

**FILED**  
Superior Court of California  
County of Los Angeles

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SUPERIOR COURT OF THE STATE OF CALIFORNIA  
FOR THE COUNTY OF LOS ANGELES

MANDATORY ELECTRONIC FILING ) FIRST AMENDED GENERAL ORDER  
FOR JUVENILE DEPENDENCY (NON- )  
ADOPTIONS) )  
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On April 24, 2020, the Superior Court of California, County of Los Angeles mandated electronic filing for all documents filed by the Department of Children and Family Services effective May 15, 2020. Effective October 5, 2020, the Superior Court of California, County of Los Angeles will expand the mandate of electronic filing of all non-adoptions documents filed in Juvenile Dependency by litigants and/or agencies represented by attorneys. [California Rules of Court (CRC), rule 2.253(b) and rule 5.522(b) and Welfare and Institutions Code (WIC), section 212.5(s)]. All electronically filed Juvenile Dependency documents are subject to the following:

*a) Definitions*

- 1) **“Bookmark”** A bookmark is a portable document format (PDF) document navigational tool that allows the reader to quickly locate and navigate to a designated point of interest within a document.
- 2) **“Electronic Envelope”** An electronic envelope is a transaction through the Electronic Filing Service Provider (EFSP) for submission of documents to the Court for processing which may contain one or more PDF documents.
- 3) **“Electronic Filing”** Electronic Filing (efiling) is the electronic transmission to a Court of a document in electronic form. [CRC, rule 2.250(b)(7)].

- 1           4) **“Electronic Filing Service Provider”** An Electronic Filing Service Provider (EFSP)  
 2           is a person or entity that receives an electronic filing from a party for retransmission to  
 3           the Court. In the submission of filings, the EFSP does so on behalf of the electronic  
 4           filer and not as an agent of the Court. [California Rules of Court, rule 2.250(b)(8)].
- 5           5) **“Electronic Signature”** For purposes of these local rules and in conformity with Code  
 6           of Civil Procedure (CCP) section 17(b)(3)), section 34, and 1010.6 subdivision (b)(2),  
 7           and CRC, rule 2.257, the term “Electronic Signature” is generally defined as an  
 8           electronic record and executed or adopted by a person with the intent to sign the  
 9           electronic record.
- 10          6) **“Hyperlink”** A hyperlink is an electronic link providing direct access from one  
 11          distinctively marked place in a hypertext or hypermedia document to another in the  
 12          same or different document.
- 13          7) **“Portable Document Format”** A portable document format (PDF signifies a digital  
 14          document format that preserves all fonts, formatting, colors, and graphics of the  
 15          original source document, regardless of the application platform used.

16          **b) *Mandatory Electronic Filing***

17           1) Department of Children and Family Services (DCFS)

18           Pursuant to CRC, rule 2.253(b), DCFS is required to electronically file documents  
 19           with the Court either through an approved EFSP or by acting as an approved EFSP.

20           2) Represented Litigants/Agencies

21           Pursuant to California Rules of Court, rule 2.253(b), represented litigants are required  
 22           to electronically file documents with the Court through an approved EFSP. Providers  
 23           shall be listed on the Court’s website at [www.lacourt.org](http://www.lacourt.org) .

24           3) Exempt Filings

25           A. The following documents shall not be filed electronically:

- 26           i. Peremptory Challenges or Challenges for Cause of a Judicial Officer (CCP  
 27           170.6 and 170.3); and
- 28           ii. Trial and Evidentiary Hearing Exhibits

1           c) *Electronic Filing System Working Procedures*

2           1) Electronic Filing Service Providers

3                 EFSPs must obtain and manage registration information for persons and entities  
4                 electronically filing documents with the Court.

5           2) Technical Requirements

6                 A. Documents must be electronically filed in PDF, text searchable format.

7                 B. Exhibits to documents must be text searchable when technologically feasible  
8                 without impairment of the document's image and must be bookmarked within the  
9                 document pursuant to CRC, rule 3.1110(f)(4) and 2.256(b).

10                C. Digital documents containing exhibits must comply with CRC, rule 3.1110(f)(4).

11                D. Attachments to primary documents shall be indexed separately by selecting the  
12                corresponding document type. Examples include but are not limited to the  
13                following:

14                    i. Medical Reports;

15                    ii. Educational Reports;

16                    iii. Psychological Reports;

17                    iv. Birth Certificates;

18                    v. Photographs of Minors; and

19                    vi. Any other documents that are sealed or are statutorily confidential.

20           3) Accompanying/Multiple Documents

21                 Accompanying/multiple documents related to one case can be uploaded in one  
22                 envelope transaction.

23           4) Sealed Documents

24                 Sealed and conditionally under seal documents pursuant to CRC, rule 2.551, et seq.,  
25                 shall be filed electronically. The burden of accurately designating the documents as  
26                 sealed or conditionally under seal at the time of submission is the submitting party's  
27                 responsibility.

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1           5) Redaction

2           Pursuant to CRC, rule 1.201, it is the submitting party's responsibility to redact  
3           confidential information (social security number, caregiver's address, etc.) so that the  
4           information shall not be publicly displayed.

5           ***d) Electronic Filing Schedule***

6           1) Trial Court Records

7           Pursuant to Government Code section 68150, trial court records may be created,  
8           maintained and preserved in electronic format. Any document that the Court receives  
9           electronically must be clerically processed and must satisfy all legal filing requirements  
10          in order to be filed as an official court record. [CRC, rule 2.253(b)(6) and CRC, rule  
11          2.100 et seq.]

12          2) Filed Date

13          Any document received electronically before midnight on a court day is deemed to  
14          have been effectively filed on that court day if accepted for filing. Any document  
15          received electronically after midnight is deemed to have been effectively filed on the  
16          next court day. [CRC, rule 2.253(b)(6) and CCP 1010.6(b)(3)]

17          3) Detention Petitions

18          Petitions involving detained minors must be electronically filed by 4:30 p.m. the day  
19          prior to the hearing date in order for the detention hearing to be heard by the expiration  
20          of the next judicial day. [WIC, sections 315, 319(b) and CRC, rule 5.670(b)]

21          4) Reports

22          Reports must be electronically filed at least 10 calendar days before the hearing. [CRC,  
23          rule 5.708(b)(2); WIC, section 366.21(c)]

24          5) Ex parte Applications

25          Ex parte applications and all documents in support thereof must be electronically filed  
26          no later than 10:00 a.m. the court day before the ex parte hearing. Any opposition to an  
27          ex parte application shall be electronically filed by 8:30 a.m. the day of the ex parte  
28          hearing.

6) Last Minute Information Reports

Last minute information reports without proper notice to counsel shall contain information arising in the three calendar days prior to the court hearing. Last minute information reports should be provided to the court as soon as feasible by statute. Reports containing information arising more than three calendar days prior to the court hearing shall be electronically filed as soon as possible but no less than three days prior to the court hearing.

e) Signatures on Electronic Filings

1) Signatures

For purposes of this general order all electronic filings shall be in compliance with CRC, rule 2.257.

The First Amended General Order supersedes any pervious order related to electronic filing, and is effective October 5, 2020, and is to remain in effect until otherwise ordered by the Juvenile Presiding Judge and/or Presiding Judge.

DATED: August 19, 2020



*Kevin C. Brazile*  
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KEVIN C. BRAZILE  
Presiding Judge