

**FILED**  
Superior Court of California  
County of Los Angeles

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SUPERIOR COURT OF THE STATE OF CALIFORNIA  
FOR THE COUNTY OF LOS ANGELES

MANDATORY ELECTRONIC FILING FOR CIVIL	}	GENERAL ORDER RE MANDATORY ELECTRONIC FILING FOR CIVIL
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The Los Angeles County Superior Court will mandate electronic filing of all documents filed in the Limited and Unlimited Civil Divisions by litigants represented by attorneys. (California Rules of Court, rule 2.253(b).) The effective date for voluntary electronic filing is November 13, 2018 for Limited and December 3, 2018 for Unlimited Civil. The effective date for mandatory electronic filing is December 3, 2018 for Limited Civil, and January 2, 2019 for Complex and non-Complex Unlimited Civil. All electronically filed Civil documents are subject to the following:

**a) Definitions**

- 1) **“Bookmark”** A bookmark is a PDF document navigational tool that allows the reader to quickly locate and navigate to a designated point of interest within a document.
- 2) **“Efiling Portal”** The official court website includes a webpage, referred to as the efilng portal, gives litigants access to the approved Electronic Filing Service Providers.
- 3) **“Electronic Envelope”** A transaction through the electronic service provider for submission of documents to the Court for processing which may contain one or more PDF documents attached.
- 4) **“Electronic Filing”** Electronic Filing (efiling) is the electronic transmission to a Court of a document in electronic form. (California Rules of Court, rule 2.250 (b)(7).)

- 1           5) **“Electronic Filing Service Provider”** An Electronic Filing Service Provider (EFSP) is a  
2           person or entity that receives an electronic filing from a party for retransmission to the Court.  
3           In the submission of filings, the Electronic Filing Service Provider does so on behalf of the  
4           electronic filer and not as an agent of the Court. (California Rules of Court, rule 2.250(b)(8).)
- 5           6) **“Electronic Signature”** For purposes of these local rules and in conformity with Code of  
6           Civil Procedure section 17, subdivision (b)(3), section 34, and section 1010.6, subdivision  
7           (b)(2), Government Code section 68150, subdivision (g), and California Rules of Court, rule  
8           2.257, the term “Electronic Signature” is generally defined as an electronic sound, symbol,  
9           or process attached to or logically associated with an electronic record and executed or  
10          adopted by a person with the intent to sign the electronic record.
- 11          7) **“Hyperlink”** An electronic link providing direct access from one distinctively marked place  
12          in a hypertext or hypermedia document to another in the same or a different document.
- 13          8) **“Portable Document Format”** (PDF) signifies a digital document format that preserves all  
14          fonts, formatting, colors and graphics of the original source document, regardless of the  
15          application platform used.

16 **b) *Mandatory Electronic Filing***

17           1) Represented Litigants

18           Pursuant to California Rules of Court, rule 2.253(b), represented litigants will be required to  
19           electronically file documents with the Court through an approved Electronic Filing Service  
20           Provider.

21           2) Public Notice

22           The Court will issue a Public Notice with effective dates the Court requires parties to  
23           electronically file documents through one or more approved Electronic Filing Service  
24           Providers. Public Notices containing effective dates and the list of Electronic Filing Service  
25           Providers shall be available on the Court’s website, at [www.lacourt.org](http://www.lacourt.org).

26           3) Exempt Litigants

27           A. Pursuant to California Rules of Court, rule 2.253(b)(2), self-represented litigants are  
28           exempt from mandatory Electronic Filing requirements.

1 B. Pursuant to Code of Civil Procedure section 1010.6, subdivision (d)(1)(C), and  
2 California Rules of Court, rule 2.253(b)(4), any party may make application to the  
3 Court requesting to be excused from filing documents electronically and be permitted  
4 to file documents by conventional means if the party shows undue hardship or  
5 significant prejudice.

6 4) Exempt Filings

7 A. The following documents shall not be filed electronically:

- 8 i. Peremptory Challenges or Challenges for Cause of a Judicial Officer;  
9 ii. Bonds/Undertaking documents; and  
10 iii. Trial and Evidentiary Hearing Exhibits.

11 5) Documents in Related Cases

12 A. Documents in related cases must be electronically filed in the e filing portal for that  
13 case type regardless of whether the case has been related to a Civil case.

14 6) Lodgments

15 A. Documents attached to a Notice of Lodgment shall be lodged and/or served  
16 conventionally in paper form. The actual document entitled "Notice of Lodgment"  
17 shall be filed electronically.

18 **c) *Electronic Filing System Working Procedures***

19 1) Electronic Filing Service Providers

20 Electronic Filing Service Providers must obtain and manage registration information for  
21 persons and entities electronically filing documents with the Court.

22 2) Technical Requirements

23 A. Documents must be electronically filed in PDF, text searchable format.

24 B. Declarations, Proofs of Service, and Exhibits to documents must be text searchable  
25 when technologically feasible without impairment of the document's image and must  
26 be bookmarked within the document pursuant to California Rules of Court, rule  
27 3.1110(f)(4).  
28

1 C. Digital documents containing exhibits must comply with California Rules of Court,  
2 rule 3.1110(f)(4).

3 D. Attachments to primary documents shall be bookmarked. Examples include but are  
4 not limited to the following:

- 5 i. Depositions;
- 6 ii. Declarations;
- 7 iii. Exhibits (including exhibits to declarations);
- 8 iv. Transcripts (including excerpts within transcripts);
- 9 v. Points and Authorities;
- 10 vi. Citations; and
- 11 vii. Supporting Briefs.

12 E. Use of hyperlinks within documents (including attachments and exhibits) is strongly  
13 encouraged.

14 3) Accompanying Documents

15 All documents accompanying a single pleading or law and motion item must be  
16 electronically filed as separate digital PDF documents.

17 4) Multiple Documents

18 Multiple documents relating to one case can be uploaded in one envelope transaction.

19 5) Writs and Abstracts

20 Writs and Abstracts must be submitted as a separate electronic envelope.

21 6) Sealed Documents

22 Sealed and conditionally under seal documents pursuant to California Rules of Court, rule  
23 2.551, et seq., shall be filed electronically; the burden of accurately designating the  
24 documents as sealed or conditionally under seal at the time of submission is the submitting  
25 party's responsibility.

26 7) Redaction

27 Pursuant to California Rules of Court, rule 1.201, it is the submitting party's responsibility  
28 to redact confidential information (such as using initials for names of minors, using the last

1 four digits of a social security number, and using the year for date of birth) so that the  
2 information shall not be publicly displayed.

3 **d) *Electronic Filing Schedule***

4 1) Trial Court Records

5 Pursuant to Government Code section 68150, trial court records may be created, maintained,  
6 and preserved in electronic format. Any document that the Court receives electronically  
7 must be clerically processed and must satisfy all legal filing requirements in order to be filed  
8 as an official court record. (California Rules of Court, rules 2.100, et seq. and 2.253(b)(6)).

9 2) Filed Date

10 A. Any document received electronically before midnight on a court day is deemed to  
11 have been effectively filed on that court day if accepted for filing, and any document  
12 received electronically after midnight is deemed to have been effectively filed on the  
13 next court day. (California Rules of Court, rule 2.253(b)(7).)

14 B. Notwithstanding any other provision of this order, if a digital document is not filed  
15 in due course because of: (1) an interruption in service; (2) a transmission error that  
16 is not the fault of the transmitter; (3) a processing failure that occurs after receipt, the  
17 Court may order, either on its own motion or by noticed motion submitted with a  
18 declaration for Court consideration, that the document be deemed filed and/or that  
19 the document's filing date conform to the attempted transmission date.

20 3) Ex Parte Applications

21 Ex parte applications and all documents in support thereof must be electronically filed no  
22 later than 10:00 a.m. the court day before the ex parte hearing. Any written opposition to an  
23 ex parte application shall be electronically filed by 8:30 a.m. the day of the ex parte hearing.  
24 If written opposition is electronically filed after 4:00 p.m. the court day before, a printed  
25 courtesy copy is required.

26 4) Printed Courtesy Copies

27 Courtesy copies for filings with a hearing date of two days or less shall be delivered to the  
28 courtroom by 4:30 p.m. the same business day if the electronic filing is submitted with the

1 court prior to that time. If submitted after 4:30 p.m., the courtesy copy shall be delivered to  
 2 the courtroom by 10 a.m. the next business day.

3 Regardless of the time of electronic filing, a printed courtesy copy (along with proof of electronic  
 4 submission) is required for the following documents:

- 5 A. Any printed document required pursuant to a Standing or General Order;
- 6 B. Pleadings and motions (including attachments such as declarations and exhibits)  
 7 of 26 pages or more;
- 8 C. Pleadings and motions that include points and authorities;
- 9 D. Demurrers;
- 10 E. Anti-SLAPP filings, pursuant to Code Civ. Proc., § 425.16;
- 11 F. Motions for Summary Judgment/Adjudication; and
- 12 G. Motions to Compel Further Discovery.

13 5) Courtroom Guidelines

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

17 **e) *Waiver of Fees and Costs for Electronically Filed Documents***

18 1) Fees and Costs

19 Fees and costs associated with Electronic Filing must be waived for any litigant who has  
 20 received a fee waiver. (California Rules of Court, rules 2.253(b)(6), 2.258(b).)

21 2) Fee Waivers

22 Pursuant to Code of Civil Procedure section 1010.6, subdivision (b)(6), and California  
 23 Rules of Court, rule 2.252(f), applications for waiver of court fees and costs may be  
 24 electronically filed in any authorized action or proceeding.

25 **f) *Signatures on Electronic Filings***

26 1) Signatures

27 For purposes of these local rules all Electronic Filings shall be in compliance with California  
 28 Rules of Court, rule 2.257.

1           This General Order applies to documents filed within the Civil Division of the Los Angeles  
2 County Superior Court. This General Order is to remain in effect until otherwise ordered by the  
3 Presiding Judge.

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5  
6 DATED: November 5, 2018



*Daniel J. Buckley*  
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DANIEL J. BUCKLEY  
Presiding Judge

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