

**SANTA BARBARA COUNTY SUPERIOR COURT**  
**OFFICE OF THE FAMILY LAW FACILITATOR**  
312 E. Cook Street, Santa Maria, CA 93454  
**805-614-6442**

**FILING OPTIONS FOR FAMILY LAW DOCUMENTS: (Pick one):**

**(NOTE re: FILING A REQUEST FOR ORDER FL\*300:**

1. If you want to file a **Request for Order (RFO FL-300)**, **you may obtain a court hearing date** to insert in section 2 of the form. Call our office or call Calendar at 805-614-6414 (select option “6”) to get a hearing date. **The clerk’s office will provide a date if one is not inserted.**
2. Remember, you must **allow at least 16 COURT DAYS OF NOTICE (excluding holidays and weekends)** to the other side before the scheduled hearing. Consider that when asking for a court date. Depending on how difficult it will be to get your documents served on the other side, you should set the hearing date a minimum of 5 weeks out from the date of filing.)

**OPTIONS:**

**1. IN PERSON:**

- a. **FILE ORIGINAL DOCUMENTS WITH ORIGINAL SIGNATURES.**
- b. The Cook Division of the Clerk’s Office, located at 312 E. Cook Street, Bldg. E, Santa Maria, CA 93454, is open for **IN PERSON** filing Monday through Friday from **9:00 a.m. – 1:30 p.m.**
- c. Also, provide copies of each document in order to receive stamped copies back.

**2. DROP OFF:**

- a. **FILE ORIGINAL DOCUMENTS WITH ORIGINAL SIGNATURES.**
- b. Drop Box located at the front of Building E at the **Cook Division Courthouse:**
  - i. 312 E. Cook Street, Santa Maria, CA 93454
  - ii. The drop box is available 24-7.
- c. **Put the documents to be filed in a large envelope** and **address the outside envelope:** Clerk’s Office, 312 E. Cook Street, Bldg. E, Santa Maria, CA 93454.
- d. If you need hard copies returned to you for **service** or your own records, **YOU MUST provide copies!** (Ex. Drop off **original** and 2 copies of the documents- in order to receive 2 back.)
- e. Include a **self-addressed, stamped envelope** to have the documents **mailed** back to you. If no envelope is provided, documents will need to be picked up.

**3. MAIL:**

- a. **FILE ORIGINAL DOCUMENTS WITH ORIGINAL SIGNATURES.**
- b. Please address the envelope: **Clerk’s Office, 312 E. Cook Street, Bldg. E, Santa Maria, CA 93454.**
- c. If you need paper copies returned to you for **service** or your own records, **YOU MUST provide copies!** (Ex. Drop off **original** and 2 copies of the documents- in order to receive 2 copies back.)
- d. Include a **self-addressed, stamped envelope** to have the documents mailed back to you.

**4. E-FILE (electronic filing):**

- a. Go to [www.santabarbara.courts.ca.gov](http://www.santabarbara.courts.ca.gov).
- b. Click on “eFiling,” located on the “Home” page, under the “Welcome to the Superior Court” banner.



- c. Click on eFileCA to select an eFile provider.
- d. This takes you to the provider page. Each icon represents a private business acting as an Electronic Filing Service Provider (EFSP). An EFSP provides an online service to help you file your documents with the court's eFile system. Each EFSP charges a fee, some higher than others. If you have a fee waiver, you should be able to register for a Waiver account.
- e. Follow the directions of your e-File provider.
- f. **Each document does not need its own envelope. In fact, all documents relating to the Request For Order must be included in one envelope or it will be rejected by the clerk's office.**
- g. **All documents submitted (FL-300, FL-303 (or SC-4012), and FL-305 shall be part of the same envelope submission.**
  - o Any form with a different number **in the upper right-hand corner** needs to be uploaded **as a separate pdf in the same electronic envelope.**
  - o If there is a declaration and/or exhibits that are **referenced as attachments to a main document**, they are **treated** as part of the document to which they are attached: Ex. FL-300 + declaration + exhibits = 1 **document.**
- o **5. FAX: Send your documents for filing by fax.**
  - a. FAX them directly to the Clerk's Office at **805-614-6616.**
  - b. You *must* use the **MC-005 Facsimile Transmission Cover Sheet** and include your credit card information: <https://www.courts.ca.gov/documents/mc005.pdf>
  - c. **The cost is \$1 per page, charged to the credit card noted on the MC-005 form**
  - d. **Write down the 3-digit security code from the back of your credit card on the bottom of the MC-005**
  - e. The filed first page of a document will be faxed back. There will be a charge of \$1 per page when faxed back.

**GENERAL INFORMATION ABOUT "Service":** <https://www.courts.ca.gov/selfhelp-serving.htm>

### Who can be a "server?"

You **cannot** serve your own legal papers. Have someone else (who is at least 18 years old and a disinterested party) do it. The "server" can be a friend, a relative who is not involved in your case, a sheriff, or a professional process server.

**Check with the Office of the Family Law Facilitator to be sure that you are using the correct method of service for the type of documents being delivered.**

- **"Personal Service": Use the [FL-330](#)**  
Means that your "server" walks up to each person to be served, makes sure he or she is the right person, and then hand-delivers a copy of all the correct papers to them. The server may leave the papers near the person if they will not accept them. (Note: Sometimes the papers may be personally served on the other party's lawyer (if he or she has one) in the family law case.)
- **"Service by mail": Use the [FL-335](#)**

Means that your “server” places copies of all the correct documents in a sealed envelope and mails them by first class mail to the address of each party being served (or to the party’s lawyer, if he or she has one) as indicated on the proof of service form..

The server must be 18 years of age or over and live or work in the county where the mailing took place.

- **“Electronic service”**

Means that your “server” sends a scanned copy of all the documents to be served by e-mail to the electronic address of each party being served (or to the party’s lawyer, if he or she has one).

**Note:** For the “server’ to e-mail the documents to the other party, you need to be mindful of the following:

1. If the other side is represented by an attorney and the attorney has appeared in the action, the attorney may be served by e-service.
2. If the other side is self-represented **and they have signed, filed and served the EFS-005-CV Consent to Electronic Service and Notice of Electronic Service Address**, then you may use e-service to serve them.
3. If they have not signed, filed, and served the **EFS-005-CV Consent to Electronic Service and Notice of Electronic Service Address** form, then the other side must be served either in person or by mail. The correct method of service depends on the situation.
4. **Please contact the Office of the Family Law Facilitator if you have questions.**