

## Adding Electronic Service Recipients in TrueFiling August 2014

We are writing to inform the panel of a change to the TrueFiling interface that affects how filers manually enter additional electronic service recipients (such as trial counsel, the district attorney, or county counsel) when filing a document through TrueFiling.

When TrueFiling first launched, filers could click “Add Contact” or “Add New Contact” on a given case’s page to add the contact information for additional electronic service recipients. In the image below, those options appear in the lower left corner.

**Case: A138649**



**Case Number** A138649

**Case Title** The People v. Turner

**Case Type** CRIMINAL

**Court** CA 1st District Court of Appeal

 Add to Favorites

 View Register of Actions

**Case Filings**

Bundle Name	Filing Name	Document Type	Status	Filer	Submitted Date	Fee
 Bundle-20140714-635409654885412618	Appellant's Reply Brief	BRIEF - APPELLANT'S REPLY BRIEF	Filed	bpalmer@fdap.org	7/14/2014 5:12:00 PM	\$0.00
 Bundle-20140626-635394032237605585	extension of time	REQUEST - REQUESTED - EXTENSION OF TIME	Filed	malvarez@fdap.org	6/26/2014 3:15:00 PM	\$0.00

 Add New Filing

**Contacts**

 First District Appellate Project,	Attorney	Court Added	eservice@fdap.org
 Office Of The Attorney General,	Attorney	Court Added	joan.killeen@doj.ca.gov
 Office Of The Attorney General,	Attorney	Court Added	sfagdocketing@doj.ca.gov
 Price, Jeremy	Attorney	First District Appellate Project	jprice@fdap.org

 Add  
Contact

 Add New  
Contact

 Add  
Attorney

 Add New  
Attorney

 Add Self Represented  
Filer

 Add New Self  
Represented Filer

 Find Opposing  
Counsel

**Contact Electronic Case Files**

The court does not provide access to the electronic case file.

Unfortunately, recent updates to the TrueFiling interface have eliminated this functionality. The “Add Contact” and “Add New Contact” features are now limited to people who are members of the filer’s firm or who are otherwise authorized to submit documents on the filer’s behalf.

There is, however, a method for adding electronic service recipients that has survived the recent changes to the TrueFiling website. It is not the most intuitive alternative, which is why we offer the detailed instructions that follow.

So long as the filer checks the “Yes” box for electronic service when submitting a document through TrueFiling (see image below), the filer will have the opportunity to add more electronic service recipients just before submitting the document.

New filing for Case A138649, CA 1st District Court of Appeal

### Choose the servicing type and recipients Steps: 1 2 3 4 5 6

Filing Name



### Servicing

Any filings can be served to opposing parties can be automatically electronically served using TrueFiling e-service.

Servicing fees may vary depending on the filing type and the destination court rules.

A proof of service is required to be filed with **CA 1st District Court of Appeal**. For an additional **\$3.00**, TrueFiling will e-serve the recipients selected below and automatically generate and submit a Proof of Service to the Court. For **BRIEF - APPELLANT'S REPLY BRIEF** filings, e-service and generation of a Proof of Service will occur **upon submission of the filing**.

Yes, I would like to e-serve this filing  
 No thanks, I will submit a Proof of Service to the court

Email	Last Name	First Name	Law Firm
 eservice@fdap.org	First District Appellate Project		Court Added
 joan.killeen@doj.ca.gov	Office Of The Attorney General		Court Added
 sfagdocketing@doj.ca.gov	Office Of The Attorney General		Court Added

Cancel << Previous Finish

After clicking “Finish” on the above window, the filer will be redirected to the case’s “Bundle” page (see image below).

**Information:** This bundle has *not* been submitted to the court yet. Please review the payment information and click *Submit* to complete the submission process.

A138649 ▶ Bundle-20140813-635435431125445481



### Bundle-20140813-635435431125445481

<b>Case Number</b>	A138649
<b>Case Title</b>	The People v. Turner
<b>Court</b>	CA 1st District Court of Appeal
<b>Filing Attorney</b>	Jeremy Price (238299)
<b>Client Matter Number</b>	 A138649
<b>Created By</b>	jprice@fdap.org
<b>Last Modified By</b>	jprice@fdap.org

 Add New Filing

Filing Fees	\$0.00
<b>Total</b>	<b>\$0.00</b>

All fees have been waived. 1/1

#### Filings

Status	Filing Id	Filing Type	Filing Fee	Additional Fees	
 In Progress	Appellant's Reply Brief	BRIEF - APPELLANT'S REPLY BRIEF ▼	\$0.00	\$9.00	Delete

To add one or more new electronic service recipients, click on the green hyperlinked document name (“Appellant’s Reply Brief” at the lower left in the image above). The filer will be directed to a new page for the specific document selected (see image below).

**Information:** ⚠ This filing is part of a bundle that has not been submitted to the court yet. Click [here](#) to open this filing's bundle page.



## Appellant's Reply Brief

**Document Type** BRIEF - APPELLANT'S REPLY BRIEF  
**Case Number** A138649  
**Case Title** The People v. Turner  
**Court** CA 1st District Court of Appeal  
**Filing Status** In Progress  
**Filing Fee** \$0.00  
**Filing Service** File & Serve \$9.00

## Related Filings

**Bundle-20140813-635435431125445481**

- Appellant's Reply Brief



Edit Filing Properties



Delete Filing

## Proof of Service

Proof of Service will be available after the court has marked as filed.

## Service Recipients

Address	Served	Viewed	Remove
<input type="checkbox"/> <a href="mailto:eservice@fdap.org">eservice@fdap.org</a>	No	No	
<input type="checkbox"/> <a href="mailto:joan.killeen@doj.ca.gov">joan.killeen@doj.ca.gov</a>	No	No	
<input type="checkbox"/> <a href="mailto:sfagdocketing@doj.ca.gov">sfagdocketing@doj.ca.gov</a>	No	No	
<input type="checkbox"/> <a href="mailto:jprice@fdap.org">jprice@fdap.org</a>	No	No	



Re-Send Servicing



Add Service Recipient

## Primary File

**File Name**  
A138649\_ARB\_Turner.pdf 293 kb

## Attachments

**File Name** Add

## Transaction History

No history is available for this filing.

In the middle of the page, the filer will see an icon with the label “Add Service Recipient” (see image above). Click on the words “Add Service Recipient.” The following window will pop up:

### Add New Service Recipient

Email Address:

Then type in the email address for the additional electronic service recipient and click “OK.”

### Add New Service Recipient

Email Address:

TrueFiling will redirect the filer back to the document page, and the new service recipient (in this example, “ServiceRecipient@test.com”) will be listed with the other service recipients that were previously listed (see image below).

**Information:** This filing is part of a bundle that has not been submitted to the court yet. Click [here](#) to open this filing's bundle page.



### Appellant's Reply Brief

**Document Type** BRIEF - APPELLANT'S REPLY BRIEF  
**Case Number** A138649  
**Case Title** The People v. Turner  
**Court** CA 1st District Court of Appeal  
**Filing Status** In Progress  
**Filing Fee** \$0.00  
**Filing Service** File & Serve \$9.00

Edit Filing Properties
 Delete Filing

Related Filings

**Bundle-20140813-635435431125445481**

- Appellant's Reply Brief

**Proof of Service**

Proof of Service will be available after the court has marked as filed.

**Service Recipients**

Address	Served	Viewed	Remove
<input type="checkbox"/> eservice@fdap.org	No	No	
<input type="checkbox"/> joan.killeen@doj.ca.gov	No	No	
<input type="checkbox"/> sfagdocketing@doj.ca.gov	No	No	
<input type="checkbox"/> jprice@fdap.org	No	No	
<input type="checkbox"/> ServiceRecipient@test.com	No	No	<b>X</b>

Re-Send Servicing
 Add Service Recipient

**Primary File**

File Name	Size
A138649_ARB_Turner.pdf	293 kb

**Attachments**

File Name	Action
	<a href="#">Add</a>

**Transaction History**

No history is available for this filing.

Click “Add Service Recipient” again if adding more than one additional recipient.

When the filer is finished adding new service recipients, click on the “Click here to open this filing’s bundle page” link in the yellow “Information” banner that runs across the top of the page (see image above). Then follow the remaining usual steps for submitting a document electronically through TrueFiling.

At the moment, there is no way to add a name for the new service recipient. The system only allows for entry of an email address. As a result, the recipient will only show up on the ensuing email “Serving Notification” by email address and the phrase “Unlisted Contact.” We recognize that this designation is less than ideal. However, most documents that will have additional electronic service recipients will also require a proof of service within the PDF (to indicate service to non-electronic service recipients such as the trial court), so the full name of the person

or party being served will be apparent to the reader if listed in the proof of service. We are working with the Court of Appeal to have an additional field added to the “Add New Service Recipient” window that would allow the filer to add the name of the service recipient.

Lastly, and perhaps equally frustrating, TrueFiling will not save the email address a filer enters in this manner for later use. To electronically serve the same person or office on future occasions in the same (or another) case, the filer will once again have to type in the email address for the service recipient.

As a reminder, here are the electronic service addresses we have obtained for some county agencies in the First District:

San Francisco Public Defender: [research@sfpUBLICdefender.org](mailto:research@sfpUBLICdefender.org)

Alameda District Attorney: [ACDAcket@acgov.org](mailto:ACDAcket@acgov.org)

Contra Costa District Attorney: [appellate.pleadings@contracostada.org](mailto:appellate.pleadings@contracostada.org)

Mendocino District Attorney: [da@co.mendocino.ca.us](mailto:da@co.mendocino.ca.us)

San Mateo District Attorney: [smda@smc.gov.org](mailto:smda@smc.gov.org)