

UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA

Attention:
New Civil Actions

Pursuant to Local Rule 3-2, you are required to e-mail a conformed, "Filed"-stamped copy of your entire initial filing to the Court in PDF format by close of business the following business day. E-mails should be directed to the division to which the case is assigned, as follows:

- ☐ **CivilIntakeCourtDocs-LA@cacd.uscourts.gov**
(for Western Division case numbers CV ## - #####)
- ☐ **CivilIntakeCourtDocs-RS@cacd.uscourts.gov**
(for Eastern Division case numbers EDCV ## - #####)
- ☒ **CivilIntakeCourtDocs-SA@cacd.uscourts.gov**
(for Southern Division case numbers SACV ## - #####)

**SUBJECT LINE OF E-MAIL MUST INCLUDE BOTH
DOCUMENT TYPE (complaint, notice of removal, etc.) AND CASE NUMBER.**

For example: Complaint CV08-01234-ABC(SHx)

All documents in the initial filing must be e-mailed to the Court in PDF format, but certain documents must be included in the same PDF file as the Complaint / Notice of Removal, while other documents must be sent as separate PDF files, as follows:

- Complaint / Notice of Removal, Notice of Assignment to Magistrate Judge for Discovery (CV- 18), Summons (CV-01A), and all pages of the Civil Cover Sheet (CV-71) as one PDF attachment.
- Certification and Notice of Interested Parties (CV-30) as a separate PDF attachment.
- AO-120 or AO-121 (for Patent, Trademark, Copyright cases only) as a separate PDF attachment.
- Any other documents filed in paper format simultaneously with the Complaint / Notice of Removal as separate PDF attachments.

Subsequent documents e-mailed to any of the above addresses will not be accepted.

Pursuant to Local Rule 5-4.1, all documents in civil cases must be filed electronically using the Court's CM/ECF System, unless exempted by Local Rule 5-4.2.

The ECF Helpdesk can be reached at 213-894-0242 during business hours:

Monday through Friday, 8:00 a.m. to 5:00 p.m. (Pacific Time).

E-mail questions to: ecf-helpdesk@cacd.uscourts.gov