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SUPERIOR COURT OF THE STATE OF CALIFORNIA
FOR THE COUNTY OF _____

)	CASE NO.
Plaintiffs,)	
v.)	STIPULATION AND ORDER
)	AUTHORIZING ELECTRONIC
)	SERVICE OF DOCUMENTS
Defendants.)	
)	Date Action Filed:
_____)	
AND ALL RELATED CROSS-ACTIONS.)	Judge:
)	Dept:
)	
_____)	

The undersigned parties and/or their attorneys of record hereby stipulate to entry of this Order Authorizing Electronic Service to effectuate a more expeditious and efficient resolution of the above-captioned litigation. When any of the undersigned parties or their attorneys of record wish to serve a document, that party or attorney shall effectuate service of the document pursuant to the procedures set forth in this Order:

IDENTITY OF ELECTRONIC SERVICE PROVIDER

1. The parties will utilize the services of ExtraAccess Services, Inc. (dba CaseHomePage) as the sole Electronic Service Provider (the "ESP") and its litigation system (the "System") for providing electronic service, storage and delivery of court-filed and discovery-related documents through a secure website to facilitate communication amongst parties. The ESP, as a party to this Stipulation and Order, hereby agrees to submit to the jurisdiction of the above-captioned court; however, the ESP shall not be subject to a first appearance fee, or any filing fees, occasioned by the filing of this Stipulation and Order or any

1 documents filed or served pursuant thereto. The Court, at its option, may also use the ESP and
2 the System for these purposes, at no cost to the Court.

3 **SERVICE ONLY**

4 2. This Order shall apply to the service of documents between the undersigned
5 Parties, and not to the filing of documents. Original documents must be filed according to the
6 Code of Civil Procedure, California Rules of Court, and/or local rules.
7

8 **SERVICE LIST AND SIGN-UP**

9 3. Promptly after this Order is filed, designated counsel shall submit to the ESP a
10 complete and current service list of attorneys of record in this action, which shall include the
11 names of attorney(s), together with mailing addresses, telephone and facsimile numbers, and
12 email addresses. Any party who serves a Complaint or Cross-Complaint upon a new party
13 after the execution of this Stipulation and Order shall serve a copy of this Stipulation and Order
14 upon the new party. Promptly thereafter, the new party shall register for electronic service by
15 completing the "Sign Up for Service" form located on the ESP's website.

16 4. A "Registered User" is defined as a law firm or pro se litigant at a single mailing
17 address. Each Registered User is responsible for promptly notifying the ESP of any changes
18 to its service information. The ESP shall incorporate such changes into the service list and
19 notify all Registered User(s) of such changes.
20

21 **SERVICE OF DOCUMENTS AND WEBSITE**

22 5. With respect to any attorney or party who is not a Registered User, service must
23 be effectuated in accordance with the Code of Civil Procedure. All references to "document" in
24 this Order shall be interpreted to include any exhibits or attachments to the document and shall
25 include both pleadings and discovery-related documents.

26 6. The ESP shall establish and maintain an Internet website located at
27 www.casehomepage.com (the "Website") for this litigation. The ESP shall post to the Website
28 all documents served by any Registered User as provided in this Stipulation and Order and
shall serve each document pursuant to the service list provided to the ESP in accordance with

1 the procedures herein.

2 7. Each attorney or party shall serve each document by electronic transfer of the
3 document file to the ESP by File Transfer Protocol ("FTP") upload. Documents submitted in
4 any file format other than Adobe Portable Document Format ("PDF") shall be converted to PDF
5 prior to posting on the Website. Documents to be posted on the Website may also be faxed or
6 delivered to the ESP, although FTP upload is the preferred method of delivery. Faxed or
7 delivered Documents will be scanned at an additional charge and posted to the Website. Each
8 document electronically served pursuant to this Stipulation and Order shall be deemed to have
9 been served in compliance with the Code of Civil Procedure.

10 8. After the ESP receives a document, the ESP shall convert such document
11 into PDF if necessary and post it to the Website.

12 9. Upon the posting of any document, the ESP shall send an email to all Registered
13 User(s) notifying them that the document has been posted to the Website. The email shall
14 contain hypertext link(s) to the document location(s) on the System.

15 10. All documents posted on the System shall be titled to identify: (a) the name of
16 the serving Registered User; (b) the caption(s) of the case(s) to which the document pertains;
17 (c) the title of the document set forth on its caption; and (d) the identity of the party on whose
18 behalf the document is being served.

19 12. The System shall contain a record of all electronically served documents. The
20 ESP shall provide each Registered User with unlimited access to the Website and all
21 electronically served documents, until the Registered User notifies the ESP that it is no longer
22 counsel of record or a pro se litigant.

23 13. Access to the System will be limited to Registered Users and authorized Court
24 personnel. The ESP will provide each Registered User and authorized Court personnel with
25 a username and password to access the System and the documents served in this action.
26 The ESP personnel will perform all administrative functions for the System.

27 14. Each pleading, document and instrument served electronically shall bear a
28 facsimile or typographical signature of at least one of the serving attorneys or pro se litigants,
along with the typed name, address, telephone number and State Bar of California number,
where applicable, of same. Typographical signatures shall be treated exactly as personal

1 signatures for purposes of electronically served documents under the Code of Civil
2 Procedure. The Registered User serving any document requiring multiple signatures (e.g.,
3 stipulations, joint status reports, etc.) must list thereon all the names of other signatories by
4 means of an "s/" block for each. By submitting such a document, the serving Registered User
5 certifies that each of the other signatories has expressly agreed to the form and substance of
6 the document and that the serving Registered User has the actual authority to submit the
7 document electronically. The serving Registered User must maintain any records evidencing
8 this occurrence for subsequent production to the Court if so ordered, or for inspection upon
9 request by any party.

10 15. Each Registered User shall designate at least one (1) recipient to receive
11 electronic service from the ESP. There is no additional charge for added recipients.

12 16. The serving Registered User shall upload or otherwise provide to the ESP an
13 Electronic Proof of Service ("EPOS"), either by attaching it to the applicable document for
14 posting on the Website or by submitting it concurrently as a separate document. Any
15 document transmitted to the System shall certify in the EPOS that a true and correct copy was
16 electronically served on all attorneys and parties of record by transmission to the ESP.

17 17. There is no charge to the Court for the procedures established by this Stipulation
18 and Order. Each Registered User shall pay fees and other charges whether or not the
19 Registered User uses the System. Access and use of the Website are subject to the Terms of
20 Use posted at www.casehomepage.com.

21 18. Until further notice, documents filed under seal shall not be served through
22 the System. Instead, the service of sealed documents shall be made pursuant to the
23 applicable provisions of the Code of Civil Procedure, California Rules of Court and/or local
24 rules.

25 19. The ESP shall have available to Registered User(s) and the Court a help
26 desk hotline at 1-800-416-4135 and website at www.casehomepage.com.

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Dated:

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IT IS ORDERED,
Judge of the Superior Court

Dated: _____