

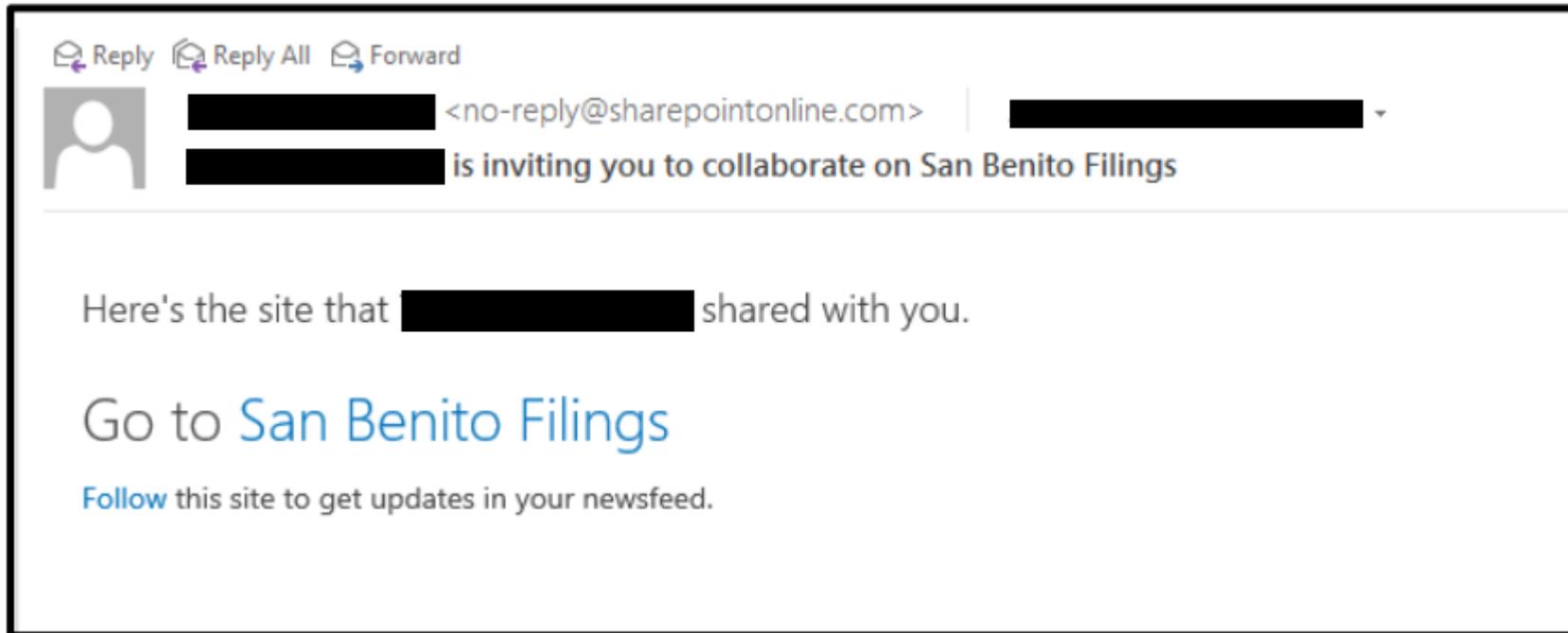
Superior Court of San Benito County



Filing with SharePoint

Navigating To SharePoint

- ▶ To access SharePoint:
 - ▶ You will receive an email that looks like the one below, click on the blue highlighted San Benito Filings link. This will take you directly to the SharePoint home page.



- ▶ Once you accept the invitation for SharePoint, you can create a shortcut for easier access in the future.

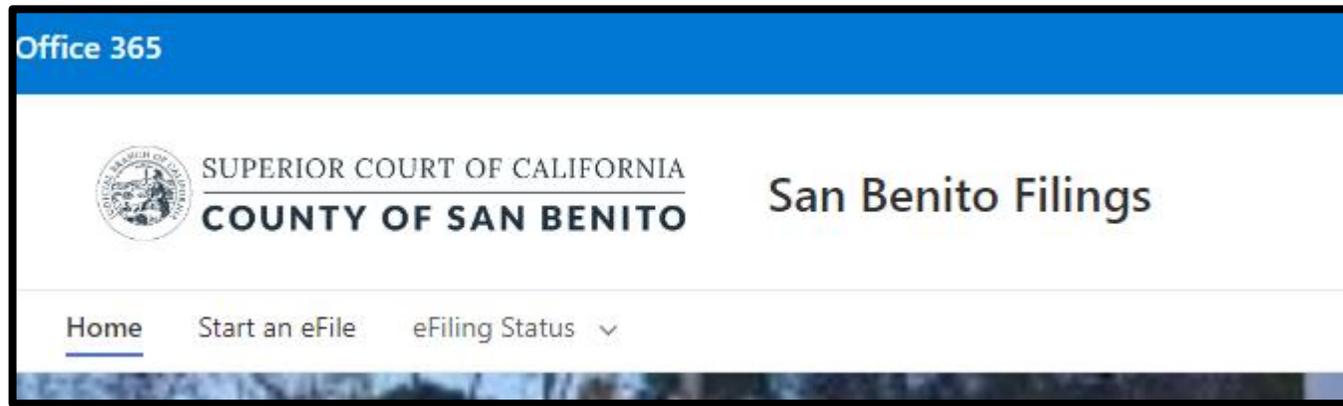
Prior to Filing in SharePoint

- ▶ Scan and name all documents that are going into SharePoint. The title of the documents must be input with the exact name of the document and case number (if you have one); so, MAKE SURE TO CHECK THE TITLE of the documents prior to going into SharePoint.
- ▶ Here are some examples in how the documents need to be named:
 - ▶ Proof of Service - CS-22-00001
 - ▶ Criminal Protective Order
 - ▶ Complaint

Tip for Prepping Documents: If you are working with multiple documents, create a folder for each party so it is easier to find and access once you're in SharePoint.

Creating a New Upload

- ▶ Start by going to the home page and locating the Start Filing option at the top left hand corner.



- ▶ Once you have clicked on the Start an eFile option, you will go to a new page that will allow you to submit your documents.

Creating an Upload

- ▶ Start by choosing the File Type
- ▶ Then enter the case name into the Title section
 - ▶ Make sure to format the Title with the correct case caption:
 - ▶ People vs. Doe, John
 - ▶ In the Matter of Doe, Jane
 - ▶ CS-22-00001

IF YOU HAVE MULTIPLE PARTIES' YOU MUST CREATE A NEW UPLOAD FOR EACH PARTY

- ▶ Then enter the Date of Hearing (if applicable)
 - ▶ Once you click on the “Enter a date” field, a calendar will pop up and you can choose the date from there.
- ▶ Choose the Filing Type and Case type from the options given.
- ▶ Once you have entered all the information needed, and checked to ensure the information is correct; you are now ready to add attachments.

New item

File Type *

- 300 Petition
- 602 Petition
- Bench Warrant Requests
- Criminal
- DCSS
- LPS

You can't leave this blank.

Title *

Enter value here

Date of Hearing

Enter a date

Filing Type *

- Initial Filing
- Subsequent Filing
- Other

Case Type *

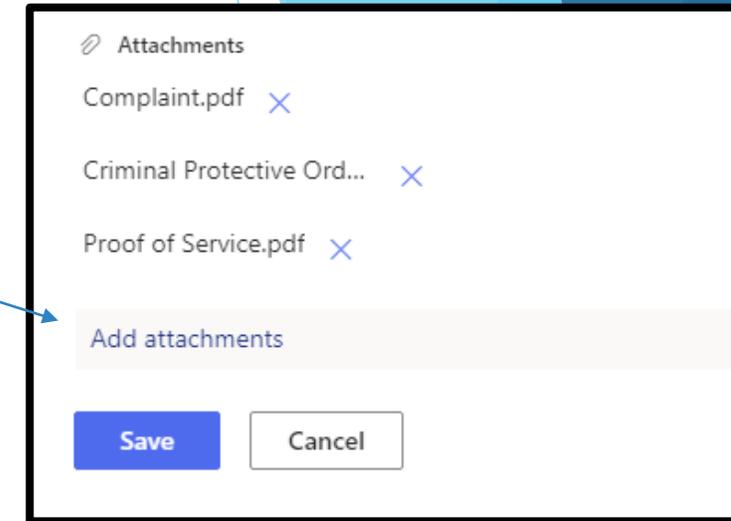
- Felony
- Misdemeanor
- Other

Attachments

[Add attachments](#)

Creating a New Upload-Adding Attachments

- ▶ After clicking on the “Add attachments” link a window will pop up with all your computers documents listed.
- ▶ In this window you can navigate to where your previously scanned and saved document is located. Select the desired document and press open.
- ▶ The document you choose will now be listed under the Attachments title at the bottom of the page.
 - ▶ If you need to add more documents, click on the blue “Add attachment” link again at the very bottom of the list of documents that have already been added.



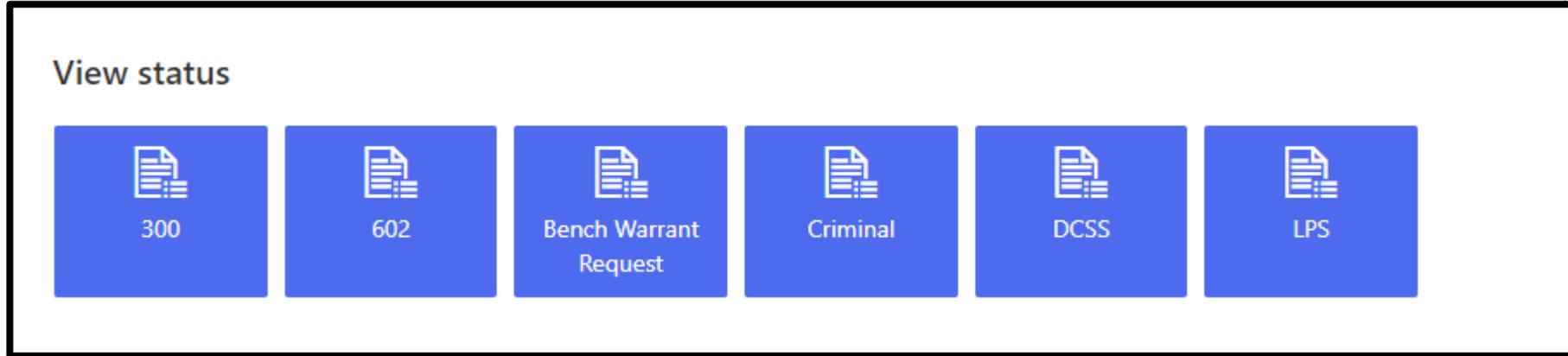
CHECK ALL INFORMATION TO MAKE SURE IT HAS BEEN ENTERED CORRECTLY.

ONCE YOU PRESS SAVE YOU CANNOT EDIT THE INFORMATION.

- ▶ After checking all the case information and attachments, press save and your Upload will be filed into SharePoint.
- ▶ ONCE YOU HAVE SAVED AND UPLOADED YOUR DOCUMENTS, YOU WILL NEED TO FOLLOW THE STEPS FOR “SUBSEQUENT” UPLOAD FOR ANY FURTHER DOCUMENTS YOU NEED TO ADD TO THIS CASE.

Confirmation of New Upload

- ▶ Once you have saved your submission, you can go to the View Status tiles on the home page to see the status of your new uploads.



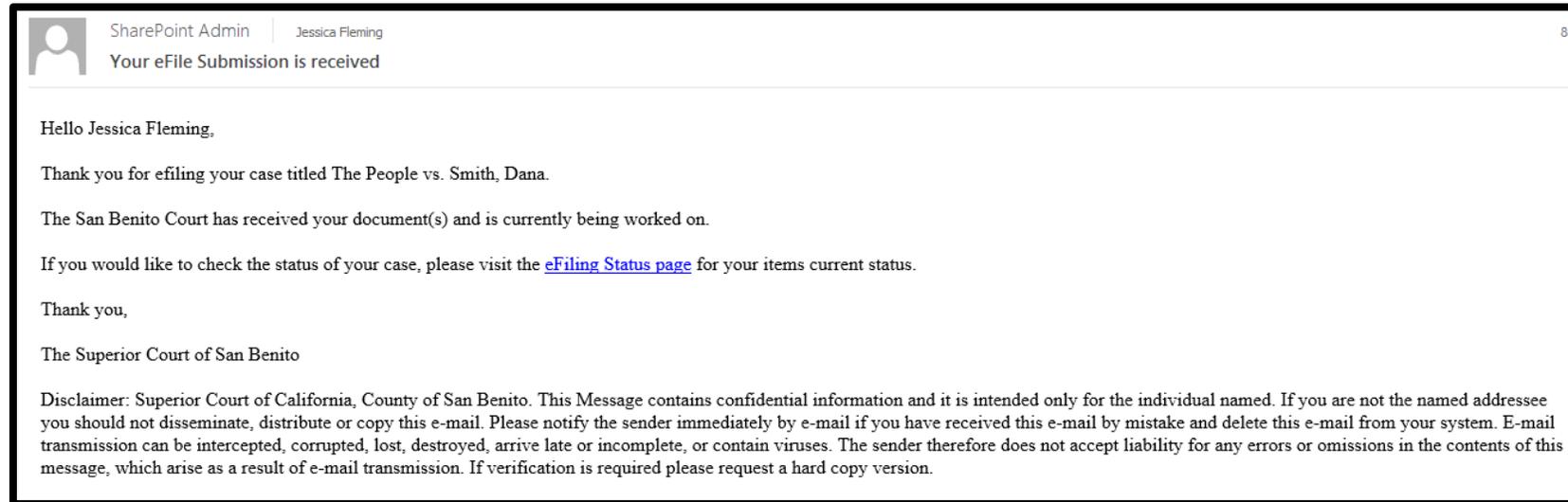
- ▶ Click on the list that you filed into and it will open to a page with all submissions that have been received by the court.

The screenshot shows a page titled "300 eFiling Status" with a table of "300 Petitions". The table has the following columns: Title, Date of Hearing, Comments, Case Type, Filed Date, Status, Filing Type, and Submit. The data rows are as follows:

Title	Date of Hearing	Comments	Case Type	Filed Date	Status	Filing Type	Submit
JD-25-00015	11/4/2022	bad memorandum but i will accept the rest	Other	10/19/2022 8:43 AM	Incomplete	Initial Filing	
JD-22-00045	10/28/2022	rejected because of complaint signature	Other	10/19/2022 8:47 AM	Rejected	Subsequent Filing	Jessica F
JD-25-00015	10/29/2022	could not accept because of missing signature	Felony	10/19/2022 2:24 PM	Rejected	Subsequent Filing	Jessica F
JD-25-00015	10/28/2022		Felony	10/20/2022 8:45 AM	Submitted	Subsequent Filing	Jessica F
test1a	12/16/2022		Misdemeanor	10/20/2022 9:09 AM	Submitted	Subsequent Filing	Jessica F
random case	10/20/2022		Misdemeanor	10/20/2022 2:17 PM	Submitted	Initial Filing	Jessica F

Notification's for Upload

- ▶ You will receive an email notification when the filed Upload has been put into a “Completed”, “Rejected”, or “Incomplete” status.
- ▶ When you receive the “Completed” email, it means the court has entered all information within your Upload, has a case number, and viewable via the court’s Public Portal.
 - ▶ Here is an example of what that email will look like.



- ▶ THE COURT WILL NO LONGER BE PROVIDING CONFORMED COPIES OF DOCUMENTS. ONCE YOU RECEIVED THIS NOTIFICATION, THE DOCUMENTS HAVE BEEN COMPLETED; YOU CAN ACCESS THE PUBLIC PORTAL AND MAKE ANY NECESSARY COPIES.

Superior Court of San Benito County



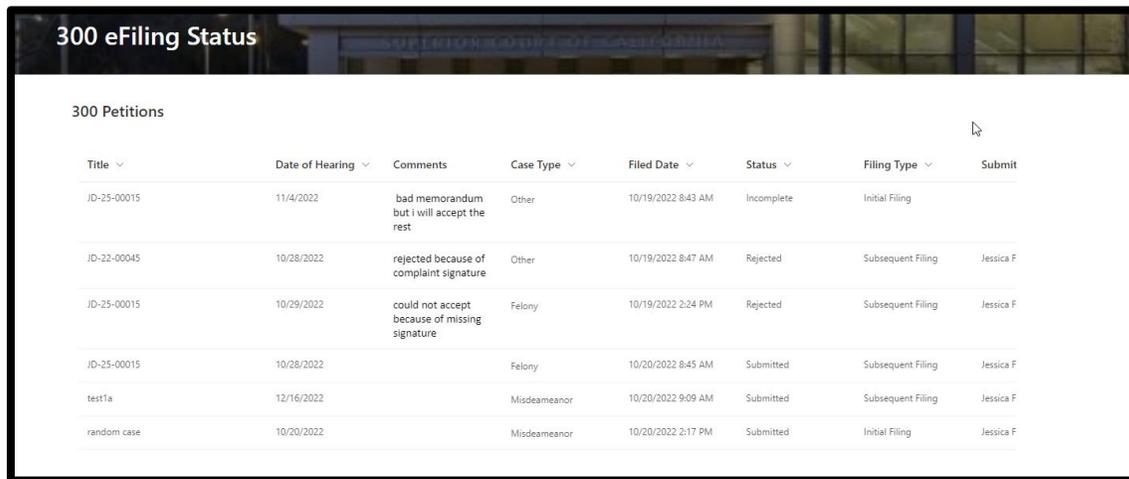
Rejection/Incomplete Process

Difference Between Rejection and Incomplete Uploads

- ▶ If an Upload is Rejected:
 - ▶ It means that the court could not accept anything that was within the Upload and the entire entry was rejected.
- ▶ If an Upload is Incomplete:
 - ▶ It means that a portion of the Upload was accepted with the exception of some documents.

Rejection/Incomplete Status of an Upload

- ▶ If an Upload was Rejected/Incomplete, you will get an email similar to the Submitted email informing the individual of the status change and as to why we could not accept the documents.
- ▶ To understand why it was rejected/incomplete, look within the emails message and it will list the information regarding the status change. You can also go into the eFiling Status page for the item and view the same information there as well.



300 eFiling Status

300 Petitions

Title	Date of Hearing	Comments	Case Type	Filed Date	Status	Filing Type	Submit
JD-25-00015	11/4/2022	bad memorandum but i will accept the rest	Other	10/19/2022 8:43 AM	Incomplete	Initial Filing	
JD-22-00045	10/28/2022	rejected because of complaint signature	Other	10/19/2022 8:47 AM	Rejected	Subsequent Filing	Jessica F
JD-25-00015	10/29/2022	could not accept because of missing signature	Felony	10/19/2022 2:24 PM	Rejected	Subsequent Filing	Jessica F
JD-25-00015	10/28/2022		Felony	10/20/2022 8:45 AM	Submitted	Subsequent Filing	Jessica F
test1a	12/16/2022		Misdemeanor	10/20/2022 9:09 AM	Submitted	Subsequent Filing	Jessica F
random case	10/20/2022		Misdemeanor	10/20/2022 2:17 PM	Submitted	Initial Filing	Jessica F

FOR INCOMPLETE UPLOADS:

- After fixing the documents, you MUST CREATE A NEW UPLOAD AND LABEL IT AS A SUBSEQUENT FILING. You will not be able to put the updated documents into the original Upload.