



e-Delivery Frequently Asked Questions (FAQs)

Which courtrooms use e-Delivery?

e-Delivery is only available for general jurisdiction personal injury cases not deemed complicated. Therefore, utilization of e-Delivery is solely for cases assigned to the following courtrooms:

Michael Antonovich Antelope Valley Courthouse	Departments A14 and A15
Spring Street Courthouse	Departments 2, 3, 4, 5 and 7

If a case is determined to be complicated, transferred for trial, or transferred to a department other than the above for any other reason, you must discontinue use of e-Delivery for that case.

Is fax filing still available?

As of March 1, 2016, fax filing is no longer available for general jurisdiction personal injury cases eligible for e-Delivery. Fax filing availability and procedures remain as previously implemented for all other litigation types.

Can I still file my document at the filing window?

Yes. The Los Angeles Superior Court will still accept paper documents for filing at the filing window **located at 111 N. Hill Street, 1st Floor, Los Angeles, CA 90012** or via U.S. mail. The implementation of e-Delivery does not supersede any statutes, rules, and/or policies and procedures related to the filing of documents in person or via mail.

What is the charge to use e-Delivery?

Users of e-Delivery will be charged as follows:

- Applicable motion filing fee and/or first paper fee pursuant to the LASC fee schedule
- \$4.95 convenience fee paid to the third party vendor
- 2.75% of the filing and/or first paper fee if the third party vendor's electronic funds transfer (EFT) payment system is not utilized

My client is a government agency/has a fee waiver; do I still need to pay these fees?

e-Delivery accepts fee waivers for both government agencies (pursuant to Govt. Code §6103) and individuals for filing fees only. However, fee waivers do not waive the \$4.95 convenience fee and the 2.75% surcharge.

Are there any documents that I cannot submit via e-Delivery?

Parties cannot submit documents through e-Delivery if any of the following are true:

- The document involves an attorney-client fee dispute

- Filing party is legally incompetent, a guardian ad litem or under conservatorship
- An initial fee waiver is being filed
- Request for Accommodations by Persons with Disabilities (MC-410) is being filed
- Cases deemed complicated and transferred from one of the PI Courtrooms to another courtroom or transferred for trial
- Ex Partes

What happens if the judge designates my case as complicated or transfers it for trial?

If a case is determined to be complicated, transferred for trial, or transferred to a department for any other reason, you can no longer submit documents via e-Delivery.

Do I still need to reserve a hearing date for my motion through the Court Reservation System (CRS)?

Parties with cases assigned to courtrooms utilizing e-Delivery must still reserve a date for law and motion hearings on the Court’s website via the Court Reservation System (CRS). For more information regarding CRS, please visit the Court’s website at www.lacourt.org.

How will I know that the court has received my document? How will I know when it has been accepted and filed or rejected by the court?

Upon receipt of a document submitted electronically, e-Delivery will email the submitting party a “Notice of Receipt of Documents” to the email address provided. This notice will contain the eFiling ID number and will confirm that the Court has received the document(s). Provided the information supplied is complete and the fees paid are correct, the court will file the document(s) with the appropriate courtroom as if filed in person. Once filed, e-Delivery will send an email notifying the submitting party of such, along with an electronic conformed copy. e-Delivery will also send a notifying email if the document is rejected.

When will the court file my document if I submit it after 4:30 p.m., on a court holiday, or on a weekend?

As with fax filing, a document that is received electronically by the Court after the close of business (4:30 p.m., Monday through Friday, weekends and court holidays) is considered to have been filed as of the next court day.

What do I need to do to participate?

Attorney Service Companies

Attorney service companies can contact efile@journaltech.com or call (800) 458-4575 Option 2.

Law Firms

Law firms should also contact efile@journaltech.com or call (800) 458-4575 Option 2.

Sole Practitioners

Law firms with a single individual performing the submissions to e-Delivery can register online at <https://edelivery.lasc.journaltech.com> without contacting Journal Technologies.

Self-Represented

Self-Represented parties can register online at <https://edelivery.lasc.journaltech.com> without contacting Journal Technologies.

Do I still need to make required redactions?

Yes. Parties and their attorneys are still required to redact documents pursuant to California Rule of Court 1.20 as if they are filing the documents in person. Failure to do so may result in the imposition of sanctions pursuant to California Rule of Court 2.30(b).

How can I check the status of my document?

To check the status of your document, please visit the e-Delivery website, login and then click on “My Previous Filings.” Click on the “Filing Search” box, enter the corresponding case information and click “Search.” Along with other information, the website will display the status of the document.

When is my document considered filed?

Once Los Angeles Superior Court staff have confirmed that the information is complete and the fees paid are correct, the court will accept the document. After it is accepted, the court will file the document as of the business day the court received it.

Is Los Angeles Superior Court now completely paperless?

No, not at this time. However, e-Delivery is a means for electronically submitting documents. Paper documents may still be filed in person at 111 N. Hill Street, Los Angeles, CA 90012.

Note: This project is only for general jurisdiction personal injury cases not deemed complicated.

How long will it be before my document is processed?

As with documents filed in person, it is the goal of LASC to process documents submitted through e-Delivery the same day that the court receives the document.

What happens if the court rejects my document? Will the court file it as of the original submission date if I resubmit it and the court accepts it?

If the court rejects a document, e-Delivery will send a notifying email to the email address on file. Once you resubmit the document and the court accepts it, the court will file the document as of the business day that you resubmitted the accepted document.

I submitted a document requiring a signature by a judicial officer. Will I also receive a conformed copy of the signed document via email?

Once documents of this type are accepted, e-Delivery will automatically email a copy of the “received” document prior to signature and ruling by the judicial officer. Court staff will print the received and unsigned order and forward it to the courtroom for determination by the judicial officer. Please check the case summary at www.lacourt.org for entries regarding your document. After the judicial officer rules on the document and court staff processes it, you can obtain a copy from the clerk’s office. The document will be considered filed as of the date of the judicial officer’s signature. The court will not return a conformed copy of the document with the judge’s signature and any changes via email.