



NOTICE TO ATTORNEYS

Los Angeles Superior Court
Public Information Office
Website: www.lacourt.org

Nov. 4, 2014

VAN NUYS EAST COURTHOUSE ADOPTS ON-LINE COURT RESERVATION SYSTEM (CRS)

Effective November 3, 2014, law and motion hearings for Departments NW-D, NW-Q, and NW-T at the Van Nuys East Courthouse must be scheduled on-line via the Court's on-line Court Reservation System (CRS). **Departments NW-D, NW-Q, and NW-T are independent calendaring (IC) unlimited jurisdiction civil courtrooms.** CRS must also be used to continue a motion hearing. Parties will be charged the application motion filing fee, first paper fee and/or continuance fee at the time the reservation is made. **Once the motion hearing date is reserved, the fees are nonrefundable.**

CRS is available on the Court's website at www.lacourt.org under *Online Services, Court Reservation System*. CRS is available 24 hours a day, seven days a week.

When using CRS, the reserving party will receive an email notification (and optional text message) when:

- a reservation is made,
- the Court has received and processed the motion document(s),
- a reservation is rescheduled by the court, or
- a reservation is canceled.

At the time of payment, CRS will provide a receipt with the reservation ID and receipt number.

When the corresponding motion is presented for filing at the Filing Window, it must include the receipt (attached as the last page of the motion) and the reservation identification number noted on the motion face page under other hearing information.

Use of CRS or its content does not supersede any statutes, rules, or policies and procedures related to motions or giving notice.

CRS is currently utilized at the following courthouses:

Antelope Valley Courthouse	Chatsworth Courthouse
Norwalk Courthouse	Santa Monica Courthouse
Stanley Mosk Courthouse	

For additional information on the motion reservation process, parties are directed to the *CRS Instructions and Information* available on the Court's website at www.lacourt.org under *Online Services, Court Reservation System*.