

E-Services Filing User Guide

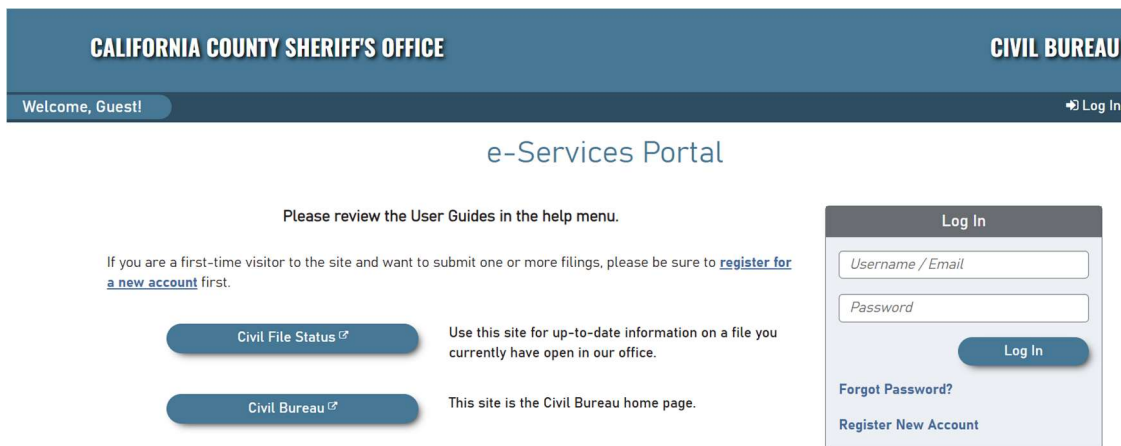
Attorneys and Registered Process Servers

Note to Attorneys: If you are filing as an individual attorney, but the attorney on the case is your firm, select the firm name from the Requestor drop-down. If it is not listed, you may want to register the firm as a Requestor so you can select it in the future.

Note to Registered Process Servers (RPS): If you are filing a case on behalf of an attorney or firm, select that attorney or firm from the **Requestor** drop-down. If they are not listed, you may want to ask them to register as a Requestor so you can select them in the future.

How to Submit a Filing

1. Login to your E-Services account.



The screenshot shows the login page for the California County Sheriff's Office e-Services Portal. The header includes "CALIFORNIA COUNTY SHERIFF'S OFFICE" and "CIVIL BUREAU". Below the header, there is a "Welcome, Guest!" message and a "Log In" link. The main content area features a "Log In" section with fields for "Username / Email" and "Password", and a "Log In" button. There are also links for "Forgot Password?" and "Register New Account". On the left, there are two buttons: "Civil File Status" and "Civil Bureau".

2. From the My Filings page, click the **New Sheriff Filing** button.



The screenshot shows the "My Filings" page. The header includes "Welcome, Hunt & Henriques!" and a "Home" link. On the right, there are links for "Account", "Help", and "Cart (0)". The main content area features a "Date Range" dropdown menu set to "Past 30 Days". Below this is a table with columns: "Filing Date", "Filing Order Number", "Status", "Amount", "Pending", "Accepted", "Rejected", and "Resubmitted". The table is currently empty, displaying the message "No filing orders found." A red box highlights the "New Sheriff Filing" button in the top right corner.

3. The **Date Submitted** field defaults to today's date and is locked.
4. Complete the **Case Information** section by entering your court case number and case title (**Case Title Plaintiff** and **Case Title Defendant**) as shown on your court documents. The system will recognize your court case number if it is already in the system. If it is, ensure that you select the same case. From the **Requestor** drop-down menu, select **Self**, or, if you are filing and serving a levy as a registered process server, select the appropriate Requestor. If you are submitting a service or levy for an existing file, select the corresponding file number from the **File Number** drop-down. You cannot submit levies to a closed file.

Filing Information

Date Submitted *

04/29/2026

Case Information

Court Case Number

26CIV123456

Case Title Plaintiff

JANE DOE

Case Title Defendant

GEORGE JONES

Requestor *

< Select >

< Select >

Self

Harvey, Jacqueline

File Number

< Create New File >

5. Complete the **Service Information** section by selecting the appropriate file category. For example, if your document is a **Summons and Complaint** (or any summons), select **Summons** from the **File Category** drop-down menu. Then, from the **Service Category** drop-down, select the **Summons and Complaint**. These drop-down menus are type-ahead fields, so that you can enter a keyword to see matching items. If your document is related to a restraining order, select **Temporary Restraining Order (TRO or Protection Order)** from the **File Category** menu, then choose the appropriate option from the **Service Category** menu. File and service category names may vary by county. Based on the file category selected, the **Service Category** menu will display the available types—select the one that applies.

Service Information

Filter Category

Temporary Restraining Order

Service Category

TEMP

Temporary Protective Order

Temporary Restraining Order

Temporary Restraining Order & Notice

Temporary Protective Order (CI & Deliv)

Tro & Order Setting Hearing for Temp

Waiver

< Select Waiver >

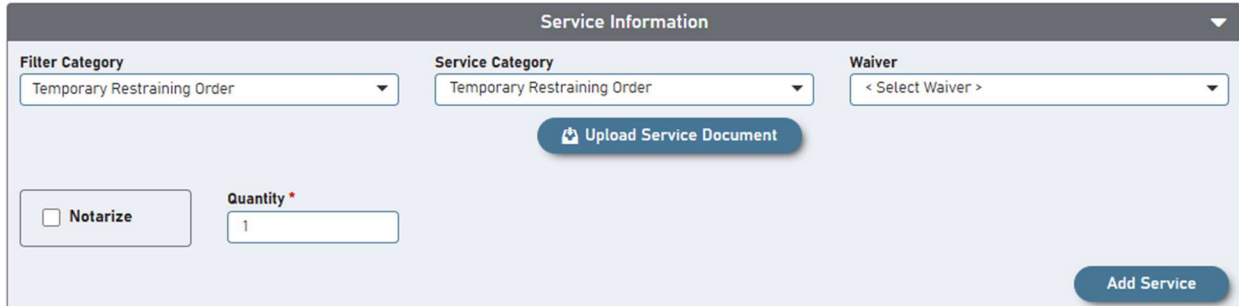
☐ **Notarize**

Quantity *

1

Service	Quantity	Waiver	Notary Fee	Fee	Deposit	Amount
Services Total						\$0.00

6. When submitting a process, you are required to upload the complete court document to be served. Click **Upload Service Document**. If you are submitting a levy, you may also be required to upload a completed and signed **Electronic Writ Declaration** and/or **Address Declaration**.

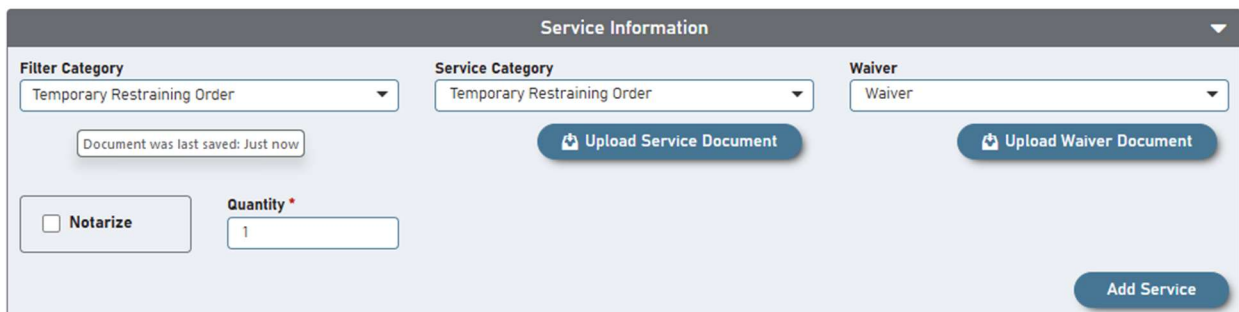


The screenshot shows the 'Service Information' form. It has three dropdown menus: 'Filter Category' (Temporary Restraining Order), 'Service Category' (Temporary Restraining Order), and 'Waiver' (< Select Waiver >). Below these is a blue button labeled 'Upload Service Document'. At the bottom left, there is a checkbox for 'Notarize' and a 'Quantity' field with the value '1'. At the bottom right is a blue button labeled 'Add Service'.

7. Listed below are the various types of waiver types. Select the appropriate option from the **Waiver** drop-down menu. If you select the **waiver** option, you will be required to upload a copy of your valid fee waiver.
 - a. **Waiver – Bill Courts (WBC or Waiver – Protection Order)**: Restraining order waiving Sheriff's service fee.
 - b. **Waiver – Free Government**: No charge when a public entity submits the service or levy.
 - c. **Waiver – Recoverable (Form FW-003)**: Court order fee waiver.
 - d. **Waiver – Use Deposit**: Use when the fee is already on deposit with the Sheriff.

NOTE: exact names and options for waivers may vary by county.

8. Click **Add Service** to add the service or levy.



This screenshot shows the 'Service Information' form after selecting a waiver. The 'Waiver' dropdown now shows 'Waiver'. A new button, 'Upload Waiver Document', has appeared next to the 'Upload Service Document' button. A status message 'Document was last saved: Just now' is displayed. The 'Notarize' checkbox and 'Quantity' field remain at the bottom left, and the 'Add Service' button is at the bottom right.

If you are serving multiple garnishees or responding parties, follow above Steps # 5-8. You will need to add **one service per defendant, or levy per garnishee/debtor**.

9. Upload **Instructions** and **Writ** (if applicable) by clicking **Upload Instructions/Writ/Other Documents**.

Service Information

Filter Category

Temporary Restraining Order

Service Category

< Select Service Category >

Waiver

< Select Waiver >

☐ Notarize

Quantity *

1

Add Service

Service	Quantity	Waiver	Notary Fee	Fee	Deposit	Amount	
Temporary Restraining Order	1	Waiver	\$0.00	\$50.00		\$0.00	
Services Total						\$0.00	

Upload Instructions / Writ / Other Documents (0)

Add To Cart

10. From the **Attachments** window, you will be required to upload your completed and signed instructions. If you are submitting a levy, you will also be required to upload a valid writ. To replace an uploaded file, click **Upload** and select the correct PDF; this will overwrite the original file. Click **OK**.

Attachments

NOTE: Only portable document format files (.pdf) are supported for upload.

Upload Instruction Documents

(MUST BE SIGNED BY REQUESTOR)

Upload

Upload Additional Documents (optional)

Upload

Cancel

OK

11. Click the **Add to Cart** button.

Service	Quantity	Waiver	Notary Fee	Fee	Deposit	Amount	
Temporary Restraining Order	1	Waiver	\$0.00	\$50.00		\$0.00	
Services Total						\$0.00	

Upload Instructions / Writ / Other Documents (1)

Add To Cart

12. You can submit a maximum of **25 filings per submission**. For example, if you are a registered process server and you are submitting multiple filings for different customers, you may do so up to this maximum. After all filings have been entered, click the **Shopping Cart** icon in the upper-right corner.

Welcome, Hunt & Henriques! Home Account ? Help **Cart (1)**

Submit Sheriff Filing

Your filing has been edited successfully.

You now have 1 Filings in your Cart, out of a maximum of 25 Filings.

The **Shopping Cart** page lists all filings added from the Sheriff Filing page. If you submit filings for different cases, each filing in your cart is assigned a unique Filing Packet # (e.g., FP26000014). For each filing, you can view uploaded documents, edit the filing, or delete it.

13. Review your filings prior to submitting your order.

Welcome, Hunt & Henriques! Home Account ? Help **Cart (1)**

Shopping Cart

[New Sheriff Filing](#)

▶ 26CIV123456	JANE DOE vs GEORGE JONES	PENDING	\$0.00
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Sub-Total \$0.00

Total \$0.00

Choose your method of payment

[Print Order](#) [Submit Order](#)

If you click the triangle to the right of the case number, the section will expand and display hyperlinks to view the uploaded attachments. Click the link to view and the document will open in a new tab.

▼ 26CIV123456	JANE DOE vs GEORGE JONES	PENDING	\$0.00
		Edit	Delete
Service	Waiver	Amount	Attachments
Temporary Restraining Order			Instruction Documents
Temporary Restraining Order	Waiver	\$0.00	Waiver Document Service Document

FP26000004

To make changes to the uploaded documents or edit the filing, follow the steps below. If no changes are needed, skip to Steps 16-17 below to submit your order.

14. To edit the filing, click the **Edit** button from your Shopping Cart page. If you need to correct the court case number, you will have to delete the filing and start over.

▼ 26CIV123456		JANE DOE vs GEORGE JONES		PENDING	\$0.00
				 Edit	 Delete
Service	Waiver	Amount	Attachments		
Temporary Restraining Order			Instruction Documents		
Temporary Restraining Order	Waiver	\$0.00	Waiver Document Service Document		
FP26000004					

The application will redirect you to the **Edit Sheriff Filing** page.

- Update case caption: Update the Case Title Plaintiff and Case Title Defendant fields appropriately, select the appropriate option from the Requestor drop-down menu and then click **Update Cart**.
- Change service or levy type: Click the service's Trash icon. Select appropriate option from Requestor menu. Select the appropriate Filter and Service Category. Upload service documents and click **Add Service**.
- Update uploaded service document or waiver document: Same as Step **b** above.
- Update uploaded instructions: Click **Upload Instructions/Writ/Other Documents** button. Click **Upload**. Confirm that you want to replace the document and upload the correct file. Click **OK**.

15. After completing your updates, click **Update Cart** and return to your **Shopping Cart**.

Service	Quantity	Waiver	Notary Fee	Fee	Deposit	Amount	
Temporary Restraining Order	1	Waiver	\$0.00	\$50.00		\$0.00	
Services Total						\$0.00	



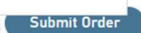

16. Select the credit card you want to use (if more than one is available), then click **Submit Order**.

▶ 26CIV123456	JANE DOE vs GEORGE JONES	PENDING	\$50.00
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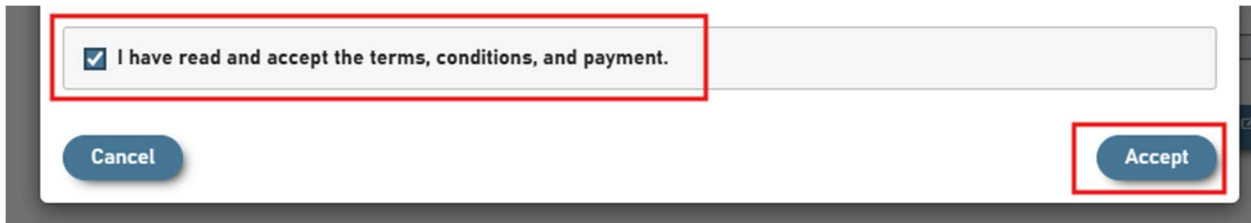
Sub-Total	\$50.00
Processing Fees	\$2.10
Total	\$52.10

Choose your method of payment

Discover ending in 0012

 Print Order
 

17. From the **Terms and Conditions** window, select the checkbox and click **Accept**.



☒ I have read and accept the terms, conditions, and payment.

[Cancel](#) [Accept](#)

You will get a message confirming the submission and will receive a confirmation email.

My Filings

Thank you for submitting your order. You will receive a confirmation email shortly.

[New Sheriff Filing](#)

My Filings

The **My Filings** page displays, by default, the filings submitted within the past 30 days. The grid lists all previously submitted orders, with each row showing the **Filing Date**, **Filing Order Number**, **Status**, **Amount (Paid)**, and a count of individual filings included in that order by status category.

The different order statuses are listed below with brief descriptions:

- **PENDING:** Not yet reviewed by the Sheriff's Office.
- **ACCEPTED:** Reviewed and approved by the Sheriff's Office.
- **REJECTED:** Reviewed and rejected by the Sheriff's Office.
- **RESUBMITTED:** A rejected order has been resubmitted.

The hyperlink on the **Filing Order Number** displays detailed information about the order, including the service and/or levy types and submitted documents.

Welcome, Hunt & Henriques!

Home

Account

Help

Cart (0)

My Filings

New Sheriff Filing

Date Range

Past 30 Days

Filing Date	Filing Order Number	Status	Amount	Pending	Accepted	Rejected	Resubmitted
4/29/2026	026000003	PENDING	\$130.24	1	0	0	0
4/29/2026	026000002	COMPLETE	\$52.10	0	1	0	0

Clicking the hyperlink takes you to the **Edit Order** page which allows you to view the details of the filing and resubmit any rejected filings.

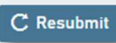
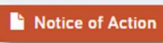
Edit Order # 026000003

	26CVV98989898	LINDA HESS vs MARK WARNER	REJECTED	\$125.00
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Sub-Total	\$0.00
Processing Fees	\$5.24
Total	\$0.00

Click the triangle to the right of the Case Number to expand the details for the filing. If a filing packet is rejected, a PDF of the **Notice of Action** is available. Click the button to view the attachment. If still within the allowed timeframe, the user may resubmit a rejected filing by clicking the **Resubmit** button. You can only resubmit a filing within 14 days after it is rejected.

Edit Order # 026000003

	26CVV98989898	LINDA HESS vs MARK WARNER	REJECTED	\$125.00
				
Service	Waiver	Amount	Attachments	
Hearing Date			Instruction Documents  Rejected Filing Instructions 	
Claim & Delivery		\$125.00	Service Document 	
FP26000005				

Sub-Total	\$0.00
Processing Fees	\$5.24
Total	\$0.00

Click the **Attachments hyperlinks** to view the submitted documents. The document will display on a new browser tab.

Resubmitting a Filing

If the Filing has been **REJECTED**, the Edit Order page will have a button to view the **Notice of Action** document that contains the reasons the filing was rejected, and generally what needs to be corrected to allow the Filing to be accepted.

Edit Order # 026000003

▼	26CVV9898988	LINDA HESS vs MARK WARNER	REJECTED	\$125.00
			Resubmit	Notice of Action
Service	Waiver	Amount	Attachments	

Click the **Resubmit** button to load the **Resubmit Sheriff Filing** page with all the information that was entered originally (including attachments). You will have the option to add this Filing to your current Shopping Cart after making corrections. The **Resubmit** button only remains active for 14 days. Additionally, once a Filing has been re-submitted, the button is disabled.

Resubmit Sheriff Filing

Filing Information

Date Submitted *

Case Information

Court Case Number

Case Title Plaintiff

Case Title Defendant

Requestor *

File Number

Who are you filing on behalf of? Is the Entity / Company / Firm who has signed the instructions for the services or levies located in the top box on the writ?

Service Information

Filter Category

Service Category

Waiver

☐ Notarize

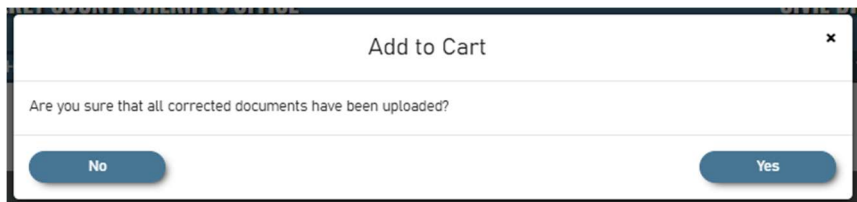
Quantity *

Service	Quantity	Waiver	Notary Fee	Fee	Deposit	Amount	
Claim & Delivery	1		\$0.00	\$125.00		\$125.00	
Services Total						\$125.00	

If any Services need to be changed and/or service documents changed, the Service will need to be removed from the Services grid using the **trashcan** icon and re-added (along with any necessary documents).

NOTE: If your filing is rejected, and there is an issue with any of the documents that you have attached, you must re-scan (and upload) the entire document (not just the page that contains the error) using the **Upload Instructions/Writ/Other Documents** button.

Once all corrections have been made, click the **Resubmit** button to add this information to your Shopping Cart. You will be prompted to make sure that all corrections have been made. Click **Yes** to add the order to your Shopping Cart or click **No** to return to making edits.



Click on your **Shopping Cart** and follow the steps above to complete your order.

E-Filing Email Notifications

Upon submitting a Filing, you will receive an e-mail indicating that your order was received, along with the specific Files and Services that were added to that order. **NOTE:** The E-Filing e-mail notifications will always come from your local sheriff's county mailbox. For example: noreply@county.com.



E-FILING ORDER # O26000019

Thank you for using the County Sheriff Department Civil Bureau e-filing system. On 9/14/2026 we received your request to process documents for the court cases listed below. We are currently reviewing your submission. Once your submission has been processed, you will receive another email with information about your filing order. Please allow 7 business days for the review and acceptance process. If part of your submission is rejected you will receive an email explaining the reason for rejection and providing instructions for resubmitting your documents.

If 7 business days have elapsed and you have not received confirmation of your filing you can e-mail at no-reply@countysuite-azuregov.us, phone at (888) 777-3333 or fax at (888) 777-1234 and include your filing order number.

A hold has been placed on your account for the Total Amount below, but your credit or debit card will not be charged until your submission is accepted.

Filing Packet #	Levy Officer File #	Court Case #	Case Title
FP26000022		TESTING-EFILING	JOHN DOE vs JACK MILLER
		Hearing Date / Request For Order	\$50.00
		Sub-Total	\$50.00
		Processing Fees	\$2.10
		Total	\$52.10

Please do not reply to this email; this address is not monitored.

If any of the Filings in your order were rejected, you will receive an email indicating what was rejected, with an attachment providing all the details as to why the Filing was rejected, and possibly how you can successfully re-submit the Filing. (You have 14 days to re-submit your filing).

NOTE: If your filing is rejected, and there is an issue with any of the documents that you have attached, you must re-scan (and upload) the entire document (not just the page that contains the error).

E-FILING ORDER # O26000018 (ITEM REJECTION) [Summarize this email](#)

no-reply@countysuite-azuregov.us
To: Beth Fives

Mon 9/14/2026 9:37 AM

 Rejected Filing Instructions.pdf
61 KB

E-FILING ORDER # O26000018 (ITEM REJECTION)

On 9/14/2026 you submitted documents for Court Case # TESTING-EFILING through the County Sheriff Department Civil Bureau e-filing system, Filing Packet # FP26000021 Unfortunately we are unable to accept your submission at this time. Attached is a rejected filing instructions letter explaining the reason(s) for the rejection. You have 13 days to resubmit your corrected request from the customer portal. After that time your prior information will no longer be available and you will be required to resubmit all information.

Please include the Filing Order Number whenever corresponding with our office via e-mail at no-reply@countysuite-azuregov.us, phone at (888) 777-3333 or fax at (888) 777-1234.

You can also go to our customer portal at <http://www.sacsheriff.com/civilcases> to view up-to-date information about your file.

Once the Order has been successfully processed by the Sheriff's Office, you will receive an email with complete details for each Filing within the order (whether it was Accepted or Rejected), and the total amount that will be charged to your selected Payment Method.

E-FILING ORDER # O26000019 (PROCESSED) [Summarize this email](#)

no-reply@countysuite-azuregov.us
To: Beth Fives

Mon 9/14/2026 9:55 AM

E-FILING ORDER # O26000019

On 9/14/2026 you submitted documents through the County Sheriff Department Civil Bureau e-filing system. Your submission has been processed.

Filing Packet #	Levy Officer File #	Court Case #	Case Title	Status
FP26000022	2026000025	TESTING-EFILING	JOHN DOE vs JACK MILLER	ACCEPTED
			Request For Order	\$50.00

Your credit or debit card will now be charged as follows:

Sub-Total	\$50.00
Processing Fees	\$2.10
Total	\$52.10

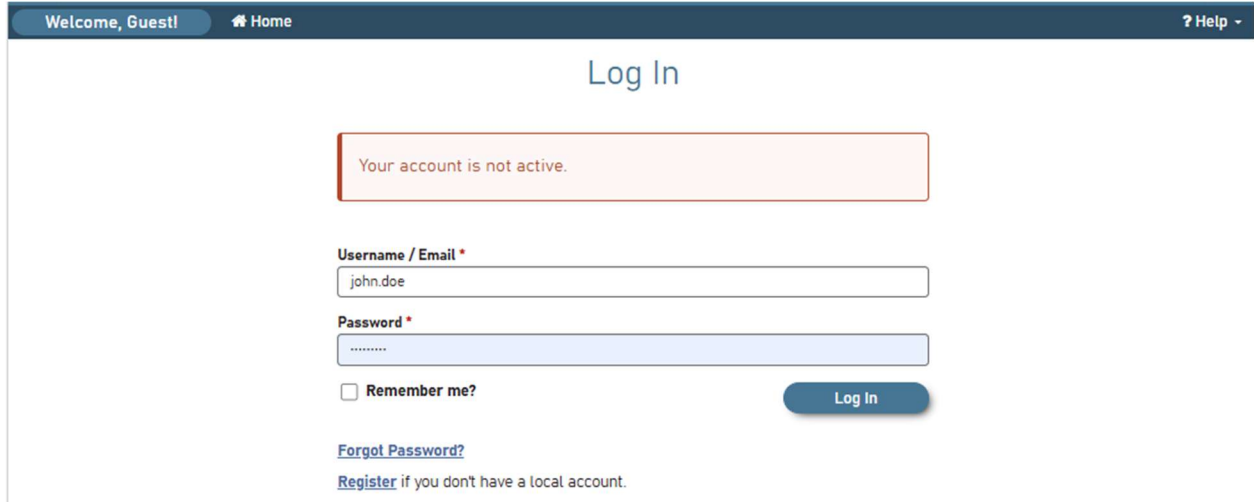
Please include the Filing Order Number whenever corresponding with our office via e-mail at no-reply@countysuite-azuregov.us, phone at (888) 777-3333, or fax at (888) 777-1234

You can go to our customer portal at <http://teleosoft.com> to view up-to-date information about your file.

Please do not reply to this email; this address is not monitored.

Inactive Account

When logging in, if you receive the error message “Your account is not active”, please contact the Sheriff’s Civil Office for further assistance.



The screenshot shows the CountySuite login interface. At the top, a dark blue header bar contains the text "Welcome, Guest!" on the left, a "Home" icon in the center, and a "Help" icon on the right. Below the header, the page title "Log In" is centered. A red-bordered box displays the error message "Your account is not active." Below this, the login form includes fields for "Username / Email *" (containing "john.doe") and "Password *" (masked with dots). A "Remember me?" checkbox is present, and a blue "Log In" button is to the right. At the bottom, there are links for "Forgot Password?" and "Register if you don't have a local account."

Internet Explorer is Not Supported

Internet Explorer is no longer supported by Microsoft. If a public user attempts to access the Portal using Internet Explorer, they will receive a message indicating that the browser is no longer supported and that they should use a different browser.