

CaseHomePage

Sample File Folders

Individual & Coordinated Actions

Bulletin Board

The Bulletin Board shall be the preferred means of on-line communication concerning case matters and is available to the Court and to all authorized parties who are members of the CaseHomePage website service. The posting of a statement or query directed to the Court on the Bulletin Board does not constitute an Ex Parte communication. To add a message, please enter the Bulletin Board by clicking the link above, and follow the instructions at the top of the next page.

Bulletin Board items remain active for 14 days. To access a Bulletin that has expired, click on the "Pad & Pencil" at the top of this page, next to where it says "Bulletin Board". Then select "View Expired" from the tabbed menu on the next page. This will give you access to all bulletins posted in this case.

Calendar

The calendar, maintained and updated by users, is available to the Court and all authorized parties who are members of the CaseHomePage website service. The calendar should be used to record important events in the litigation. To add an event to the Calendar, select this folder and click "Add Event".

Appellate Matters

Select from the following folders: * Notices of Appeal * Appellate Briefs * Writs * Appellate Court Rulings * Other Appellate Filings.

Case Management Order and Sample POS

This folder contains the Electronic Case Management Order and a sample Proof of Service form available for download.

Complaints and Answers

Select from the following folders: * Summons * Complaints * Answers to Complaints * Cross-Complaints and Answers.

Correspondence

Depositions

Select from the following folders: * Notices of Deposition * Deposition Subpoenas.

Discovery (Other Than Depositions)

Select from the following folders: * Discovery Requests * Discovery Responses * Miscellaneous Discovery.

Dismissals

Select from the following folders: * Requests for Dismissal * Notices of Entry of Dismissal * Conformed Dismissals * Stipulations and Orders re Dismissal.

Miscellaneous

This folder contains all documents not otherwise classified and will be organized into sub-folders as needed.

Motions, Petitions, and Applications

Select from the following folders: * Motions to Dismiss (Demurrers) / Motions to Strike * Discovery Motions, Petitions and Applications * Ex Parte Applications * Settlement Motions * Summary Judgment / Summary Adjudication Motions * Other Motions, Petitions and Applications. NOTE: This folder contains all motions, petitions, and applications in this case, including all oppositions and replies thereto. *All documents uploaded in connection with a motion, petition, or application, including opposition and reply briefs, notices, points and authorities, declarations, exhibits, and proposed orders are located within this folder and grouped in a folder with the underlying motion, petition or application. The folder bears the date that the motion, petition, or application was uploaded to the site.*

Notices

This folder contains all Notices other than: Notices of Appeal (located in the "Appellate Matters" folder); Notices of Deposition (located in the "Depositions" folder); Notices of Motion, Petition, or Application (located in the "Motions, Petitions and Applications" folder); Notices of Ruling (located in the "Orders and Judgments" folder); Notices of Dismissal (located in the "Dismissals" folder); and Notices of Settlement (located in the "Settlements" folder).

Orders and Judgments

Select from the following folders: * [Proposed] Orders * Tentative Orders / Rulings * Court Orders / Notices of Ruling * Orders to Show Cause * Signed Stipulated Orders * Judgments. NOTE: Appellate court rulings are located in the "Appellate Matters" folder and all Stipulations and Orders pertaining to Dismissals are located in the "Dismissals" folder.

Reports and Statements

Select from the following folders: * Status Conference Reports / Statements * Case Management Reports / Statements * Other Reports and Statements.

Service Lists

This folder contains all original and amended service lists and will be updated as changes occur.

Settlements

Select from the following folders: * Offers of Judgment / Offers to Compromise * Settlement Agreements (Drafts and Final Versions) * Notices of Settlement. NOTE: Motions for Determination of Good Faith Settlement are located in the "Motions, Petitions and Applications" folder.

Stipulations

Select from the following folders: * Stipulations * Stipulated Proposed Orders. NOTE: Stipulations and Stipulated Proposed Orders included in a single document are located in this folder. Signed Stipulated Orders are located in the "Orders and Judgments" folder.

Uploads by Date

This folder contains all uploads in a single location, ordered by date and grouped into folders by month and year.

* Additional folders may be added as needed.