



Federal *Pro Se* Clinic

CENTRAL DISTRICT OF CALIFORNIA: WESTERN DIVISION

■ How to File Your Documents with the Court ■

If you are representing yourself in the Federal District Court for the Central District of California, you can file your documents in 1 of 4 ways:

1. **In Person:** If filing in person, make 1 copy of your documents. Bring an extra copy if you would like to keep a stamped copy for your records. File your documents at the clerk's office filing window at any of the following Central District courthouses:

LOS ANGELES

255 East Temple St., Ste. 180
Los Angeles, CA 90012

RIVERSIDE

3470 Twelfth St., Rm. 134
Riverside, CA 92501

SANTA ANA

411 West Fourth St., Rm. 1053
Santa Ana, CA 92701



2. **By Mail:** You can file your documents through the U.S. Postal Service or another service like FedEx or UPS. Include an extra copy of your filing and a self-addressed stamped envelope if you would like the Court to return a date-stamped copy of your filing. Consider obtaining a tracking number to monitor the delivery of your filing. **Keep in mind that your documents are actually "filed" on the date that the Court receives them, not on the date that you mail them.**

The mailing addresses for the Civil Intake Division for the Central District courthouses are as follows:

LOS ANGELES

United States Courthouse
Central District of California
255 East Temple St., Ste. TS-134
Los Angeles, CA 90012

RIVERSIDE

United States Courthouse
Central District of California
3470 Twelfth St., Rm. 134
Riverside, CA 92501

SANTA ANA

United States Courthouse
Central District of California
411 West Fourth St., Ste. 1053
Santa Ana, CA 92701



Federal *Pro Se* Clinic • 255 East Temple Street, Ste 170 • Los Angeles, CA 90012
(213) 385-2977 ext. 270 • tinyurl.com/fedproseclinic • By appointment only

THE FEDERAL *PRO SE* CLINIC IS A PROJECT OF PUBLIC COUNSEL, A NON-PROFIT PUBLIC INTEREST LAW FIRM.

- 3. Through the Court’s Electronic Document Submission System (EDSS):** You can upload your documents electronically using the Court’s online EDSS system. Prepare your documents as if you were going to mail them to the Court or bring them to the courthouse for filing. Then create a PDF version of your documents and go to the Court’s EDSS page. Answer the questions prompted by EDSS and upload your PDF documents when instructed to do so.

After successfully submitting your documents, you should receive a receipt with a tracking number via email. Just like documents filed by mail, documents filed through EDSS will not be considered filed until court staff have uploaded them into the Court’s Case Management and Electronic Case Filing System (CM/ECF). However, the date of EDSS submission will be considered the filing date for any documents received through EDSS and later filed into CM/ECF.

The EDSS system is available on the Court’s website at: <https://apps.cacd.uscourts.gov/edss>

- 4. E-file Directly in the Court’s Case Management Case Filing System (CM/ECF):** E-filing allows you to file your documents directly into CM/ECF. A document electronically filed in CM/ECF is immediately available to view on the Court’s public online records system called “PACER.”

Unlike EDSS, you must first file an application for permission to e-file documents and then wait for the judge to grant your application before you can e-file documents in your case.

A full explanation of the requirements to e-file and the process to apply for e-filing is available on the court’s website at: <http://www.cacd.uscourts.gov/e-filing/electronic-filing-and-case-access-people-without-lawyers>

Please note that you cannot e-file a complaint or notice of removal in CM/ECF.

THE DIFFERENCE BETWEEN E-FILING AND FILING THROUGH EDSS

| Filing Method | Do you need the Court’s permission to use this method? | What date is the filing date for your documents? | Do you have to provide the judge with a chambers copy of your filing after? | Can you file a complaint using this method? | Can you file a notice of removal using this method? |
|---------------|--------------------------------------------------------|--------------------------------------------------|-----------------------------------------------------------------------------|---------------------------------------------|-----------------------------------------------------|
| E-file | Yes | Immediately | Yes | No | No |
| EDSS | No | The date you submit your documents | No | Yes | Yes |