



eFiling Arbitration Documents and Orders

When an arbitrator is appointed to a matter, eFiling remains an option, but additional precautions are required to ensure proper management of the case. Arbitrators are not connected to the eFiling system as judicial officers are. Since the Clerk's Office does not have a way to forward eFiled documents or arbitration orders to the arbitrators, any documents electronically filed into the superior court record must also be forwarded to the arbitrator by the filing party while the case is in active arbitration. The arbitrator can advise the parties if he or she will accept emailed copies of filings or if the parties need to forward paper copies directly to the arbitrator. Likewise, if you are the attorney appointed as arbiter of a case, you may eFile original documents into the case, but must take the additional step of distributing copies of those documents on paper to the parties in the case. The Clerk's eFiling system does not provide service.

Sign and eFile

When eFiling, a "block S" (*/s/ name*) electronic signature is allowed and encouraged. Some attorneys are creating documents in a computer, printing the document to paper to sign in ink by hand, and then scanning the paper into an electronic portable document format (PDF) file for electronic filing. This scan-to-PDF method of creating an electronic document can result in a larger file size and it may occasionally produce a non-compliant PDF file that causes problems within the eFiling system.

Varying scanner settings and versions of scan-to-PDF software may cause the Clerk's electronic file stamp to fail, which delays processing. A better alternative is to apply the attorney's electronic signature to the original word processing document and electronically file that document. If a PDF file is preferred, an original document created in Microsoft Word, for example, can be converted or printed directly to PDF without printing to paper and scanning the paper into a PDF file that contains a digital image.

Scan-to-PDF (digital image) documents can create larger file sizes and may encounter file stamp problems. Text-based documents such as Word or Word-to-PDF documents usually create smaller file sizes and regularly avoid file stamp issues within the eFiling system. Ultimately it is the process used to convert the original electronic document that can cause problems, not the document itself. Applying an electronic signature to the original word processing document is the more direct and simple method to any alternatives.

TIP

If you must use the scan-to-PDF method of creating an electronic document, one technique that has reduced file stamp errors is to open the PDF file produced by your scanning software and print (not Save as) the PDF file to an Adobe PDF using Adobe Acrobat Professional. This technique should result in a fully compliant PDF file that can be submitted electronically.