

**CaseHomePage Sample Electronic Case Management Order**

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**[Caption Page]**

1 **TO ALL PARTIES AND THEIR ATTORNEYS OF RECORD:**

2 THE COURT hereby makes the following Electronic Case Management Order  
3 ("ECMO") relating to filing and service procedures in the captioned matter as set forth  
4 below:

- 5 1. All documents to be filed and/or served in this matter shall conform to the  
6 procedures set forth in this ECMO.
- 7 2. Subject to the terms of the ECMO, ExtraAccess Services, Inc., dba  
8 ("CaseHomePage"), with its principal place of business at 720 South Point  
9 Boulevard, Suite A-200, Petaluma, CA 94954 is hereby designated as the  
10 exclusive provider of an Internet Web Site for the management of this case  
11 (the "Web Site"). For purposes of this Order, CaseHomePage submits to  
12 the Court's jurisdiction.
- 13 3. The Web Site for this case is located at [www.casehomepage.com](http://www.casehomepage.com). The file  
14 name for this case on the Web Site will be designated by CaseHomePage  
15 in an easily identifiable manner. Once a master service list, including email  
16 addresses, is provided, CaseHomePage will provide a username and  
17 password for each named therein. The username and password provided  
18 may not be shared with other litigants or third parties.
- 19 4. The Web Site shall have the following minimum attributes:
  - 20 a. Permit the Court, counsel, *pro se* litigants and other person(s)  
21 authorized by the Court ("other authorized persons") to submit  
22 documents for service and posting, post Bulletin Board items,  
23 and Calendar events;
  - 24 b. Permit viewing and retrieval by the Court, counsel, parties, and  
25 other authorized persons of all documents, Message Board  
26 items, and Calendar events posted on the Web Site;
  - 27 c. Permit viewing and retrieval by the Court, counsel, parties,  
28 expert witnesses, and other authorized persons of all posted

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deposition transcripts (Unless otherwise instructed by the Court, permission to view and retrieve deposition transcripts will require approval of the court reporting agency that recorded the deposition); and

- d. Provide appropriate security limiting access to the Web Site.
5. CaseHomePage shall provide technical support for the Web Site.
6. All documents shall be filed and served as follows:
- a. The original of any document required to be filed in this matter as directed by the Court
  - b. The filing party shall submit a version of the document to be posted on the Web Site to CaseHomePage by file transfer protocol (FTP) upload (any Corel WordPerfect Suite, Microsoft Office Suite, and/or PDF format is acceptable). A document to be posted on the Web Site may also be faxed or delivered to CaseHomePage, although FTP transfer is the preferred method of delivery. Faxed or delivered documents will be scanned at an additional charge and posted to the Web Site. Documents requiring an original attorney signature may be posted on the Web Site with the attorney's name indicated on the signature line (rather than an actual signature). If the version of the document submitted to CaseHomePage does not bear the attorney's signature, a signed version of that document shall be maintained and made available for production, if necessary. Notwithstanding the above, filings with the Court will bear an original attorney signature as otherwise required. Delivery of documents to CaseHomePage by whatever means shall occur on the same day that the document is filed with the Court.

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- Documents served on other parties but not filed with the Court shall be submitted to CaseHomePage in the same manner;
- c. If a document to be served and/or filed with the Court has exhibits attached or any other non-digitized material that cannot be transmitted via FTP upload, the party submitting the document shall either: (i) scan the material (or have a third party vendor scan the material) and upload it to CaseHomePage; (ii) send or deliver the material to CaseHomePage for scanning and uploading; or (iii) fax the material to CaseHomePage for scanning and uploading. Whenever possible, all related documents (e.g., motions and exhibits thereto) should be uploaded concurrently for posting on the Web Site;
  - d. The submitting party shall upload or otherwise provide to CaseHomePage an "Electronic Proof of Service", by attaching it to the applicable document for posting on the Web Site or by submitting it concurrently as a separate document. The Electronic Proof of Service provided to CaseHomePage shall identify the name of the individual submitting the document or bear that person's signature. If the Electronic Proof of Service submitted to CaseHomePage does not bear a signature, a signed version of that document shall be maintained and made available for production, if necessary. Notwithstanding the above, an original, signed version of the Electronic Proof of Service will be included with all Court filings.
  - e. Once the filing party has complied with all of the requirements of Paragraphs 6(a) – (d), and the document is posted on the Web Site, service of the document upon all parties shall be deemed complete. With respect to motions, unless otherwise ordered,

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the applicable briefing and filing schedules set forth under the California Code of Civil Procedure and the California Rules of Court shall govern.

- f. All documents filed with the Court or served on other parties prior to the set-up of the Web Site, including the Summons and Complaint, shall be uploaded or otherwise submitted to CaseHomePage.
- 8. Immediately upon the posting of any document, Bulletin Board item, or Calendar event on the Web Site, CaseHomePage shall send an email message to those individuals named in the service list provided to CaseHomePage. The email notice from CaseHomePage shall identify each new posting and the file folder in which it is contained. It will also include a link directly to the full text of the document, Bulletin Board item, or Calendar event. Parties are responsible for keeping CaseHomePage advised of current email addresses.
- 9. A party seeking an *ex parte* order must comply with the requirements of the California Code of Civil Procedure and the California Rules of Court. However, notice of an *ex parte* application may be accomplished and shall be deemed given at the time a notice is placed on the Web Site Bulletin Board.
- 10. Counsel and *pro se* litigants may make entries on the Calendar for all events scheduled by them.
- 11. There is no cost to the Court for the procedures established by this Order. Unless otherwise agreed, each law firm, lawyer, or other party indicated on the original or amended service list ("Member") shall pay fees and other charges whether or not the Member uses the service. Members that are ninety (90) or more days delinquent in paying their fees and/or charges in full may be disconnected by CaseHomePage without further action from the

1 Court if their accounts are not brought current within fourteen (14) days of  
2 receiving notice from CaseHomePage. Notice may be given by  
3 CaseHomePage to the delinquent Member in writing or electronically,  
4 including via a Bulletin Board message. Reconnection and late charges will  
5 apply. A Member who has been disconnected for failure to pay after notice  
6 has been provided will be deemed (i) served any documents posted on the  
7 Web Site during the period of disconnection and (ii) on notice of all  
8 Message Board items and Calendar events posted during the period of  
9 disconnection. Access and use of the Web Site are subject to the Terms of  
10 Service posted at [www.casehomepage.com](http://www.casehomepage.com).

11 12. Each Member may have two persons designated to receive electronic  
12 notification from CaseHomePage at no additional charge.

13 13. Within five (5) days, all parties shall provide

14 \_\_\_\_\_ (the "Liaison") with the following  
15 information: (i) name of party; (ii) name of law firm representing party; (iii)  
16 attorneys of record at law firm; (iv) address of law firm; (v) phone and fax  
17 numbers of law firm; and (vi) email addresses of individuals at law firm  
18 designated to receive email notification from CaseHomePage. Within ten  
19 (10) days, the Liaison shall provide CaseHomePage with an initial service  
20 list for posting on the Web Site which includes the above information. The  
21 service list shall be arranged alphabetically by firm name. All parties shall  
22 review for accuracy the service list posted to the Web Site.

23 14. The Liaison shall inform CaseHomePage by email whenever any changes  
24 to the initial service list occur, and shall provide CaseHomePage with an  
25 updated service list reflecting the changes, if any. Once CaseHomePage  
26 has been informed by the Liaison that a party has been removed from the  
27 case (the "Dismissed Party"), the Dismissed Party's access to the case file  
28 shall be terminated (unless the Dismissed Party otherwise indicates to

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CaseHomePage that it wants to continue the service. After CaseHomePage receives notice from the Liaison, the Dismissed Party will no longer be billed by CaseHomePage on a going forward basis (unless the Dismissed Party otherwise elects to continue the service), but will remain responsible for all unpaid fees and charges incurred to date. If the Liaison is dismissed from the case, the Court will appoint another party to provide this information to CaseHomePage.

**IT IS SO ORDERED.**

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Judge