

FILED

FEB 23 2026

JAMES M. KIM, Court Executive Officer
MARIN COUNTY SUPERIOR COURT
By: C. Larson, Deputy

SUPERIOR COURT OF CALIFORNIA
COUNTY OF MARIN

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ADMINISTRATIVE ORDER 26-01

**STANDING ORDER CONCERNING
ELECTRONICALLY FILED
DOCUMENTS**

On April 26, 2024, the Court mandated eFiling for all parties represented by attorneys. To improve efficiency in the processing and intake of electronically filed documents, and to reduce delays associated with the review of bundled and combined filings, the Court is implementing a new formatting requirement for electronically filed documents in all non-Criminal cases. This change is intended to support faster processing and improved document turnaround times going forward.

Henceforth, and pursuant to California Rules of Court and the Marin County Superior Court Local Rules governing electronic filing, the Court hereby orders as follows:

1. Documents Must be Electronically Filed Individually and Separately - Each document that requires a file stamp and to be docketed as a separate filing must be electronically filed as its own individual and separate PDF document (e.g., Motion, Memorandum of Points and Authorities, Declaration, Notice, Proof of Service, Request, Response, Opposition, etc.). Bundle-submitted documents with other documents in the same case will no longer be allowed.
2. Separate Transactions and Unique Receipts - Each document requiring a file stamp or to be received must be transmitted in a manner that generates a unique and individual transaction receipt (and, where applicable, a distinct transaction number) for that electronically filed document.
3. Attachments Must Still Accompany Relevant Filings - Any supporting documents may continue to be submitted as accompanying documents consistent with applicable rules and the Court's electronic filing requirements. Attachments should be clearly identified and associated with the specific primary document they support.

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4. Case Initiation Documents - All parties still must electronically file all documents related to case initiation as a bundle. This bundle is exempt from the above requirements.

5. Compliance With California Rules of Court (CRC) - Attorneys must continue to comply with CRC 2.250 through 2.261 when submitting any documents that are filed electronically.

The Clerk's Office may reject filings for correction if an electronic filing combines multiple documents that require separate file stamps into a single PDF, or if such documents are submitted together in one transaction when this Order requires them to be filed separately.

This Order does not alter page limits, exhibit rules, bookmarking requirements (if any), sealing procedures, or any other filing requirements. All existing requirements pursuant to the CRC and the Marin County Superior Court Local Rules remain in effect unless expressly modified by this Order and subject to further order of the Court.

IT IS SO ORDERED.

Dated: FEBRUARY 23, 2026



Stephen P. Freccero
Presiding Judge