



**Superior Court of California  
County of Orange**

CHAMBERS OF  
THOMAS J. BORRIS  
PRESIDING JUDGE

700 CIVIC CENTER DRIVE WEST  
SANTA ANA, CA 92702  
DEPARTMENT C1

July 19, 2013

**ADMINISTRATIVE ORDER NO. 13/04**

**ORDER MANDATING ELECTRONIC FILING OF PROBATE PAPERS  
EFFECTIVE SEPTEMBER 3, 2013  
California Code of Civil Procedure section 1010.6(d)  
California Rules of Court, rule 2.253(a)**

Pursuant to Code of Civil Procedure section 1010.6 subdivision (d) and California Rules of Court, rule 2.253, the Court orders that all papers in Probate proceedings, other than the original documents specified below, must be filed electronically beginning September 3, 2013.

Self represented parties are exempt from the mandatory electronic filing requirement, but are encouraged to participate in electronic filing and service. If a party with a fee waiver files documents electronically, that party is exempt from the fees and costs associated with electronic filing. 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.occcourts.org](http://www.occcourts.org)

The following original documents may not be filed electronically:

- Will
- Codicil
- Bond
- Undertaking
- Letters (probate, guardianship, conservatorship)
- Financial Documents submitted by Private Professional Conservator
- Affidavit re: Real Property of Small Value

In a proceeding that requires the filing of an original document, an electronic filer may file an electronic copy of a document if the original document is then filed with the court within 10 calendar days. (Cal. Rules of Court, rule 2.252(e).)

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Original documents and any other documents that are not electronically filed must be filed in the Probate Division of the Clerk's Office by the close of business on a court day.

Any petitioner, cross-petitioner, respondent, contestant, conservator, moving party, or objector who files any pleading or document which adds any new parties or new interested persons to any Probate matter must serve a copy of this Order on all new parties or interested persons.

For purposes of complying with California Rules of Court, rules 2.253(c)(2) and (3), the 10 days to file an opposition or objection to this Order begin as follows:

- (A) For any petitioner, on the filing date of the petition;
- (B) For any respondent or cross-respondent, on the date the respondent or cross-respondent is served with a copy of this Order;
- (C) For any contestant or objector, on the date the initial documents or pleadings are filed by the contestant or objector.

The full case number must be printed on all filings. This order applies to all Probate documents filed on or after September 3, 2013, regardless of when the proceeding commenced.


Documents that are confidential by law should include the word "Confidential" in the caption.

If a document is sealed or conditionally sealed, that fact or request should be noted in the Submitter's Comment Box.

Electronically filed documents filed before midnight on a court day will be deemed filed as of that day. Filing occurs at the time the document is received by the court as specified in the confirmation of receipt that is returned to the filer. Any electronically filed document received by the Court on or after midnight, or filed on a noncourt day, will be deemed filed on the first court day after it is received. This provision concerns only the effective date of filing; any document that is electronically filed must satisfy all other legal filing deadlines and requirements. This order does not affect the timing requirements for any documents that must be filed by a set time on the due date.

IT IS SO ORDERED.

Dated this 19th day of July, 2013.

  
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THOMAS J. BORRIS  
Presiding Judge