

## Project Remand Criminal eFiling Guide

1. **Out of Court Documents that need judge signature:** To be emailed to the chambers email address.

Examples: Warrants and Conditional Release Orders (except those that must be signed in court, which would be a document in category #3)

2. **Out of Court Documents that do not need a judge signature:** To be eFiled before court. Use the table below.

3. **In Court Documents that require a judge signature:** Will remain paper and continue to be signed in court.

Examples: Order of Dismissal and Order for Continuance

4. **In Court Documents that do not require a judge signature:** Should be eFiled before or after court, with the exception of Bail Evaluations.

5. **Correspondence:** eFiled with a cc to [chambers email](#).

Document	Filing Code	Instructions
Diversion Memos	Pretrial Agency Report	Filing Description: Diversion Memo
Diversion Social History Reports	Pretrial Agency Report	Filing Description: Diversion Social History Report
Diversion Termination Reports	Pretrial Agency Report	Filing Description: Diversion Termination Report
Correspondence	Correspondence	Send a Courtesy Copy to <a href="#">chambers email address</a>