

Superior Court of California

COUNTY OF SAN FRANCISCO



Information to Provide Third Party Electronic Filing Services for Civil Case Types

COMPLETED APPLICATIONS ARE SENT TO VENDOR ON NEXT PAGE

Applicants must be able to answer yes to all questions to be considered qualified. Any Applicant who answers no to any of the questions will automatically be disqualified. Additionally, any information requested below must be attached to this application. Verification of the accuracy of responses may occur at any time. Applications must also submit a Summary of Services. Using no more than two pages, the Applicant will provide a statement of their qualifications and describe their program framework. Specifically, the Applicant will describe the services they will provide to Court Users, and their qualifications to provide the services. Application status will be provided to applicants by the chosen vendor from page 2.

#	Questions	Yes	No
1.	The Applicant is in good financial standing and has not filed bankruptcy in the past five (5) years.		
2.	The Applicant is NOT tax delinquent with the State of California or Federal Government and will continue to remain in good standing.		
3.	The Applicant has at least five (5) years-experience providing professional legal services. Such experience may include attorney services or legal support services.		
4.	The Applicant will accept credit cards on-line for payment of Court filing fees and e-Filing services.		
5.	The Applicant will accept fee waivers.		
6.	The Applicant is NOT currently under suspension or debarment with the State of California, and will continue to remain in good standing. http://www.dir.ca.gov/dlse/debar.html		
7.	The Applicant is NOT currently under suspension or debarment with the federal government, and will continue to remain in good standing. https://www.sam.gov/portal/SAM/#/11		
8.	The Applicant has included a copy of their California business search documentation, which shows their entity number and active status. https://businesssearch.sos.ca.gov/		
9.	The Applicant has included a copy of their Federal Employer Identification Number assignment letter.		
10.	The Applicant will attend e-filing training by the e-filing portal vendor and follow technical procedures and rules in support of its clients.		
11.	The Applicant will fund court fees and e-filing fees advanced to the e-filing portal vendor on behalf of its clients. (<i>Fees will be auto-drafted for vendor's prior day's transactions.</i>)		
12.	The Applicant will accept and adhere to all e-filing portal vendors' User Agreements		
13.	The Applicant asserts that upon approval of their application as a Third-Party Filer that they shall not unduly burden the vendor's resources to perform services under the User Agreement		
14.	The Applicant will provide all its e-filing customers with a Supplemental User Agreement and require each customer to sign the Agreement.		
15.	The Applicant will provide customer support to its clients.		

Certification of Application: I declare under penalty of perjury that the foregoing information within this application is true and correct. I understand that any false, incomplete, or incorrect statement, regardless of when it is discovered, may result in my disqualification from being an approved EFSP for the Superior Court of California, County of San Francisco.

Business Name (print)

Authorized Representative Name and Title (print)

Applicant's Signature

Date

Superior Court of California, County of San Francisco

Please send request along with required document(s) to the Court's e-filing manager:

File & ServeXpress

Eydie Nash Gaiser
(972) 893-6623
Egaiser@fileandserve.com

File & ServeXpress

David Small
(888) 247-2051
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