

FILED
Superior Court of California
County of Los Angeles

APR 24 2020

Sherri R. Carter, Executive Officer/Clerk
By Rizalinda Mina, Deputy

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

MANDATORY ELECTRONIC FILING) GENERAL ORDER
FOR JUVENILE DEPENDENCY –)
APPLICABLE TO DOCUMENTS FILED)
BY THE DEPARTMENT OF CHILDREN)
AND FAMILY SERVICES (DCFS))

The Los Angeles County Superior Court will mandate electronic filing of all documents filed in Juvenile Dependency by Department of Children and Family Services (DCFS). [California Rules of Court (CRC), rule 2.253(b) and rule 5.522(b) and Welfare and Institutions Code (WIC), section 212.5(a)]. The effective date for mandatory electronic filing is May 15, 2020. All electronically filed Juvenile Dependency documents are subject to the following:

a) Definitions

- 1) **“Bookmark”** A bookmark is a portable document format (PDF) document navigational tool that allows the reader to quickly locate and navigate to a designated point of interest within a document.
- 2) **“Electronic Envelope”** An electronic envelope is a transaction through the Electronic Filing Service Provider (EFSP) for submission of documents to the Court for processing which may contain one or more PDF documents.
- 3) **“Electronic Filing”** Electronic Filing (efiling) is the electronic transmission to a Court of a document in electronic form. [CRC, rule 2.250(b)(7)].
- 4) **“Electronic Filing Service Provider”** An Electronic Filing Service Provider (EFSP) is a person or entity that receives an electronic filing from a party for retransmission to the Court.

1 In the submission of filings, the EFSP does so on behalf of the electronic filer and not as an
2 agent of the Court. [California Rules of Court, rule 2.250(b)(8)].

3 5) **“Electronic Signature”** For purposes of these local rules and in conformity with Code of
4 Civil Procedure (CCP) section 17 (b) (3)), section 34, and 1010.6 subdivision (b)(2), and
5 CRC, rule 2.257, the term “Electronic Signature” is generally defined as an electronic sound,
6 symbol, or process attached to or logically associated with an electronic record and executed
7 or adopted by a person with the intent to sign the electronic record.

8 6) **“Hyperlink”** A hyperlink is an electronic link providing direct access from one distinctively
9 marked place in a hypertext or hypermedia document to another in the same or different
10 document.

11 7) **“Portable Document Format”** A portable document format (PDF) signifies a digital
12 document format that preserves all fonts, formatting, colors, and graphics of the original
13 source document, regardless of the application platform used.

14 **b) *Mandatory Electronic Filing***

15 1) Department of Children and Family Services (DCFS)

16 Pursuant to CRC, rules 2.253(b) and 5.522(b) and WIC 212.5(a), DCFS will be required to
17 electronically file documents with the Court either through an approved EFSP or by acting
18 as an approved EFSP. Providers shall be listed on the Court’s website at www.lacourt.org.

19 2) Exempt Filings

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

- 21 i. Preemptory Challenges or Challenges for Cause of a Judicial Officer (CCP 170.6 and
22 170.3); and
23 ii. Trial and Evidentiary Hearing Exhibits

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

25 1) Electronic Filing Service Providers

26 EFSPs must obtain and manage registration information for persons and entities
27 electronically filing documents with the Court.
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1 2) Technical Requirements

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

3 B. Exhibits to documents must be text searchable when technologically feasible
4 without impairment of the document's image and must be bookmarked within the
5 document pursuant to CRC, rules 3.1110(f)(4) and 2.256(b).

6 C. Digital documents containing exhibits must comply with CRC, rule 3.1110(f)(4).

7 D. Attachments to primary documents shall be indexed separately by selecting the
8 corresponding document type. Examples include but are not limited to the
9 following:

10 i. Medical Reports;

11 ii. Educational Repots;

12 iii. Psychological Reports:

13 iv. Birth Certificates;

14 v. Photographs of Minors; and

15 vi. Any other documents that are sealed or are statutorily confidential.

16 3) Accompanying/Multiple Documents

17 Accompanying/multiple documents relating to one case can be uploaded in one envelope
18 transaction.

19 4) Sealed Documents

20 Sealed and conditionally under seal documents pursuant to CRC, rule 2.551, et. Seq., shall
21 be filed electronically. The burden of accurately designating the documents as sealed or
22 conditionally under seal at the time of submission is the submitting party's responsibility.

23 5) Redaction

24 Pursuant to CRC, rule 1.201, it is the submitting party's responsibility to redact confidential
25 information (social security number, caregiver's address, etc.) so that the information shall
26 not be publicly displayed.

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1 d) ***Electronic Filing Schedule***

2 1) Trial Court Records

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

7 2) Filed Date

8 Any document received electronically before midnight on a court day is deemed to have been
9 effectively filed on that court day if accepted for filing. Any document received
10 electronically after midnight is deemed to have been effectively filed on the next court day.
11 [CRC, rule 2.253(b)(6) and CCP 1010.6(b)(3)]

12 3) Detention Petitions

13 Petitions involving detained minors must be electronically filed by 4:30 p.m. the day prior
14 to the hearing date in order for the detention hearing to be heard by the expiration of the next
15 judicial day. [WIC, sections 315, 319 (b) and CRC, rule 5.670(b)]

16 4) Reports

17 Reports must be electronically filed at least 10 calendar days before the hearing. [CRC, rule
18 5.708(b)(2); WIC, section 366.21(c)]

19 5) Ex parte Applications

20 Ex parte applications and all documents in support thereof must be electronically filed no
21 later than 10:00 a.m. the court day before the ex parte hearing. Any opposition to an ex parte
22 application shall be electronically filed by 8:30 a.m. the day of the ex parte hearing.

23 6) Last Minute Information Reports

24 Last minute information reports without proper notice to counsel shall contain information
25 arising in the three calendar days prior to the court hearing. Last minute information reports
26 should be provided to the court as soon as feasible or as required by statute. Reports
27 containing information arising more than three calendar days prior to the court hearing shall
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1 be electronically filed as soon as possible but no less than three days prior to the court
2 hearing.

3 e) *Signatures on Electronic Filings*

4 1) Signatures

5 For purposes of this general order all electronic filings shall be in compliance with CRC, rule
6 2.257.

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8 This General Order applies to documents filed by the Department of Children and Family
9 Services within the Juvenile Dependency Division of the Los Angeles County Superior Court. This
10 General Order is to remain in effect until otherwise ordered by the Juvenile Presiding Judge.

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14 DATED: April 24, 2020



15 *Kevin C. Brazile*
16 KEVIN C. BRAZILE
17 Presiding Judge
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