

PROBATE EFILE

LOS ANGELES SUPERIOR COURT
FEBRUARY 16, 2017



WELCOME



HON. DAVID J. COWAN,
SUPERVISING JUDGE OF THE PROBATE DIVISION

IMPROVING ACCESS



HON. DANIEL J. BUCKLEY,
PRESIDING JUDGE OF THE LOS ANGELES SUPERIOR COURT



LOCAL RULES AND GENERAL ORDERS

- MANDATORY EFILING FOR ATTORNEYS
- OPTIONAL FOR SELF-REPRESENTED LITIGANTS (CRC 2.53(b))
- AMENDMENT TO PROBATE EX PARTE LOCAL RULE



PROBATE EFILE



SHERRI R. CARTER,
EXECUTIVE OFFICER/CLERK OF 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 1/24/2017 12:44:18 PM Sherri R. Carter, Executive Officer/Clerk, By E. Chavarin, Deputy

17STPB00004



IMPLEMENTATION SCHEDULE

	<u>PERMISSIVE</u>	<u>MANDATORY</u>
PROBATE	MAY 1, 2017	JUNE 5, 2017
FAMILY LAW	AUGUST 7, 2017	SEPTEMBER 5, 2017
LIMITED CIVIL	DECEMBER 1, 2017	JANUARY 2, 2018
UNLIMITED CIVIL	AUGUST 7, 2018	SEPTEMBER 3, 2018
COMPLEX CIVIL	---	JULY 5, 2018

PROBATE EFILE



SNORRI OGATA,
CHIEF INFORMATION OFFICER

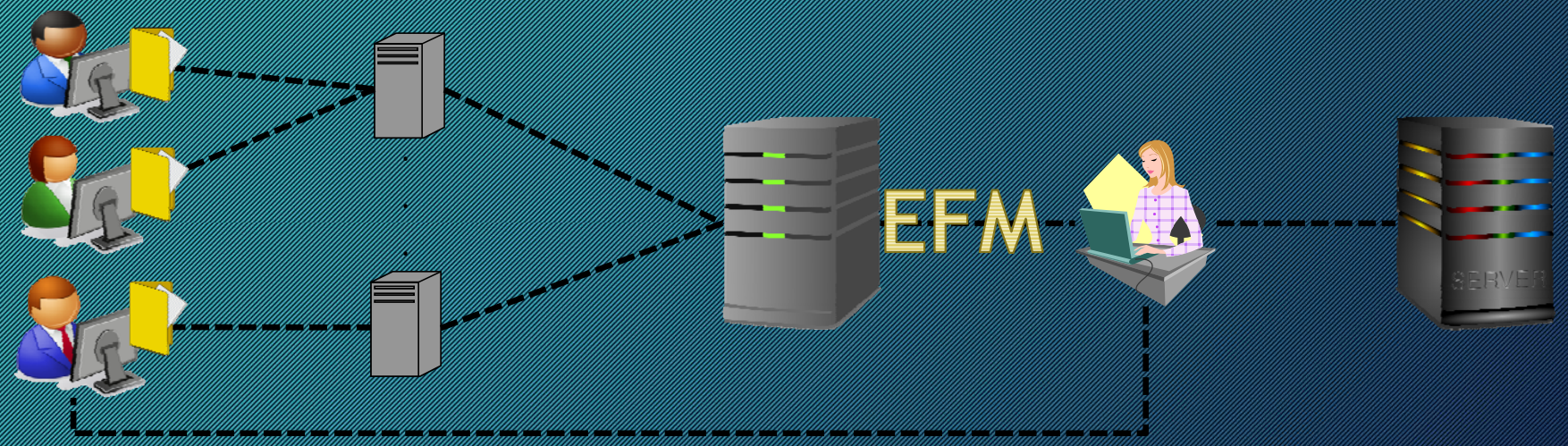
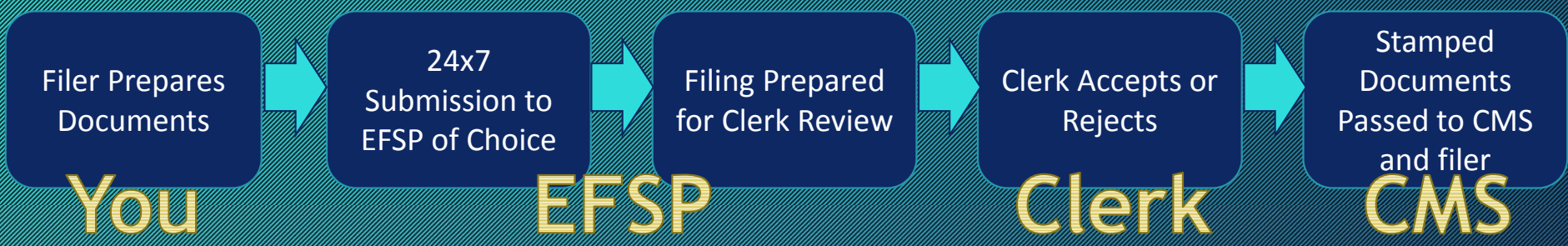


WHY EFSPs?

- 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





REJECTION REASONS

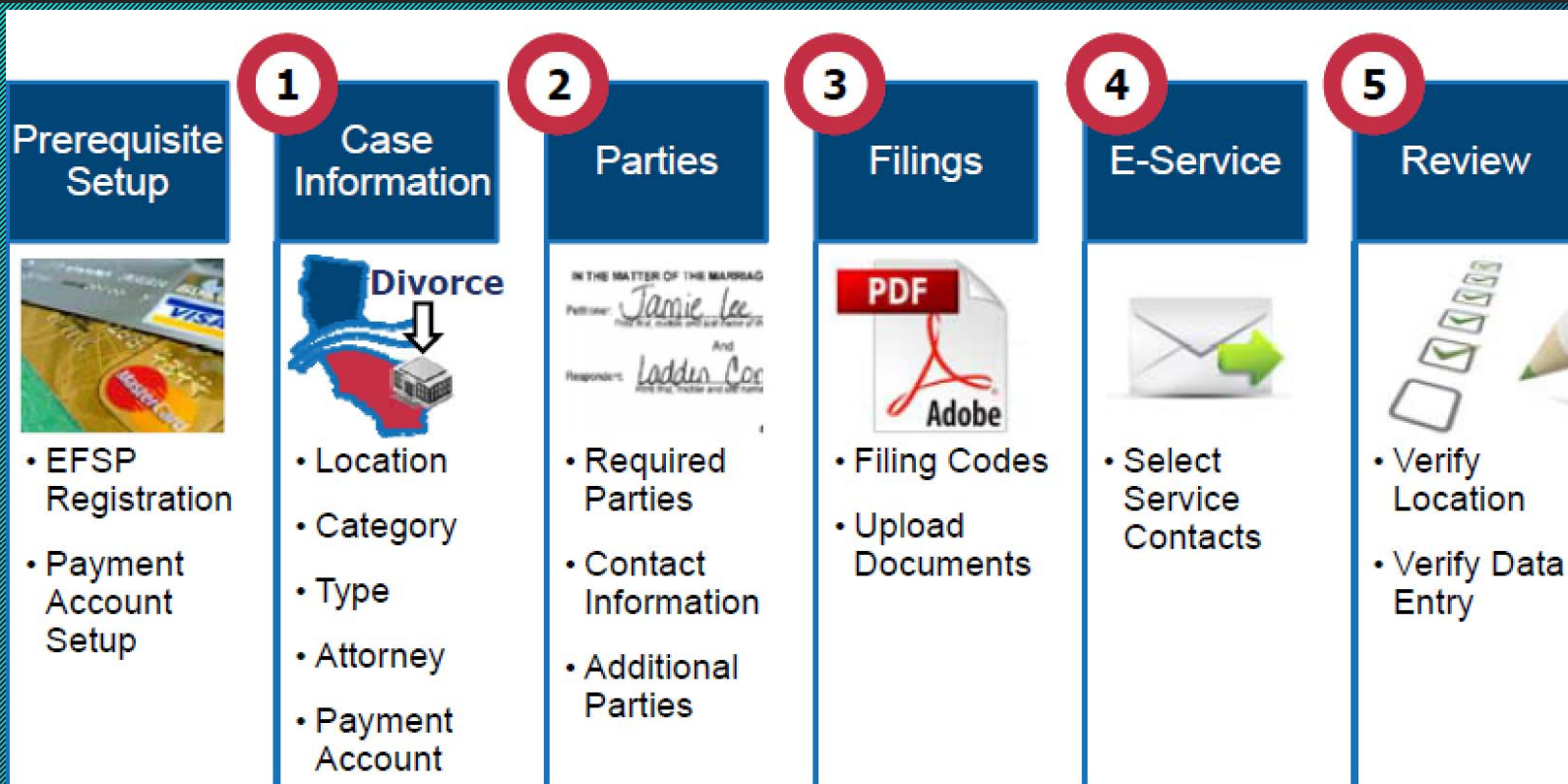


Typical reasons that your filing would be rejected:

- *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*



THE EFSP PROCESS



PICKING AN EFSP

- 21 Vendors (currently)
- EFILE INFORMATION AVAILABLE ON LASC'S WEBSITE: WWW.LACOURT.ORG
- EFSP BOOTHS IN ROOM 522, 5TH FLOOR, UNTIL 3:00PM TODAY
- REGISTRATION REQUIREMENTS
- THEY HELP YOU THROUGH THE PROCESS



County Process Service, Inc.



Creekside e-filing



Eddings Attorney Services



e-Legal Services



FileTime



First Legal



Green Filing



Janney & Janney



LegalConnect



Odyssey eFileCA



One Legal



Rapid Legal



Saylor Legal Service



Swift Attorney Services



Tristar

TURBOCOURT



THE COSTS



EFSP	MONEY HANDLING	EFM	COURT
\$0*-??	\$1.00 (echeck) 2.75% (all fees)	\$5.00 (voluntary) \$3.50 (mandatory)	FILING FEES
Costs to facilitate filing.	Costs to handle money.	Costs to provide system.	Costs to the Court



The EFSP sets/influences these costs

COURT WEB SITE



- www.LACourt.org
- Go to Probate Division
- Go to Probate eFiling
 - Links to EFSPs
 - News about eFiling

A screenshot of the website for the Superior Court of California, County of Los Angeles. The page features a navigation menu with "Divisions" highlighted in green. Below the menu, the "Probate" section is visible, followed by "ONLINE SERVICES" which includes a "Probate eFiling" button circled in red. Other sections include "COURT RESOURCES" and "NEWS & NOTICES".

THE SUPERIOR COURT OF CALIFORNIA
COUNTY OF LOS ANGELES

Home Online Services Forms & Filings Self-Help **Divisions** Jury General Info

Probate

ONLINE SERVICES

- Case Summary
- Case Calendar
- Filing Court Locator
- Party Name Search
- Probate Notes
- Probate eFiling**

COURT RESOURCES

- Probate Forms
- Filing Fees
- Probate Courthouses
- Probate Glossary
- Probate Court Rules - The rules governing legal proceedings in the Los Angeles Superior Court.

OTHER SERVICES / INFORMATION

- Probate Notes Email Parameters
- Probate Volunteer Panel
- Probate Self-Help
- General Orders

NEWS & NOTICES

NEWS RELEASES

- LASC Announces Implementation of Electronic Filing in Probate

NOTICES TO ATTORNEYS

- Change to Ex Parte Filing Schedule in Probate Division
- Probate Division to Implement Electronic Filing
- Michael Antonovich Courthouse Implements New Fax Numbers



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
IF YOU DON'T KNOW HOW... GOOGLE IT
- Transaction / Envelope: An electronic submission to the Court
ONE OR MORE DOCUMENTS ON A SINGLE CASE



A FEW MORE TECH THINGS

- 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

PROBATE EFILE



DENI BUTLER,
CHIEF DEPUTY OF OPERATIONS



EXEMPT DOCUMENTS

- PEREMPTORY CHALLENGES OR CHALLENGES FOR CAUSE OF A JUDICIAL OFFICER
- TESTAMENTARY INSTRUMENTS (WILLS & CODICILS), LETTERS, ORIGINAL TRUST DOCUMENTS, BOND/UNDERTAKING DOCUMENTS
- TRIAL AND HEARING EXHIBITS
- DOCUMENTS FILED IN CIVIL AND FAMILY LAW CASES THAT ARE RELATED FOR HANDLING IN THE PROBATE DIVISION
- LODGED DOCUMENTS (NOTICE OF LODGING SHALL BE EFILED)



INITIAL FILINGS

- INITIAL FILINGS WHICH REQUIRE A HEARING DATE SCHEDULED
 - NO HEARING INFORMATION WILL BE INCLUDED IN THE ELECTRONICALLY FILED DOCUMENT TRANSMITTED BACK TO FILER
 - A NOTICE OF CASE ASSIGNMENT & HEARING DATE WILL BE EMAILED TO THE FILER SEPARATELY





PROPOSED ORDERS

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





COURTESY COPIES

- EFILE PRIOR TO SUBMITTING COURTESY COPY TO COURT
- COURTESY COPY REQUIRED THE SAME DAY A DOCUMENT IS EFILED
- COURTESY COPY SHALL INCLUDE PROOF OF ELECTRONIC SUBMISSION
- COURTESY COPY REQUIRED IF DOCUMENT IS FILED WITHIN 2 DAYS FROM HEARING DATE (EXCEPT EX PARTE)



FREQUENTLY ASKED QUESTIONS



FAQs LOCATED ON WEBSITE:
WWW.LACOURT.ORG

EX PARTES



HON. DAVID J. COWAN,
SUPERVISING JUDGE OF THE PROBATE DIVISION



EX PARTE CHANGES

- LOCAL RULE 4.12(a)
- 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

EFSP Q&A AND DEMO SESSION



STANLEY MOSK COURTHOUSE
5TH FLOOR, ROOM 522
UNTIL 3:00PM

QUESTIONS

