



NOTICE TO ATTORNEYS

Los Angeles Superior Court
Public Information Office
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Jan. 7, 2016

ON-LINE COURT RESERVATION SYSTEM (CRS) EXPANSION

Effective Monday, Jan. 4, 2016, the on-line Court Reservation System (CRS) will expand to include all independent calendar (IC) courtrooms at the Stanley Mosk Courthouse, located at 111 N. Hill St., Los Angeles 90012. The courtrooms to be added to CRS on Jan. 4, 2016, are departments 14, 16, 17, 20, 24, 30, 32, 36, 37, 39, 40, 42, 45, 46, 47, 48, 52, 54, 55, 58, 61, 62, 68, 69, 71 and 74.

CRS is currently available in designated civil courtrooms at the following courthouses: Burbank, Chatsworth, Compton, Glendale, Governor George Deukmejian Courthouse, Michael Antonovich Antelope Valley Courthouse, Norwalk, Pomona, Santa Monica, Stanley Mosk Courthouse, Torrance, and Van Nuys. Following the addition of the courtrooms on Jan. 4, 2016, all independent calendar (IC) courtrooms countywide will be using CRS for motion reservations.

As of the effective date, parties with a case assigned to the newly designated courtrooms must reserve a date for law and motion hearings via CRS on the Court's website at www.lacourt.org under *LA Court Online, Court Reservation System* and must also use CRS to continue motions. Parties with cases assigned to other courtrooms will continue to follow the existing procedures. 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
- a reservation is canceled.

Parties will be charged the applicable motion filing fee and/or first paper fee at the time the reservation is made. **Once the motion hearing date is reserved, the fees are non-refundable.** No additional fees will be charged to use CRS. 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, the receipt must be attached as the last page of the motion and the reservation ID must be noted on the motion face page under other hearing information. Use of CRS or its content does not supersede any statutes, rules, and/or policies/procedures related to motions and/or giving notice. For additional information on the motion reservation process, parties are directed to read the *CRS Instructions and Information* available on the Court's website at <https://www.lacourt.org/mrs/ui/index.aspx>

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