

**Superior Court of California, County of Los Angeles
Juvenile Dependency eFiling Frequently Asked Questions**

1. IS THERE A GENERAL ORDER THAT GOVERNS EFILING FOR JUVENILE DEPENDENCY?

Yes. The operative First Amended General Order re Mandatory Electronic Filing for Juvenile Dependency (Non-Adoptions) is posted on the Court's website at <http://www.lacourt.org/division/efiling/pdf/GeneralOrderMandatoryDependencyEfiling.pdf>.

2. HOW DOES E-FILING WORK AND WHAT ARE THE REQUIREMENTS?

Electronic Filing of court documents occurs through an Electronic Filing Service Provider (EFSP). The user creates an account and the eFiling system manages the flow of the documents and fees to and from the court. The filer will submit the documents to the EFSP for submission to the Court. The Court will accept or reject the documents. The documents are returned to the EFSP for return to the filer through the EFSP's electronic filing portal.

Refer to the "Technical Requirements" section in (c)(2) of the operative [First Amended General Order Re Mandatory Electronic Filing for Juvenile Dependency \(Non-Adoptions\)](#).

3. I AM A SELF-REPRESENTED LITIGANT. DO I HAVE TO EFILE?

Self-Represented litigants are not mandated to file documents electronically; however, they may choose to do so if desired.

4. IS EFILING MANDATORY?

Yes. Litigants and/or agencies in non-adoption cases represented by attorneys must efile unless they have obtained a court order for exemption. If you are an attorney who cannot use the eFiling system, you may apply to Department 400 in the Edmund D. Edelman Children's Courthouse for an exemption from mandatory electronic eFiling. You must use the Judicial Council forms [EFS-007](#) and [EFS-008](#).

5. ARE ANY DOCUMENTS EXEMPT FROM E-FILING?

Yes. The following documents are excluded from eFiling:

- *Peremptory Challenges or Challenges for Cause of a Judicial Officer pursuant to Code of Civil Procedure Sections 170.6 or 170.3; and*
- *Trial and evidentiary hearing exhibits.*

6. HOW DO I SUBMIT EXEMPT DOCUMENTS?

Documents that are exempt from eFiling can be submitted for filing in the Clerk's Office between the office hours of 8:30 a.m. and 4:30 p.m., by mail, or in the Drop Box in front of the building. (visit www.lacourt.org for courthouse addresses).

7. IS FAX FILING AVAILABLE?

No. Juvenile Dependency does not accept fax filings.

8. CAN I EFILE ON AN ADOPTION MATTER?

No. Mandatory eFiling is currently for non-adoption Juvenile Dependency matters only.

9. CAN I USE MY PERSONAL COMPUTER TO E-FILE?

Yes. The documents are submitted through an EFSP. You will be using the internet to select the EFSP and submit your documents for filing. You will upload the document as an attachment. For instructions, refer to your EFSP's website.

10. DO I HAVE TO USE AN EFSP?

Yes. The Court does not accept electronic filings directly.

11. WHICH EFSP CAN I USE?

You may use any EFSP that is listed on the Court's website. You may view the EFSP list at: <http://www.lacourt.org/division/efiling/providers.aspx>.

12. WHY DO I HAVE TO REGISTER AS AN ELECTRONIC FILER?

Registration as an electronic filer is required to establish an account for your electronically filed documents. Your account will allow you to check the status of your electronically filed documents and will provide a path for the Court to return your documents to you.

13. IS THERE A COST TO E-FILE?

Yes. The Court and the EFSP will charge for e-filing and all fees are collected by the EFSP when the filing is submitted. Fees charged by the court or an electronic filing service provider shall be consistent with the fee provisions of Code of Civil Procedure section 1010.6. [California Rules of Court (CRC), rule 2.253(b)(5)]

14. WHAT FORMS OF PAYMENTS ARE ACCEPTED?

Please check with the EFSP of your choosing for specific information regarding payment types. Credit cards and electronic checks are accepted.

15. WHAT ARE THE FILING HOURS FOR EFILING?

You may submit your filings electronically 24 hours a day. Any e-filing received by the Court before midnight will be deemed received or filed on the same business day if accepted. Any e-filing submitted after midnight will be deemed received or filed as of the next business day if accepted.

16. WHAT IS AN "ELECTRONIC ENVELOPE"?

A transaction through the EFSP for submission of documents to the court for filing or processing, which may contain one or more PDF documents.

17. WHAT IS A "BOOKMARK" ON A DOCUMENT?

A bookmark is a PDF document navigational tool that allows the reader to quickly locate and navigate to a designated point of interest within a document.

18. WHERE IS THE "FILED" STAMP NOW?

The Court is utilizing a filing stamp "ribbon" which will appear on the top of the first page of the document returned to the filer through the EFSP.

19. WHAT IF THERE IS NO DOCUMENT NAME THAT MATCHES MY DOCUMENT?

If the document you are filing is not specified in the list of document names and does not require a judicial officer signature, you must use the name of the document that most closely describes your filing.

20. WHAT IS THE PROCESS WHEN AN EFILED DOCUMENT EXCEEDS THE FILE SIZE LIMIT?

If the document exceeds the size limit, it will be sent back to the filer with the error message, "File size too large – please reduce and resubmit." If your document or transaction exceeds the limits, your EFSP can assist in optimizing your files and/or utilizing its File Transfer Protocol (FTP) for extremely large documents.

21. CAN MY DOCUMENT BE ELECTRONICALLY SIGNED OR IS A WRITTEN SIGNATURE NEEDED?

Yes. Documents can be electronically signed. In addition, if a signature is required under penalty of perjury, the declarant must sign a printed form of the document. The signed document must be kept and made available for inspection. If signature is not required under penalty of perjury, the document is deemed signed by party upon electronic filing of the document. (CRC 2.257, CCP 1010.6)

22. HOW WILL I KNOW THAT MY DOCUMENT HAS BEEN EFILED?

You will receive notification via email.

23. HOW WILL I KNOW IF MY DOCUMENT HAS BEEN ACCEPTED OR REJECTED?

You will receive notification via email.

24. WHAT DO I DO IF MY DOCUMENT IS REJECTED?

Any rejected document by the Court will include the reason for the return of the document. If your document is rejected, correct the deficiency and resubmit the document via efilng.

25. WHAT ARE COMMON REASONS FOR REJECTION?

Common reasons that your filing would be rejected by the court are as follows:

- *Case number does not match case information*
- *Case number provided is inactive*
- *Document is defective*
- *Duplicate submission*
- *Incorrect District/Court location*

26. ONCE I EFILE A DOCUMENT, WHAT IS THE TIME FOR PROCESSING?

Turnaround time will depend on the type of document filed. The Court attempts to confirm the filing or receipt of documents within two business days. Proposed orders and other documents requiring review and/or further action by the Court may take longer than two days to process.

27. HOW CAN I RECEIVE A CERTIFIED COPY OF WHAT I EFILED?

You may send in a request via U.S. Mail or make an appointment to pick up in person by calling (323) 307-8000 for Edmund D. Edelman Children's Court or (661) 483-5924 for McCourtney Juvenile Justice Center. If submitting by mail, include a pre-paid method of return, such as a self-addressed stamped envelope, as well as a copy of your valid driver's license or state identification. (WIC 827)