

eFiling at Los Angeles Superior Court

Presentation By: Michael Kern



eFiling:

- ▶ Over the next 3-5 years, all 58 counties in California will implement eFiling in some form
- ▶ eFiling doesn't mean fast, efficient or error free
- ▶ Depending on the clientele, some people like it and others don't
- ▶ eFiling are reviewed by a court clerk, before being accepted.
- ▶ Manual court filing is not automated



Court eFiling History:



- ▶ 1990's - Asbestos type cases and Federal Courts
- ▶ 2GEFS Second Generation eFiling Specifications and Orange County Courts
- ▶ California Budget Crisis
- ▶ Create Efficiencies
- ▶ AOC see eFiling as a solution to provide the public access to the courts at the lowest cost
- ▶ Court cost cutting
- ▶ Value to the consumer
- ▶ Customer service

Case Management System (CMS):

- ▶ Original state designed system (CCMS)
- ▶ Custom court in-house solution
- ▶ 3rd party solution
- ▶ The most popular 3rd party solution is by Tyler Technologies; however, others also provide CMS Solutions
- ▶ The CMS is the backbone of the court system and connects to both internal and external sources
- ▶ Other 3rd party court providers:
 1. Tyler Technologies
 2. Journal Technologies (JTI)
 3. Thompson Reuters



Electronic Filing Service Providers:

- ▶ eFiling Service Providers (EFSP) are vendors that provide web Portals to attorney and other filers to submit documents to the court
- ▶ Many vendors to select from
- ▶ Cost vs Benefit
- ▶ Longevity in Business (Trusted)
- ▶ Value of Service
- ▶ Resources - customer support, innovation, time savings, efficient and auxiliary services



California Courts:

- ▶ Tyler Technologies/Odyssey eFiling Courts
- ▶ 20 Courts currently using this system
- ▶ 60+ eFiling Service Providers
- ▶ Levels of Services offered vary
- ▶ Competitive eFiling market
- ▶ Legal Support Provider vs eFiling Provider



Primary Document Requirement:

- ▶ CRC 2.104 & 2.105 Font style equivalent to Courier, Times or Arial (12pt Minimum)
- ▶ CRC 2.109 Page numbering must be consecutive, begin with the first page, and use only Arabic numerals
- ▶ CRC 1.201 Personal identifiers, like social security numbers and financial account numbers, must be redacted
- ▶ CRC 2.256 E-Filed papers, including exhibits, must be text searchable
- ▶ CRC 3.1110 (f) Exhibits must be electronically bookmarked and indexed or hyperlinked
- ▶ CRC 2.257 allows for this type of signature for filing (Example: Documents containing /S/ John Doe on the signature line instead of a real signature have been rejected)

eService in California:

- ▶ eService works in conjunction with eFiling
- ▶ It can be performed through most eFiling vendors
- ▶ Pursuant to CRC 2.251 (a), you can eServe a document, if the document can be served by mail, overnight or by fax
- ▶ Consent to eService happens, when a party stipulates to eService (CRC 2.251 (b) (1) (A)) or when a party eFiles a document with the court (CRC 2.251 (b) (1) (b))
- ▶ Per CRC 2.251 (h) (1), Service is complete at the time of transmission or at the time the notification is sent. Any period of notice, responses, etc., is extended by two (2) court days.



When Client submits eFiling to Court:

- ▶ Increase Rejections
- ▶ Increase client time and effort
- ▶ Client has to call court, when documents are rejected
- ▶ Documents not in proper format
- ▶ Documents not bookmarked and indexed
- ▶ Client doesn't know, when courtesy copy must be submitted to court
- ▶ Client has to call court, when document doesn't come back returned
- ▶ Submits documents timely
- ▶ Service provider know the correct boxes, categories or work arounds to submit eFiling



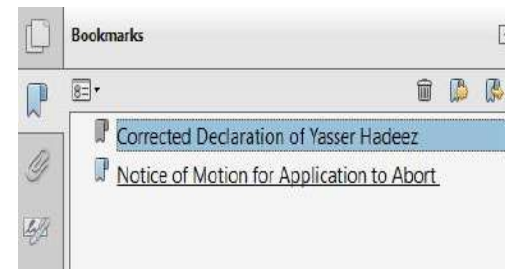
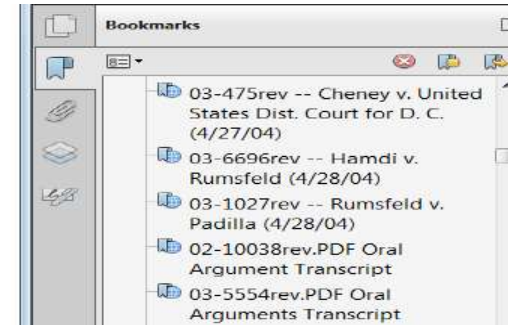
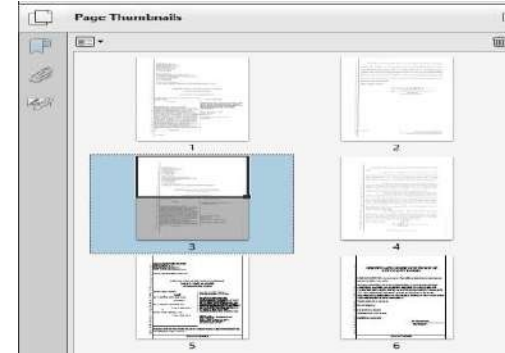
Helpful eFiling Tips:



- ▶ Must Submit the Civil Case Cover Sheet and Civil Case Cover Sheet Addendum as one PDF document on new case submissions
- ▶ Make sure all forms are filled out completely and are not missing any information.
- ▶ Make sure you have the correct number circled or checked on your Civil Case Cover Sheet Addendum in order to file in Los Angeles Central court
- ▶ If a party or an attorney are first appearing on the case be sure to add them in the Case Participants section, if they are not already listed
- ▶ Bookmark your exhibits and make sure the document is text-searchable (OCR)
- ▶ Document uploaded must be legible. Anything dark or illegible will be rejected

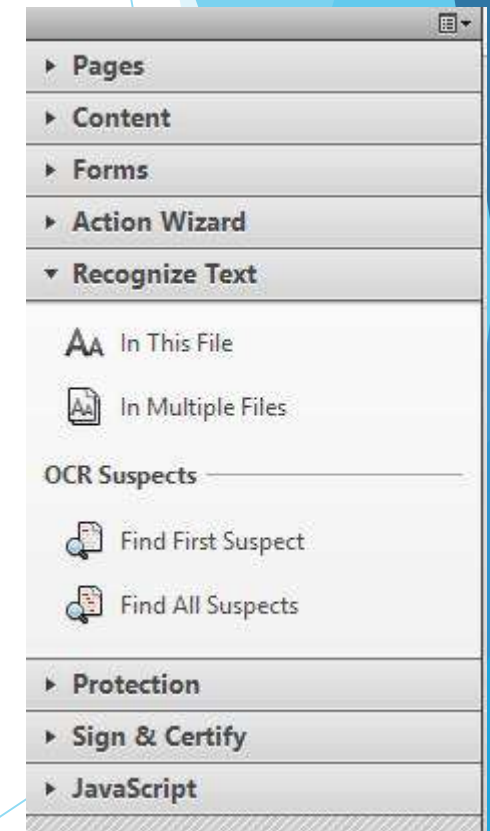
Create a Bookmark in PDF:

- ▶ Open Adobe Pro or Adobe editor
- ▶ Click the **Bookmarks** button on the left to open the **Bookmarks** panel.
- ▶ Use the Select tool to select the area of the page you want to **bookmark**
- ▶ Open the page where you want the **bookmark** to link to, and adjust the view settings.
- ▶ Select the **bookmark** under which you want to place the new **bookmark**.



Create PDF Text Searchable Document:

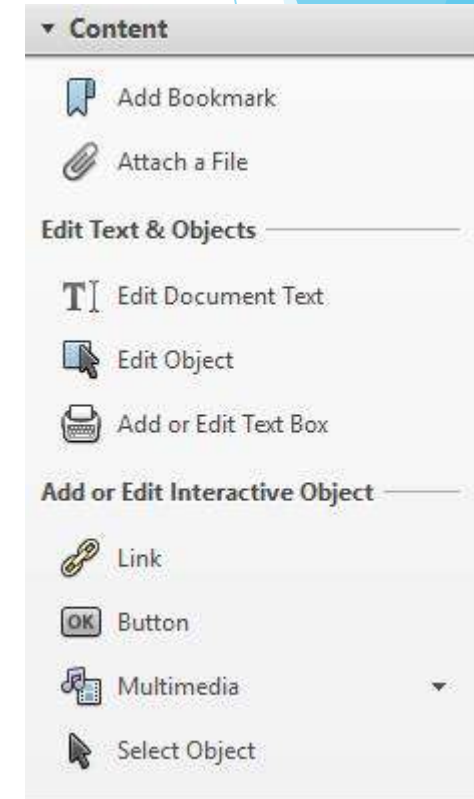
- ▶ Open a PDF file containing a scanned image in Adobe Acrobat DC.
- ▶ Click on the Edit PDF tool in the right pane. Acrobat automatically applies optical character recognition (OCR) to your document and converts it to a fully editable copy of your PDF.
- ▶ Click the text element you wish to edit and start typing. New text matches the look of the original fonts in your scanned image.
- ▶ Choose File > Save As and type a new name for your editable document.



How to add Hyperlink in a PDF:



- ▶ Open the PDF in which you want a hyperlink in Adobe Acrobat.
- ▶ Click "Choose Tools," "Content" and "Link."
- ▶ Move the pointer to the place in the document and hold down the left mouse button. Move the mouse to create a rectangle and release the button. The area inside the rectangle is where the link will appear in the PDF.
- ▶ Click "Open a Web Page" and "Next."
- ▶ Type the URL of the Web page to which you want to have a hyperlink in the "URL" field. Click "OK."



Top Reasons for Rejection:



- ▶ No Fees or Incorrect Fees - (First Appearance or Stipulation Fees)
- ▶ Missing or incorrect case information, including hearing date/time (Clerks will not fill in missing or mistyped information on data entry)
- ▶ Documents scanned incorrectly (unreadable, upside down, blank, etc.)
- ▶ Multiple lead documents submitted as one PDF
- ▶ Missing e-signature or scanned signature All parties not entered *exactly* as they appear on the summons and complaint (Does are not required)
- ▶ Not choosing the correct case type (i.e. *Personal injury/Property Damage/Wrongful Death - Uninsured Motorist* is not the same as *Motor Vehicle - Personal injury/Property Damage/Wrongful Death*)



Direct Legal Support, Inc.
1541 Wilshire Blvd, Suite 550
Los Angeles, CA 90017
Office: 800-675-5376
Fax: 866-241-0051
www.directlegal.com
office@directlegal.com

California Connection in Legal Support:
Process Service, Court Filing, Skip Tracing, e-Filing, Out of State
Depositions
and Writ Levies Services.