

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

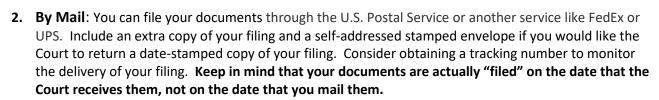
255 East Temple St., Ste. 180 Los Angeles, CA 90012

RIVERSIDE

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

SANTA ANA

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



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



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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