1. Information in the data fields is incorrect and/or does not match the document image.
2. Case number does not match the document image.
3. Incorrect case type or case category is selected.
4. Document is defective, i.e., it does not comply with California Rules of Court, Rules 2.100-2.118.
5. Documents are not submitted as separate PDFs in the same transaction/envelope.

Filer should ensure	***For example, transactions WILL BE REJECTED if***
that the document is not exempt from efiling.	the following types of documents are submitted through the efiling process: - Peremptory Challenges or Challenges for Cause of a Judicial Officer (CCP sections 170.6 or 170.3); - Bonds/Undertaking documents; - Trial and Evidentiary Hearing Exhibits; - The document requires an original seal - Requesting a copy of an already filed document - Subpoenaed Documents - Renewal of Judgments
the information entered in the data fields of the selected EFSP portal matches the information in the image of the document.	-the filer's name on the efiled document lists one name, i.e., John Smith, as the filing Plaintiff; but another name, i.e., Mary Hopkins, is entered into the data entry field in the EFSP portal as the filing plaintiff. -the case number on the efiled document does not match what is entered into the data entry field in the EFSP portal as the case number. In these examples, since the information entered into the EFSP's portal's date fields does not match the document, the transaction will be rejected. **Why can't the clerk correct the information?** The clerk does not have the authority to determine which information is correct and which information can be disregarded. The customer must provide complete information for accurate case creation and case updates
the correct case type or case category is selected	-the case category selected is unlimited civil case over $25,000 but the complaint filed (document) is for a limited case over $10,000. **Why can't the clerk file the case based on the document information?** The clerk does not have the authority to determine whether the document information is correct and the data entry can be disregarded.
the document complies with CRC 2.100-2.118	-the case number is not on the first page of the document, as required by CRC, rule 2.111(5). -Other common document defects include the wrong case title or missing hearing information on the first page of the document. Why? California Rules of Court, Rules 2.100-2.118 prescribe the form and format of papers to be filed in the trial courts. For a comprehensive list of requirements to ensure a document is not defective, review California Rules of Court, rules 2.100-2.118)
that each document submitted in the same transaction/envelope is a separate PDF.	the filer converted the Civil Case Cover Sheet, Summons, Complaint, and Proof of Service into a single PDF document and submitted them for efiling. Why? Even though multiple documents for the same case can be submitted through the efiling process in the same "envelope" or transaction, each document needs to be a separate PDF. When multiple documents are submitted as a single PDF document, it can only be treated as one document; therefore, preventing the case management system (CMS) from creating individual CMS entries to accurately recording the filing of the individual documents.

the efiled document is in PDF format	the efiled document is submitted as a Word document. (Note: efiled documents submitted in any format other than PDF will be rejected.) What is PDF? PDF stands for Portable Document Format. This is a digital document format that preserves all fonts, formatting, colors and graphics of the original source document. Why is PDF format required? To protect the integrity of the document, the First Amended General Order requires efiled documents to be submitted in PDF format.