



FAX FILING GUIDELINES

MANDATORY COVER SHEET

JUDICIAL COUNCIL FACSIMILE TRANSMISSION COVER SHEET (JC FORM MC-005)



A party filing by fax must use the Judicial Council Facsimile Transmission Cover Sheet (JC Form MC-005). The cover sheet must be the first page transmitted. Each document submitted by electronic fax filing must have the notation "BY FAX" clearly noted immediately below the title of the document pursuant to California Rules of Court, rule 2.304(c). The total number of pages received should match the number of pages stated on the cover sheet. When submitting documents for multiple cases, use a separate cover sheet for each case.

FEES

Fax Filing Surcharge Fee: \$1 per page

For more information on applicable filing fees, please refer to the court's Fee Schedule. The court will compute the fee payable for the fax filing transmittal.



PAYMENT OPTIONS

Credit Card: VISA, Mastercard, and Discover Debit Card

The Judicial Council Facsimile Transmission Cover Sheet (JC Form MC-005) must include the credit/debit card account number, signature of the cardholder authorizing the charge, the credit/debit card expiration date, and the filing party's e-mail address.



FAX NUMBER INFORMATION

File by fax directly with the appropriate courthouse using the fax numbers listed. Pursuant to Local Rule 320, the court will not accept any document in any location other than the clerk's office of the courthouse where the document is required to be filed. See, Where Can I File?

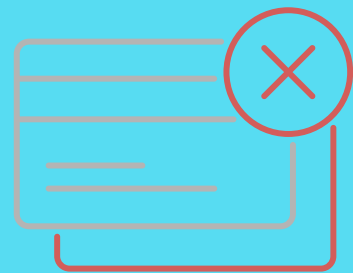
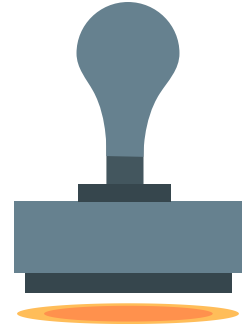


LOCATION	FILING TYPE	FAX TELEPHONE #
Barstow	Small Claims/Landlord Tenant Traffic	(760) 718-3405 (760) 718-3407
Big Bear	Small Claims/Landlord Tenant Traffic	(760) 718-3405 (760) 718-3407
Fontana	Small Claims/Landlord Tenant Traffic	(909) 320-5049 (909) 320-5147
Joshua Tree	Family Law/Civil/Criminal/Small Claims/Landlord Tenant/Traffic	(760) 974-3033
Needles	Small Claims/Landlord Tenant Traffic	(760) 718-3405 (760) 718-3407
Rancho Cucamonga	Appeals & Appellate Division	(909) 521-3576
San Bernardino	Child Support Civil Family Law Probate	(909) 269-8502 (909) 708-8586 (909) 521-3128 (909) 521-3387
Victorville	Family Law/Civil/Child Support Criminal	(760) 269-4804 (760) 269-4844



FILE-STAMP DATE

Documents received by 4:00 PM on a court day are file-stamped with the court day they are received.
Documents received after 4:00 PM or on court holidays are file-stamped the next court day.



REJECTED CHARGE

If the credit/debit card issuing company rejects the charge, the court may call the filing party to seek alternate payment and/or mail a return notice.

REJECTED FILING

If a document is rejected for filing, the entire document must be re-submitted, including the JC Form MC-005. The court may call to notify the filing party of the rejection and/or mail a return notice.



FREQUENTLY ASKED QUESTIONS



• WHICH DOCUMENTS CANNOT BE FAXED?

Civil:

- CCP § 170.1 and CCP §170.6
- Request for same day civil harassment orders
- Sister state judgments

Probate:

- Same day elder abuse
- Behavioral Health filings
- Lodging of wills
- CCP § 170.1 and CCP § 170.6

Landlord Tenant:

- An assignment of judgment

Juvenile Courts do not accept any fax filings at this time.

• MAY I APPLY FOR A FEE WAIVER VIA FAX?

Yes. For more information about fee waiver forms, visit the Judicial Council of California [website](#).

• WILL I BE REQUIRED TO MAKE A PAYMENT IF I INCLUDE FEE WAIVER FORMS IN MY FAX TRANSMITTAL?

No

• WILL I RECEIVE CONFIRMATION OF THE RECEIPT OF DOCUMENTS FOR FILING?

No. Confirmation of receipt beyond that given by the standard confirmation option of the filing party's fax machine is not available.

• MAY I REQUEST A CONFORMED COPY OF THE FILED DOCUMENTS?

Yes, you may add this request on the JC Form MC-005. The court will add the applicable mailing fees.

• WILL I RECEIVE A RECEIPT OF PAYMENT?

Receipt of payment is available upon request with the inclusion of your e-mail address in the upper section of the JC Form MC-005.