

Complex Efiling



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Agenda

- **General Order and Authorizing Statutes**
- **Bulletin Board**
- **Electronic Filing Service Providers (EFSP) and LASC Website**
- **Requirements for Complex Documents**
- **Complex Filing Fees**
- **Common Rejection Reasons and Efiling Tips**
- **Proposed Orders**

General Order

- GENERAL ORDER RE MANDATORY ELECTRONIC FILING FOR COMPLEX CIVIL WILL BE POSTED ON THE COURT'S WEBSITE
- MANDATORY EFILING FOR ATTORNEYS (CRC 2.253(b))
- OPTIONAL FOR SELF-REPRESENTED LITIGANTS (CRC 2.253 (b)(2)-(3))
- TEMPLATE FOR LIST OF CASES TO WHICH A SINGLE MOTION APPLIES
- TEMPLATE FOR BULK PARTY LIST

Requirements for Complex Efiling

- A FILING PARTY MUST HAVE AUTHORITY OR STANDING TO FILE IN THE REFERENCED CASE
- A PETITION TO ADD CASES TO A JCCP ACTION MUST BE ELECTRONICALLY FILED FOR EACH CASE
- ANY MOTION ELECTRONICALLY FILED ON ONE CASE AND APPLIED TO MULTIPLE CASES MUST INCLUDE A LIST OF CASES TO WHICH THE MOTION WILL APPLY
- FOR JCCP CASES, ALL ELECTRONICALLY FILED DOCUMENTS MUST REFLECT THE JCCP ACTION NUMBER AND AT LEAST ONE UNDERLYING CASE NUMBER
- AN EXCEL SPREADSHEET (BULK PARTY LIST) MUST BE ELECTRONICALLY SUBMITTED WITH THE COMPLAINTS FOR CASES INVOLVING 25 OR MORE PARTIES
- FILE SIZE OF ELECTRONIC DOCUMENTS IS LIMITED TO 200MB PER PDF

Template A – List of Cases for Single Motion

1 Attorney Name(s)
2 Attorneys' Business Address
3 City, State and Zip Code
4 Phone | Fax
5 Email
6 State Bar Number

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17 [List case numbers to which motion applies here, as indicated in the example below.]

18 List of cases to which the above motion shall apply:

19 BC1234567 Plaintiff vs. Defendant
20 BC7891234 Plaintiff vs. Defendant
21 SC1234567 Plaintiff vs. Defendant
22 SC8910221 Plaintiff vs. Defendant
23 30-2021-01172963-CU-PA-CJCP Plaintiff vs. Defendant
24 30-2019-01172963-CU-PA-CJCP Plaintiff vs. Defendant

25 Date: _____ Attorney Name _____
26
27
28

NOTICE: LIST OF CASE TO WHICH MOTION APPLIES

1 Attorney Name(s)
2 Attorneys' Business Address
3 City, State and Zip Code
4 Phone | Fax
5 Email
6 State Bar Number

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17 List of cases to which the above motion shall apply:

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23 30-2019-01172963-CU-PA-CJCP Plaintiff vs. Defendant

24
25 Date: _____ Attorney Name _____
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NOTICE: LIST OF CASE TO WHICH MOTION APPLIES

Template B - Bulk Party List

First Name / Organization Name	Middle Name	Last Name	Suffix	AKA / DBA Type (AKA / DBA)	AKA / DBA First Name / Organization Name	AKA / DBA Middle Name	AKA / DBA Last Name	AKA / DBA Suffix
Taya	Adamovna	Doe		Tay				
Armina	Tyne	Doe						
Matthew	River	Doe		Matt				
Michael	Bern	Doe		Mike	Bern Enterprises, LLC			
Nathan	Howard	Doe						
Nolen		Doe						
Renita		Doe						
Madeleine		Doe						
Aaron	Asher	Doe	Jr.					
Maya	Rose	Doe						
Braxton	Christopher	Doe						
Caden	Richard	Doe						
Thomas		Doe	Sr.					
Riky		Doe						
Madelyn	Steven	Doe		Maddy				
Humbert	Cayden	Doe						
Ernesto	Lee	Doe						
Edward		Doe		Eddie				
Damian	Ed	Doe						
Merhavia	M.	Doe						
Aaron	Rose	Doe	Jr.					
Simon	Alberto	Doe						
Miles	Honor	Doe						
Maci	Anne	Doe						
Eva	Louise	Doe						
Jasmine	Elizabeth	Doe						
Nikita	Vidalia	Doe	Esq.					
Alexis	Sinay	Doe						
Mayra	Joshua	Doe						
Sebastien	Scott	Doe						
Rotem	James	Doe	Phd.					
Eleanor	Anne	Doe						
Idan	Michelle	Doe						
Nayellil	R.	Doe						
Athena	L	Doe						
Meilani	Anthony	Doe						
Rebecca		Doe						
Feliz		Doe						
Lucas		Doe						
Lauren	Joshua	Doe						
Hudson	Eleanor	Doe						

Bulletin Board

- INTEGRATED INFORMAL COMMUNICATIONS
- PER THE GENERAL ORDER, PARTIES MUST AGREE ON A SINGLE APPROVED PROVIDER FOR NEW CASES
- COURT-APPROVED PROVIDERS:
 - CASE ANYWHERE
 - LEGAL DOCUMENT SERVER
- PARTIES MAY CONTINUE TO USE THE CURRENT PROVIDER FOR EXISTING CASES.
- **PARTIES MAY CONTINUE TO USE ANY EFSP FOR EFILING**

Electronic Filing Service Providers

Electronic Filing Service Providers

You may select an electronic filing service provider from this list to help you electronically file legal documents with the Los Angeles Superior Court.



EFile Online Legal Courier



Direct Legal



Delivering Peace of Mind
ACE Attorney Service



River City Process Service, Inc.



RocSolid Legal



Pacific Coast



USA Express



Court Link



County Legal



USA Legal Network



LegalConnect



Serving your legal papers quickly and cost-effectively
Process Server One



ProLegal



PacTrack



Journal Technologies



California Court Filing



Legal documents made simpler
Law Help Interactive



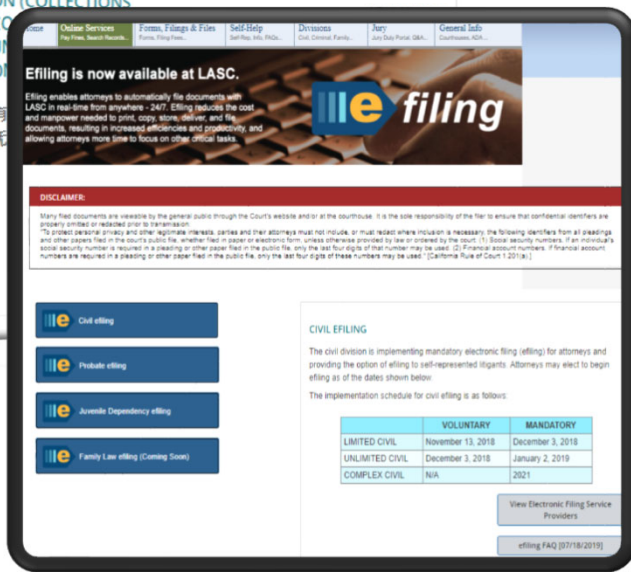
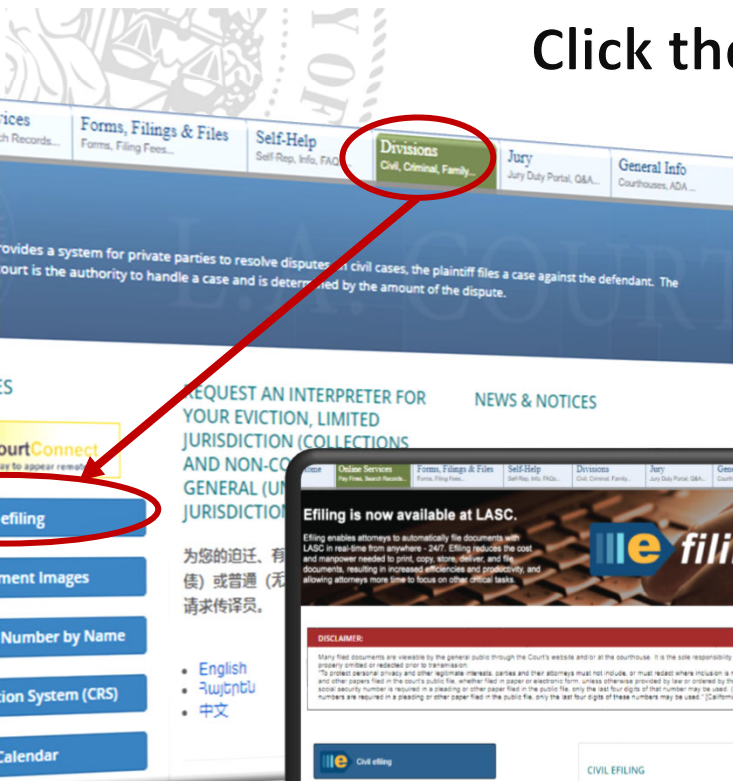
Peter With R.p.s.



Sterling Madison Company

LASC Website

Click the eFiling logo at www.LACourt.org



On the Home Page



or under
Civil Division



Civil eFiling

Here you will find:

- Links to EFSPs
- News about eFiling



Complex Filing Fees

- **ONE MOTION FEE WILL BE ASSESSED FOR A SINGLE MOTION THAT RELATES TO MULTIPLE CASES**
- **FOR MULTIPLE MOTIONS THAT RELATE TO MULTIPLE CASES, A FEE FOR EACH SEPARATE MOTION WILL BE COLLECTED AT THE TIME OF THE ELECTRONIC FILING**
- **FOR ACTIONS IN WHICH A SINGLE PRO HAC VICE FEE IS CHARGED PURSUANT TO A COURT ORDER, A LIST OF ALL CASES TO WHICH THE FEE WILL APPLY MUST BE ELECTRONICALLY FILED WITH THE APPLICATION**

Rejection Reasons

Typical reasons that your filing would be rejected:

- **Document is not text searchable**
- **Bulk Party Excel Spreadsheet not submitted when required**
- **Out-of-County Complaint not submitted with Add-On Petition to Coordinate**
- **Incorrect case category and/or case type selected**
- **Incorrect payment of filing fees**
- **Party's name entered in the Party Name field does not match document**
- **Incorrect party type selected**
- **Incorrect document type is selected**
- **Multiple separate documents are submitted as a single document**

LASC EFILING WEBPAGE



-  Civil e-filing
-  Probate e-filing
-  Juvenile Dependency e-filing
-  Family Law e-filing (Coming Soon)

CIVIL EFILING

The civil division is implementing mandatory electronic filing (e-filing) for attorneys and providing the option of e-filing to self-represented litigants. Attorneys may elect to begin e-filing as of the dates shown below.

The implementation schedule for civil e-filing is as follows:

	VOLUNTARY	MANDATORY
LIMITED CIVIL	November 13, 2018	December 3, 2018
UNLIMITED CIVIL	December 3, 2018	January 2, 2019
COMPLEX CIVIL	N/A	September 20, 2021



- View Electronic Filing Service Providers
- e-filing FAQ [07/18/2019]
- Civil e-filing Tips for Reducing Rejections [07/09/2019]
- Civil e-filing Information
- First Amended General Order re Mandatory Electronic Filing for Civil [05/03/2019]
- E-Filing Presentation to National Docketing Association
- Civil Document Name List [04/19/2021]



Tips for Avoiding Rejections

Tips for an Effective Electronic Filing

California, County of Los Angeles outlines the mandatory requirements for the filing of limited and unlimited civil documents in the [First Amended General Order](#). It is beneficial for those who utilize e-filing to review this order. Below are tips for avoiding reasons documents are rejected, and how to help facilitate effective e-filing.

Documents submitted for e-filing are rejected include:

- The data fields is incorrect and/or does not match the document image.
- The document does not match the document image.
- The document is not entered in the separate data field.
- The case or case category is selected.
- The document is submitted to the incorrect courthouse location.
- The document is submitted to a Court Reservation System (CRS) reservation.
- The document is defective, i.e., it does not comply with California Rules of Court, Rules 2.100-2.118.
- The document is not submitted as separate PDFs in the same transaction/envelope.
- The document on the Complaint does not match the data entry field.
- The document is a motion, primarily Ex Parte documents.

Documents submitted through e-filing:

For example, transactions WILL BE REJECTED if...
...the following types of documents are submitted through the e-filing process: <ul style="list-style-type: none">- Peremptory Challenges or Challenges for Cause of a Judicial Officer per to Code of Civil Procedure sections 170.6 or 170.3;- Bonds/Undertaking documents;- Trial and Evidentiary Hearing Exhibits;- Ex Parte Applications filed concurrently with a new complaint;- Documents submitted conditionally under seal. (Note: while the motion or application to submit documents conditionally under seal is to be e-filed, the actual documents submitted conditionally under seal are excluded from e-filing. When documents submitted conditionally under seal are provided in paper form to the court, the filer is to provide a courtesy copy of the e-filed motion or application to submit documents conditionally under seal.
<i>Why? These documents are listed in the First Amended General Order as being exempt from submission through e-filing.</i>
For example, transactions WILL BE REJECTED if...
...the filer's name on the e-filed document lists one name, i.e., John Smith, as the filing Plaintiff; but another name, i.e., Mary Hopkins, is entered into the data entry field in the EFSP portal as the filing plaintiff.
...the case number on the e-filed document does not match what is entered into the data entry field in the EFSP portal as the case number.
In these examples, since the information entered into the EFSP's portal's date fields does not match the document, the transaction will be rejected.
<i>Why can't the clerk correct the information? The clerk does not have the authority to determine which information is correct and which information can be disregarded. The customer must provide complete information for accurate case creation and case updates.</i>

Tips for Effective Electronic Filing

Filer should ensure...	For example, the transaction WILL BE REJECTED if...
...any AKAs or DBAs are listed in the correct data fields of the selected EFSP's portal.	...the filer enters the name of the defendant as "Racer, Inc. DBA Racer's Toys," instead of "Racer, Inc." in the data field for defendant and "Racer's Toys" in the data field for DBA. <i>Why do these need to be in separate fields? The court's case management system (CMS) pulls information directly from the information entered into the data fields of the EFSP's portal. If the information is not entered in the correct fields, the information will be inaccurate in the CMS.</i>
Filer should ensure...	For example, the transaction WILL BE REJECTED if...
...the correct case type or case category is selected	...the case category selected is unlimited civil case over \$25,000 but the complaint filed (document) is for a limited case over \$10,000. <i>Why can't the clerk file the case based on the document information? The clerk does not have the authority to determine whether the document information is correct and the data entry can be disregarded.</i>
Filer should ensure...	For example, the transaction WILL BE REJECTED if...
...the document is being submitted to the correct location.	...when filing a new case, the filing zip code entered in the data field in the EFSP portal does not match the Courthouse location listed in the Civil Case Cover Sheet, Summons, Complaint, and/or the premise address. <i>Why? In the same way paper documents need to be submitted in person or by mail to the correct courthouse location, when filing a new complaint, the correct zip code must be entered in the data fields. This allows the document to be electronically routed correctly.</i> For assistance in finding the correct filing courthouse location, select this hyperlink (click here) to be directed to the court's website page.
Filer should ensure...	For example, the transaction WILL BE REJECTED if...
...that a motion has a Court Reservation System (CRS) reservation when required by the courtroom.	...the e-filed motion does not have a CRS Reservation number listed on the caption page and it does not have a CRS reservation receipt attached to the motion. <i>Why? When a courtroom requires a CRS reservation prior to e-filing, proof of that reservation must be submitted with the motion documents.</i> To determine if a courtroom requires a CRS Reservation, Click here to be directed to the list of participating courtrooms. A CRS Reservation is made through the Online Court Reservations Portal. Click here to reserve a calendar slot for the motion prior to e-filing.

Prepared (Revised) by eFiling Training and Support

7/09/19

Tips for Effective Electronic Filing

Filer should ensure...	For example, the transaction WILL BE REJECTED if...
...the document complies with CRC 2.100-2.118	...the case number is not on the first page of the document, as required by CRC, rule 2.111(5). Other common document defects include the wrong case title or missing hearing information on the first page of the document. <i>Why? California Rules of Court, Rules 2.100-2.118 prescribe the form and format of papers to be filed in the trial courts.</i> For a comprehensive list of requirements to ensure a document is not defective, review California Rules of Court, rules 2.100-2.118
Filer should ensure...	For example, the transaction WILL BE REJECTED if...
...that each document submitted in the same transaction/envelope is a separate PDF.	...the filer converted the Civil Case Cover Sheet, Summons, Complaint, and Proof of Service into a single PDF document and submitted them for e-filing. <i>Why? Even though multiple documents for the same case can be submitted through the e-filing process in the same "envelope" or transaction, each document needs to be a separate PDF. When multiple documents are submitted as a single PDF document, it can only be treated as one document; therefore, preventing the case management system (CMS) from creating individual CMS entries to accurately recording the filing of the individual documents.</i>
Filer should ensure...	For example, the transaction WILL BE REJECTED if...
...the e-filed document is in PDF format	...the e-filed document is submitted as a Word document. (Note: e-filed documents submitted in any format other than PDF will be rejected.) <i>What is PDF? PDF stands for Portable Document Format. This is a digital document format that preserves all fonts, formatting, colors and graphics of the original source document.</i> <i>Why is PDF format required? To protect the integrity of the document, the First Amended General Order requires e-filed documents to be submitted in PDF format.</i>
Filer should ensure...	For example, the transaction WILL BE REJECTED if...
...Ex Parte Applications are e-filed before 10:00 a.m. on the court day before the Ex Parte Hearing.	...the Ex Parte Hearing is set for Monday, and the Ex Parte Application is submitted for e-filing any time after 10:00 a.m. on the preceding Friday. ...the Ex Parte Hearing is set for Wednesday, and the Ex Parte Application is submitted at 10:30 a.m. on the preceding Tuesday. <i>What determines the time a document is submitted for e-filing? The time is based on when the court receives the document in the court's electronic file manager. This may be different than the time you submitted the document to the EFSP.</i> <i>Why does it have to be received before 10:00 a.m.? The cut-off time is cited in the First Amended General Order. This allows the time necessary to process the documents before the hearing.</i>

Additional information can be found on the Superior Court of California County of Los Angeles Civil e-filing Frequently Asked Questions (FAQs) document posted on the court's website and accessible by clicking [here](#). General information and telephone numbers for the courthouses can be accessed by clicking [here](#).

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7/09/19


Proposed Orders

**ALL BE ACCEPTED AS "RECEIVED" ONLY AND TRANSMITTED
BACK TO THE FILER WITH RECEIVED STAMP RIBBON**


**ED AND SIGNED VERSION WILL BE TRANSMITTED BACK TO
ER VIA EFSP UPON REVIEW AND ORDER BY JUDICIAL OFFICE**

BMITTING PARTY WILL SERVE ALL OTHER PARTIES

Complex FAQs



**FAQ LOCATED ON WEBSITE:
WWW.LACOURT.ORG**



Questions



Thank you!



**Mandatory Complex Efiling will go live on
September 20, 2021 at 12:01 a.m.**

