

# CIVIL EFILE

LOS ANGELES SUPERIOR COURT  
OCTOBER 23, 2018



**WELCOME**



**HON. DEBRE K. WEINTRAUB**  
**SUPERVISING JUDGE**  
**CIVIL DIVISION**



**WELCOME**



**HON. KEVIN C. BRAZILE  
PRESIDING JUDGE ELECT  
LOS ANGELES SUPERIOR COURT**

# IMPROVING ACCESS



**HON. DANIEL J. BUCKLEY**  
**PRESIDING JUDGE**  
**LOS ANGELES SUPERIOR COURT**



# GENERAL ORDER



- GENERAL ORDER RE MANDATORY ELECTRONIC FILING FOR CIVIL
- MANDATORY EFILING FOR ATTORNEYS (CRC 2.253(b))
- OPTIONAL FOR SELF-REPRESENTED LITIGANTS (CRC 2.253 (b)(2)-(3))

# EX PARTE CHANGES



- NOTICE & FILING OF APPLICATION THE COURT DAY BEFORE BY 10:00AM
- SERVICE OF EX PARTE (CRC 3.1206) "AT THE FIRST REASONABLE OPPORTUNITY"
- APPEARANCE REQUIRED WITH PROPOSED ORDER BY APPLICANT ON THE DAY OF THE EX PARTE

# EX PARTE CHANGES



- OPPOSITION EFILED BY 4:00PM; NO COURTESY COPY
- OPPOSITION EFILED AFTER 4:00PM; REQUIRES COURTESY COPY
- COURTESY COPY SHALL INCLUDE PROOF OF ELECTRONIC SUBMISSION
- OPPOSITION MAY BE FILED UP TO 8:30 AM; ATTORNEYS SHALL EFILE OPPOSITION

**CIVIL EFILE**



**SHERRI R. CARTER**

**EXECUTIVE OFFICER/CLERK OF COURT**

**LOS ANGELES SUPERIOR COURT**



# AUTHORIZING STATUTES



- FILED & RECEIVED RIBBONS (CRC 2.259(e))
- FILING HOURS (CRC 2.253(b)(7))
- ELECTRONIC SIGNATURES (CRC 2.257, CCP 1010.6)
- ELECTRONIC CERTIFICATION (GC 68150(g))
- YOUR PDF IS THE ORIGINAL DOCUMENT / COURT RECORD

Received: 2/5/2017 5:48:16 PM

Electronically FILED by Superior Court of California, County of Los Angeles on 10/09/2018 07:57 AM Sherri R. Carter, Executive Officer/Clerk of Court, by E. Clerk2, Deputy Clerk

18STLC02471

# IMPLEMENTATION SCHEDULE



|                        | <b>VOLUNTARY</b>  | <b>MANDATORY</b> |
|------------------------|-------------------|------------------|
| <b>LIMITED CIVIL</b>   | NOVEMBER 13, 2018 | DECEMBER 3, 2018 |
| <b>UNLIMITED CIVIL</b> | DECEMBER 3, 2018  | JANUARY 2, 2019  |
| <b>COMPLEX CIVIL</b>   | N/A               | JANUARY 2, 2019  |

**CIVIL EFILE**

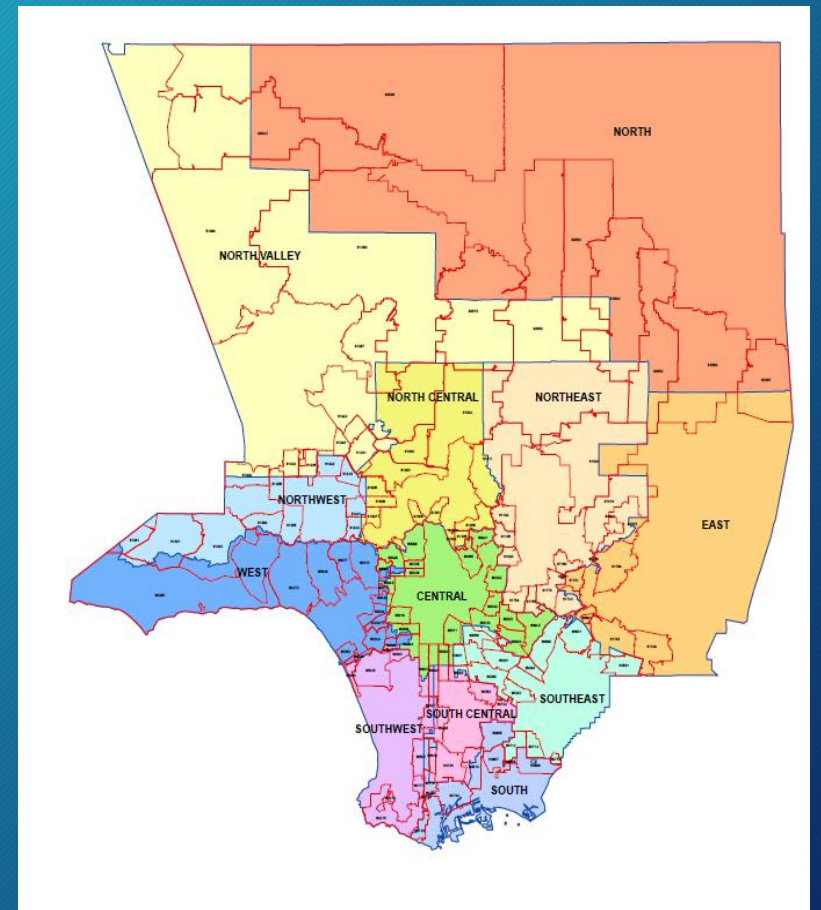


**SNORRI OGATA**  
**CHIEF INFORMATION OFFICER**  
**LOS ANGELES SUPERIOR COURT**

# EFILED IN LOS ANGELES COUNTY



- Stanley Mosk
- Spring Street
- Antonovich
- Chatsworth
- Van Nuys East
- Burbank
- Glendale
- Santa Monica
- Torrance
- Inglewood
- Deukmejian
- Compton
- Norwalk
- Pomona



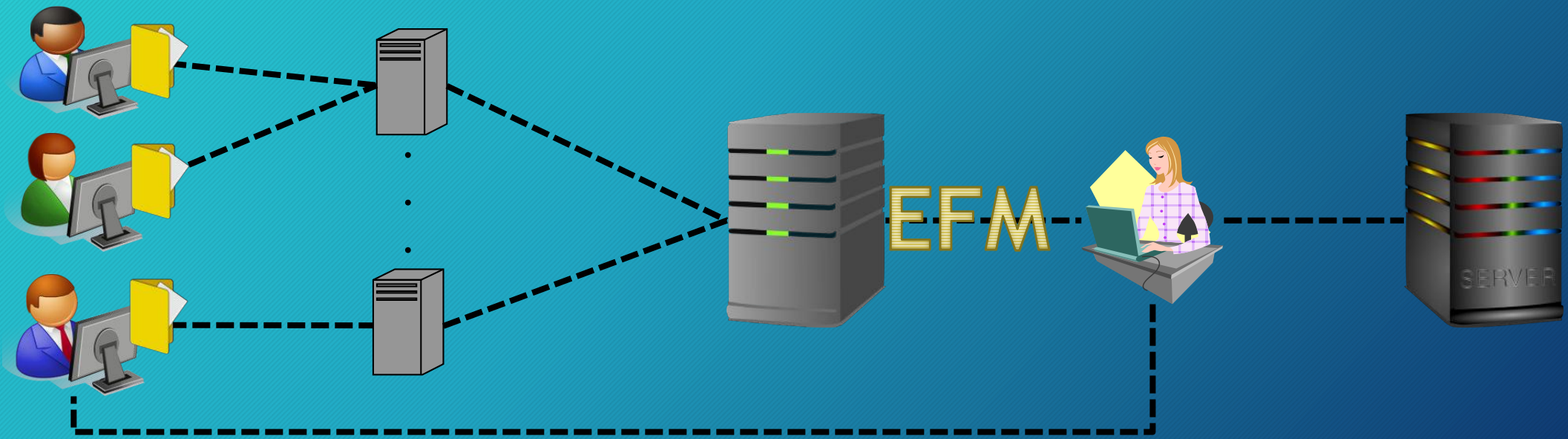
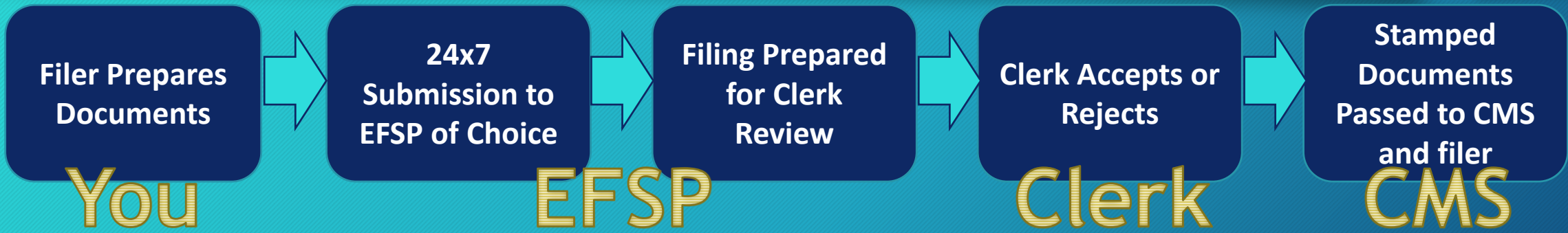
# WHY EFSPs?



- An e filing Service Provider (EFSP) is an intermediary that sits between the filer and the Court and provides value added services, training and support for e filing
- In order to mandate e filing for “civil” case types, CRC 2.253(b) requires:
  - *A court may require parties by local rule to electronically file documents in civil actions directly with the court, or*
  - *directly with the court and through one or more approved electronic filing service providers, or*
  - *through more than one approved electronic filing service provider*



# EFILING OVERVIEW



# PICKING AN EFSP



- A LIST OF VENDORS ON CIVIL WEB PAGE
- EFILE INFORMATION AVAILABLE ON LASC'S WEBSITE:  
[WWW.LACOURT.ORG](http://WWW.LACOURT.ORG)
- EFSP INFORMATION TABLES AVAILABLE ON SITE IMMEDIATELY FOLLOWING MEETING
- REGISTRATION REQUIREMENTS
- THEY HELP YOU THROUGH THE PROCESS



# LASC WEBSITE



- Click the eFiling logo at [www.LACourt.org](http://www.LACourt.org)

- On the Home Page or
- Under Civil Division

- Here you will find

- Links to EFSPs
- News about e filing

The screenshot displays the website interface for the Superior Court of California, County of Los Angeles. The main navigation bar includes links for Home, Online Services, Forms, Filings & Files, Self-Help, Divisions, Jury, and General Info. A red circle highlights the 'Divisions' link, which leads to a sub-menu where 'Civil e filing' is also circled in red. Another red circle highlights the 'e filing' logo in the left sidebar, with an arrow pointing to a pop-up window. This pop-up window features the text 'E filing is now available at LASC.' and lists various e filing services: Probate e filing, Small Claims e filing, Limited Civil e filing, and Family Law e filing (Coming Soon). A 'LIMITED CIVIL E FILING' section provides details on the court's implementation of permissive electronic filing and lists approved Electronic Filing Service Providers (EFSPs).



# OTHER TECH THINGS



- PDF: The official format for electronic court filings

**YOUR PDF MUST BE TEXT SEARCHABLE**

- DOCX (Word): The official format for Proposed Orders

**YOU WILL SUBMIT BOTH A PDF AND DOCX VERSION**

- Bookmarks: Exhibits attached to documents must be bookmarked

**INFORMATION AVAILABLE ON WORLD WIDE WEB (GOOGLE)**

- Hyperlinks: Use of hyperlinks is strongly encouraged.

**CONNECT TEXT TO A DIFFERENT SECTION OF TEXT IN A DOCUMENT**

# A FEW MORE TECH THINGS



- Transaction/Envelope: An electronic submission to the Court  
**ONE OR MORE DOCUMENTS ON A SINGLE CASE**
- Confirmation of Receipt is Instantaneous  
**THE SUBMISSION TO THE EFM IS IMMEDIATE**
- Filed Document(s) returned upon Court acceptance  
**COURT PROCESSING TIME VARIES (2 HOURS – 2 DAYS OR MORE)**
- Contact your EFSP for Troubleshooting  
**IF YOU HAVE A PROBLEM, REACH OUT TO YOUR EFSP**

**CIVIL EFILE**



**DENI BUTLER**  
**CHIEF DEPUTY OF OPERATIONS**  
**LOS ANGELES SUPERIOR COURT**

# EXEMPT DOCUMENTS



- PEREMPTORY CHALLENGES OR CHALLENGES FOR CAUSE OF A JUDICIAL OFFICER
- TRIAL AND HEARING EXHIBITS
- BONDS/UNDERTAKING DOCUMENTS
- LODGED DOCUMENTS (NOTICE OF LODGING SHALL BE EFILED)
- DOCUMENTS FOR OTHER CASE TYPES THAT ARE RELATED TO CIVIL CASES

# INITIAL FILINGS



- **COMPLAINTS, PETITIONS AND OTHER CIVIL INITIATING DOCUMENTS**
  - **THE CASE NUMBER AND FILING RIBBON STAMP WILL APPEAR ON THE FRONT PAGE OF ALL CIVIL INITIAL FILINGS**
  - **THE ASSIGNED JUDICIAL OFFICER AND COURTROOM WILL APPEAR ON THE FRONT PAGE OF ALL CIVIL INITIAL FILINGS**
  - **A NOTICE OF CASE ASSIGNMENT WILL BE TRANSMITTED BACK WITH ALL UNLIMITED CIVIL INITIAL FILINGS**

# PROPOSED ORDERS



- WILL BE ACCEPTED AS "RECEIVED" ONLY AND TRANSMITTED BACK TO THE FILER WITH RECEIVED STAMP RIBBON
- FILED AND SIGNED VERSION WILL BE TRANSMITTED BACK TO THE FILER VIA EFSP UPON REVIEW AND ORDER BY JUDICIAL OFFICER
- SUBMITTING PARTY WILL SERVE ALL OTHER PARTIES

# REJECTION REASONS



*Typical reasons that your filing would be rejected:*

- Incorrect court location selected
- Incorrect case category and/or case type selected
- Incorrect payment account option selected (i.e., fee waiver)
- Party's name entered in the Party Name field does not match document
- Incorrect party type selected
- Party's address does not match the address on the initial petition
- Incorrect document type is selected
- Illegible document submitted
- Multiple filing documents are submitted as a single filing code

# COURTESY COPIES



- EFILE PRIOR TO SUBMITTING COURTESY COPY TO COURT
- COURTESY COPY REQUIRED IF DOCUMENT IS EFILED WITHIN 2 COURT DAYS OF SCHEDULED HEARING
- COURTESY COPY SHALL INCLUDE PROOF OF ELECTRONIC SUBMISSION



# COURTESY COPIES REQUIRED



- Any printed document required pursuant to a Standing or General Order;
- Pleadings and motions (including attachments such as declarations and exhibits) of 26 pages or more;
- Pleadings and motions that include points and authorities;
- Demurrers;
- Anti-SLAPP filings, pursuant to Code Civ. Proc., § 425.16;
- Motions for Summary Judgment/Adjudication; and
- Motions to Compel Further Discovery.

# MORE ABOUT COURTESY COPIES



Nothing in the General Order precludes a Judicial Officer from requesting a courtesy copy of additional documents. Courtroom specific courtesy copy guidelines can be found at [www.lacourt.org](http://www.lacourt.org) on the Civil webpage under "Courtroom Information."

# FREQUENTLY ASKED QUESTIONS



FAQs LOCATED ON WEBSITE:  
[WWW.LACOURT.ORG](http://WWW.LACOURT.ORG)

# EFSP INFORMATION



**Vendors are on site!**



# QUESTIONS

