

**GEN 20-04****IN THE STATE BAR COURT****STATE BAR COURT  
CLERK'S OFFICE LOS ANGELES**

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**ORDER RE ELECTRONIC SERVICE**

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Beginning March 17, 2020, the State Bar closed its offices in San Francisco and Los Angeles to the public. The State Bar has taken this measure out of an abundance of caution and in an effort to protect staff and the community due to the COVID-19 pandemic. Consequently, the State Bar Court filing window and the courtrooms are closed to the public, effective March 17, 2020 and until further notice.

To facilitate the parties' ability to conduct State Bar Court business during the COVID-19 pandemic and until further order of this court, a party satisfies the service requirements of rule 5.26 of the Rules of Procedure of the State Bar (rule 5.26) if the party electronically serves a pleading or other document on another party or other person. A party must continue to comply with rule 5.25 of the Rules of Procedure. A party may not serve an initial pleading by electronic service. A party may still satisfy the service requirements of rule 5.26 through United States mail or other method of service permitted by rule 5.26. The court may electronically serve any document issued by the court to a party's or other person's email address.

For purposes of this Order,

"Electronic service" means service of a document, on a party or other person, by electronic transmission. Electronic service may be performed directly by a party or other person, or by an agent of a party or other person, including the party or other person's attorney.

"Electronic transmission" means the transmission of a document by electronic means to the electronic service address.

Computing Time:

- (A) A pleading or document that is served by electronic service is deemed complete at the time of the electronic transmission of the pleading or document.
- (B) When service is made by electronic transmission, overnight mail, or by fax, the prescribed period to act or respond is extended by two court days. Code of Civil Procedure section 1013, subdivision (a) still applies to service by United States mail or State Bar interoffice mail. (See Rules Proc. of State Bar, rule 5.28.)

Proof of Service:

- (A) A party must make proof of electronic service under Code of Civil Procedure section 1013b, subdivisions (a) and (b). The proof of electronic service may include an electronic signature. (See Gen. Order 20-03.)
- (B) For purposes of this order, a party complies with the electronic service requirements if the party executes the party's own proof of service after completing the electronic

transmission. The document will not be rejected pursuant to State Bar Court Rules of Practice, rule 1112(a)(2). (See Gen. Order 20-03.)

Change of electronic service address:

A party or other person whose electronic service address changes while the proceeding is pending must promptly notify in writing, including by email, all other parties and all other persons required to be served of his or her change of electronic service address.

IT IS SO ORDERED.

**PURCELL**

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Catherine D. Purcell  
Presiding Judge