamped received the the same day if they are received by 5 p.m.
 - **Payment:** pay by check or money order only. (If you have a fee waiver on file, or include a fee waiver application, you will not be charged.)
 - Fill out and attach the [Civil Document Drop-Off Sheet](https://www.saccourt.ca.gov/home/showpublisheddocument/861/639099448674370000)
(<https://www.saccourt.ca.gov/home/showpublisheddocument/861/639099448674370000>) to your main document. Use the date stamp machine to stamp the BACK of the last page of each document you file.

Following the instructions posted at the drop box, place the unstapled original document packet plus the optional return copy, along with a **check or cashier's**

check for the filing fee, if any. Include a self-addressed stamped envelope if you want a copy mailed back to you.

The court will process the paperwork and upload it to their online case system. If you submitted an extra copy, it will be stamped and returned to you.