SANTA BARBARA COUNTY SUPERIOR COURT
OFFICE OF THE FAMILY LAW FACILITATOR
1100 Anacapa St., Santa Barbara, CA 93101
(805) 882.4660

FILING OPTIONS FOR FAMILY LAW DOCUMENTS: (Pick one):

(NOTE re: FILING A REQUEST FOR ORDER FL-300:

1. If you want to file a ***Request for Order (RFO FL-300)***, **you FIRST need to get a court hearing date** to insert in section 2 of the form. Call our office or call Calendar at 805-882-4520 (select option "5") to get a hearing date.
2. Remember, you must **allow at least 16 COURT DAYS OF NOTICE (excluding holidays and weekends)** to the other side before the scheduled hearing. Consider that when asking for a court date. Depending on how difficult it will be to get your documents served on the other side, you should set the hearing date a minimum of 5 weeks out from the date of filing.)

OPTIONS:

1. **IN PERSON:**
   a. **FILE ORIGINAL DOCUMENTS WITH ORIGINAL SIGNATURES.**
   b. The Anacapa Division of the Clerk's Office, located upstairs at 1100 Anacapa St., Santa Barbara, CA 93101, is open for **IN PERSON** filing Monday through Friday from **9:00 a.m. – 1:30 p.m.**
   c. Also, provide copies of each document in order to receive stamped copies back.

2. **DROP OFF**:
   a. **FILE ORIGINAL DOCUMENTS WITH ORIGINAL SIGNATURES.**
   b. Drop Box located at the entrance of the **Anacapa Division Courthouse**:
      i. 1100 Anacapa Street, Santa Barbara, CA 93101
      ii. Drop Box Hours: M-F: 8:00 am- 3:00 pm, exclude holidays.
   c. **Put the documents to be filed in a large envelope** and **address the outside envelope**: **Clerk's Office, 1100 Anacapa Street, Santa Barbara, CA 93101**.
   d. If you need hard copies returned to you for **service** or your own records, YOU ***MUST*** **provide copies**! (Ex. Drop off **original** and 2 copies of the documents- in order to receive 2 back.)
   e. Include a **self-addressed, stamped envelope** to have the documents sent back to you.

3. **MAIL**:
   a. **FILE ORIGINAL DOCUMENTS WITH ORIGINAL SIGNATURES.**
   b. Please address the envelope**: Clerk's Office, 1100 Anacapa Street, Santa Barbara, CA 93101**
   c. If you need hard copies returned to you for **service** or your own records, YOU ***MUST*** **provide copies**! (Ex. Drop off **original** and 2 copies of the documents- in order to receive 2 back.)
   d. Include a **self-addressed, stamped envelope** to have the documents sent back to you.

4. **E-FILE (electronic filing):**
   a. Go to www.sbcourts.org (the court's website)
   b. Click the blue square button "eFile CA" (located to the right of the picture of the Courthouse)
   c. This takes you to the provider page. Each icon represents a private business willing to file documents for you with the court. Each one charges a fee, some higher than others.
   d. Follow the directions of your e-File provider.
   e. Each complete document ***must*** be uploaded into a separate electronic "envelope"

- Any form with a different number **in the upper right-hand corner** needs to be uploaded separately
- If there is a declaration and/or exhibits that are included in a packet, they are uploaded as part of the document to which they are attached: Ex. FL-300 + declaration + exhibits = 1 packet= 1 "envelope" in the system

5. FAX: Send your documents for filing by fax.

a. FAX them directly to the Clerk's Office at **805.882.4519**
b. You *must* use the **MC-005 Facsimile Transmission Cover Sheet** and include your credit card information: https://www.courts.ca.gov/documents/mc005.pdf
c. **The cost is $1 per page, charged to the credit card noted on the MC-005 form**
d. **Write down the 3-digit security code from the back of your credit card on the bottom of the MC-005**
e. The Clerk's Office will mail 1 copy of the filed documents to the address provided on the form

GENERAL INFORMATION ABOUT "Service": https://www.courts.ca.gov/selfhelp-serving.htm

Who can be a "server?"

You ***cannot*** serve your own legal papers. Have someone else (who is at least 18 years old and a disinterested party) do it. The "server" can be a friend, a relative who is not involved in your case, a sheriff, or a professional process server.

Check with the Office of the Family Law Facilitator to be sure that you are using the correct method of service for the type of documents being delivered.

- **"Personal Service": Use the FL-330**
  Means that your "server" walks up to each person to be served, makes sure he or she is the right person, and then hand-delivers a copy of all the correct papers to them. The server may leave the papers near the person if they will not accept them. (Note: Sometimes the papers may be personally served on the other party's lawyer (if he or she has one) in the family law case.)

- **"Service by mail": Use the FL-335**
  Means that your "server" places copies of all the correct documents in a sealed envelope and mails them by first class mail to the address of each party being served (or to the party's lawyer, if he or she has one) as indicated on the proof of service form..
  The server must be 18 years of age or over and live or work in the county where the mailing took place.

- **"Electronic service" POS-050/EFS-050**
  Means that your "server" sends a scanned copy of all the documents to be served by e-mail to the electronic address of each party being served (or to the party's lawyer, if he or she has one).

  Note: For the "server' to e-mail the documents to the other party, you need to be mindful of the following:
  1. If the other side is represented by an attorney, the attorney may be served by e-service.
  2. If the other side is self-represented **and they have signed, filed and served the EFS-005-CV Consent to Electronic Service and Notice of Electronic Service Address**, then you may use e-service to serve them.
  3. If they have *not* signed, filed, and served the **EFS-005-CV Consent to Electronic Service and Notice of Electronic Service Address** form, then the other side must be served either in person or by mail. The correct method of service depends on the situation.
  4. **Please contact the Office of the Family Law Facilitator if you have questions.**