

September 14, 2021 Complex Efiling Presentation Questions and Answers

Please review the following information first, as it may provide clarity and context as you navigate through the questions and answers that follow.

BULLETIN BOARD

- A bulletin board is an application that provides for informal communication, which includes the exchange of messages on a network. “Integrated informal communication” refers to bulletin board applications that are integrated with the court’s case management system.
- There are currently two approved bulletin board providers, Case Anywhere and Legal Document Server. As more providers meet the court’s requirements for integration, they will be added to the list of approved bulletin board providers.
- For newly filed cases that are not part of an existing JCCP action with a designated provider, parties must use an approved bulletin board provider.
- For existing cases and JCCP actions in which a non-approved bulletin board provider has been designated, parties may continue to use the same provider.
- Parties may use any EFSP/vendor for efilng, eservice and other services.
- For newly filed cases not part of an existing JCCP parties and/or judicial officers who want to take advantage of informal communications (bulletin board) are required to use the currently approved bulletin board providers, as they are fully integrated into the Judges’ BenchView tool.

BULK PARTY LIST (BPL)

- **CLARIFICATION:** The Bulk Party List (BPL) is only required for initial documents and initial responsive pleadings, such as:
 - Complaint
 - Cross-Complaint
 - Any Amended Complaint
 - Any Amended Cross-Complaint
- The BPL must be submitted as a ‘live’ Excel Spreadsheet (i.e., do not convert to PDF) and comply with the form and format of Template B (<http://www.lacourt.org/division/efiling/pdf/NBAdditionalContentstoComplexEfiling-attachmentTemplateB.pdf>)

- Select “Notice (name extension) as the document name/type and enter “Bulk Party List” as the name extension.
- **IMPORTANT UPDATES:**
 - **You must ‘data-enter’ one plaintiff and one defendant via your EFSP. The remaining parties must be included in the BPL. You are NOT required to enter all remaining the parties in the data field via the EFSP – only one plaintiff and one defendant.**
 - **You are only required to use the BPL if there are 25 or more plaintiffs and/or 25 or more defendants. For example:**
 - **If there are 25 or more plaintiffs and less than 25 defendants, submit the BPL for the plaintiffs only and ‘data-enter’ the defendants via your EFSP.**
 - **If there are 25 or more plaintiffs and 25 or more defendants, submit two separate BPLs – one listing the plaintiffs and one listing the defendants.**

The questions generally appear as entered in “chat” during the virtual meeting held September 14, 2021. Some questions entered individually but related to others in “chat” were combined below.

ELECTRONIC ENVELOPES/TRANSACTIONS

1. Are you able to submit different motions in one envelope as long as they are for the same case?

No. All motions are lead documents and therefore, only one motion can be included in the same envelope with other non-lead documents.

2. Will proposed orders need to be filed separately? As in a separate electronic envelope?

No. Multiple proposed orders for the same case may be included in the same electronic envelope.

3. Is there a limit on how many pdfs can be filed in a single envelope?

No. There is no limit to the number of electronic documents that may be included in an electronic envelope, and there is no limit to the total number of megabytes (MB) per envelope, although there is a limit of 200MB per document. Please note that all the documents in a single envelope must be for the same case and only one lead document (e.g., motion or complaint) may be included.

UNDER SEAL

4. Must documents submitted under a sealing order or conditionally under seal continue to be submitted to Room 102 in paper from within sealed envelopes per “Exempt Filings” category of the General Order re E-Filing and CRC 2.551(d)?

No. These documents must be submitted to the Clerk’s Office, Room ??? at Spring Street Courthouse.

5. Will we be able to file documents under seal electronically?

No. Documents submitted provisionally under seal must be submitted in compliance with the First Amended General Order Re Mandatory Electronic Filing for Civil and CRC 2.551(d). Documents not subject to sealing, such as the motion or application to file under seal, must be efiled and will not be sealed.

DEADLINES

6. Will the filing deadline by 11:59PM? Will efiled documents be deemed served on the court on that day as long as it’s before 11:59 p.m.? Will the court allow filings past 5:00 p.m.?

The deadline for efiled a document that will be filed as of that same day is 11:59 p.m. For example, if an opposition is efiled at between 4:30 p.m. and 11:59 p.m. on 10/15/2021, it will be filed as of that day. Documents submitted on non-business days will be filed as of the next business day.

Any documents submitted conventionally (i.e., in paper via Clerk’s Office, drop box or U.S. Mail) must be submitted to the court no later than 4:30 p.m. to be filed as of that day. Any documents submitted after 4:30 p.m. will be filed as of the next business day.

BULLETIN BOARD

7. What is a bulletin board provider?

A bulletin board provider is an EFSP/vendor that offers informal communication services.

8. The Bulletin Board is suited for all the parties to communication with the Court?

Parties who are registered with bulletin board providers authorized to be used in Complex cases have access to informal communications that can be viewed by the judge.

Parties **will not** be required to change providers. For existing cases and JCCP actions currently registered with unapproved bulletin board providers, those cases and JCCPs will remain with those providers.

For existing cases and JCCP actions, parties may continue to use their existing eDiscovery vendor.

For new cases (initial filing on or after 9/20/2021), parties are free to choose **any** Electronic Filing Service Provider (EFSP) for efilings and eservice.

For newly filed cases not part of an existing JCCP parties and/or judicial officers who want to take advantage of informal communications (bulletin board) are required to use the currently approved bulletin board providers, as they are fully integrated into the Judges' BenchView tool.

9. Are Bulletin boards to be used in Asbestos cases?

Parties currently using bulletin boards in Asbestos cases may continue to do so using their current providers.

10. Are all cases required to have a bulletin board?

No. There is no court requirement that all cases have a bulletin board (i.e., use informal communications). Bulletin boards or informal communications are limited to Complex cases.

11. If a Complex judge requires parties to use a bulletin board provider for informal communications, can that be selected once the case has commenced?

Yes. For newly filed cases not part of an existing JCCP parties and/or judicial officers who want to take advantage of informal communications (bulletin board) are required to use the currently approved bulletin board providers, as they are fully integrated into the Judges' BenchView tool.

12. Do parties have to use a bulletin board provider to efile an initial complaint?

No. For new cases (initial filing on or after 9/20/2021), parties are free to choose **any** Electronic Filing Service Provider (EFSP) for efilings and eservice.

DOCUMENT SIZE

13. 200MB per PDF. What is the limit per filing?

The limit per document (i.e., filing) is 200MB. Documents larger than 200MB must "broken down" into electronic volumes, which are also limited to 200MB each.

14. Can we reduce the size of the document to reduce size?

Yes. You may reduce the size of a document to comply with the 200MB limit.

15. When we break apart a document into 200MB pdfs, do we file them under the same file type but note the section of the file type? For example, I have a motion that has 3 parts (200 MB each), do we file it as Motion – Part 1, Motion Part 2, Motion Part 3?

When “breaking down” documents/filings into 200MB PDFs:

- Use the correct document type/name for the initial volume of the document/filing (e.g., “Motion to Compel Further Discovery”).
- Use the document type, “Notice (name extension)” for each subsequent volume. Enter the volume number as the name extension (e.g., “Notice (Volume 1 of 3”).
- Each volume must include a cover sheet with the case number, case name and document caption (e.g., “Motion to Compel Further Discovery, Volume 1 of 3”).
- Each volume must be limited to 200MB.
- All volumes must be text searchable.
- All volumes must be included in the same envelope with the document/filing.

16. Can all those 200 pdf files be submitted in a single transaction?

Yes. All volumes must be included in the same envelope/transaction with the initial volume of the document/filing. There is no limit to the number of documents/PDFs you may include in the same envelope, provided each is limited to 200MB.

17. Will you be able to contact or email a Dept. if we need assistance filing a document? How will be able to file excel spreadsheets exhibits over 1000 pages?

You may submit questions regarding Complex efilings to ComplexEfilingsQuestions@lacourt.org. Questions will be answered within one business day.

JCCP

18. Will I need to file a Petition to Add Cases to a JCCP on all existing cases or just going forward?

An Add-On Petition to Coordinate only needs to be filed if ordered by the court or if the party wants a case added to an existing JCCP action.

19. What happens to current JCCP cases set up for service through File and Serve Xpress? Can we now switch over to the new providers available for bulletin board?

Parties **will not** be required to change providers. For existing cases and JCCP actions in which a non-approved bulletin board provider has been designated, parties may continue to use the same provider.

ELECTRONIC FILING SERVICE PROVIDERS (EFSPs)

20. Will we need to utilize an e-service provider (CaseAnywhere, etc.) to E-file?

No. Parties may use **any** EFSP to efile and/or eserve documents.

21. Will the existing general orders that mandate electronic service in Complex cases be amended or replaced. Can I use my EFSP of choice for eService?

The CMOs (Case Management Orders) currently in place will remain in full force and effect per the assigned judge's direction. Parties may use **any** EFSP to efile and/or eserve documents.

22. Will the court add more court-approved providers. How will we know if one we're using is court-approved?

As other EFSPs get certified for bulletin board functionality, they will be added to the list of approved providers. The list of approved bulletin board providers will be available on the court's Complex Civil efileing web page. <http://www.lacourt.org/division/efiling/efiling2.aspx>

23. My cases are on File&Serve. Is the court mandating that we can't use File&Serve for new cases?

No. Parties **will not** be required to change providers. For existing cases and JCCP actions in which a non-approved bulletin board provider has been designated, parties may continue to use the same provider.

For existing JCCP actions in which a non-approved bulletin board provider has been designated, parties may continue to use the same provider for newly filed cases that will become part of the existing JCCP that has designated that provider.

24. Right now we serve discovery through Case Anywhere. Will that continue?

For existing cases and JCCP actions, parties may continue to use their existing eDiscovery vendor.

For new and existing cases, parties are free to choose **any** EFSP for efileing and eservice.

25. Do we have to e-file via EFSP and post them on Case Anywhere starting on 9/20?

Parties must use an approved EFSP to efile documents. There is no court requirement to post documents on bulletin board using any provider, including Case Anywhere.

For newly filed cases not part of an existing JCCP parties and/or judicial officers who want to take advantage of informal communications (bulletin board) are required to use the currently approved bulletin board providers, as they are fully integrated into the Judges' BenchView tool.

26. For returned signed orders, how will they be returned through the EFSP? An additional NFRC message? Email?

Signed and filed orders (submitted as proposed orders via efilings) will be returned to the filers via their EFSPs. They will **not** be returned via email.

27. What should be done when a clerk states the signed order has been returned via the EFSP, but it is not showing and the EFSP says they don't have it, who would be responsible?

Efilers should consult with their EFSPs regarding technical issues. You may also submit questions regarding Complex efilings to ComplexEfilingsQuestions@lacourt.org. Questions will be answered within one business day.

28. Can we file ourselves or do we need to use an EFSP?

Parties must use an EFSP to efile documents.

29. What if the current EFSP for eservice is not one of the new approved EFSPs?

For new and existing cases, parties are free to choose **any** EFSP for efilings and eservice.

COURTESY COPIES

30. Is the Complex court going to require courtesy copies for certain document types? If so, can you clarify when CCDs are required?

The First Amended General Order Re Mandatory Electronic Filing for Civil remains in effect and applies to Complex efilings. However, please check *Courtroom Information* (<http://www.lacourt.org/courtroominformation/ui/search.aspx?ons=xcivil>) and/or with the assigned judicial officer, as some judicial officers may not require or accept courtesy copies.

31. Does e filing affect unredacted physical copies that are mailed to the court for review, pursuant to CMOs issued in specific litigation?

No. The CMOs (Case Management Orders) currently in place will remain in full force and effect per the assigned judge's direction.

BULK PARTY LIST

32. When is the Bulk party list required?

The Bulk Party List (BPL) is only required for initial documents and initial filings with 25 or more parties, such as:

- Complaint
- Cross-Complaint
- Any Amended Complaint
- Any Amended Cross-Complaint

Link to BPL: <http://www.lacourt.org/division/efiling/pdf/NBAdditionalContentstoComplexEfling-attachmentTemplateB.pdf>

33. For the Bulk Party List for Plaintiffs - are we adding counsel name for defendant and then adding sued defendant?

No. Only add the names of defendants, along with any AKA or DBA for each defendant.

34. Does the Bulk Party List Excel spreadsheet need to be converted to PDF?

No. The BPL must be submitted as a 'live' Excel Spreadsheet (i.e., do not convert to PDF) and comply with the form and format of Template B (<http://www.lacourt.org/division/efiling/pdf/NBAdditionalContentstoComplexEfling-attachmentTemplateB.pdf>).

• **IMPORTANT UPDATES:**

- **You must 'data-enter' one plaintiff and one defendant via your EFSP. The remaining parties must be included in the BPL. You are NOT required to enter all remaining the parties in the data field via the EFSP – only one plaintiff and one defendant.**
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WEBSITE

35. Can we get a link to download the templates?

Yes. Both Templates A and B are available on the Complex Civil e filing page.

<http://www.lacourt.org/division/efiling/efiling2.aspx>

36. Will the court be updating the document name list?

Yes. A list of Complex document names/types is available on the Complex Civil e filing page. The Civil e filing Document Name List will be updated to add a section that lists Complex Civil e filing document names/types.

37. What if I have questions for the court regarding Complex e filing that are not answered in the FAQs? Will there be any live support or contact information to where we can reach out to get assistance or have questions answered?

You may submit questions regarding Complex e filing to ComplexE filingQuestions@lacourt.org. Questions will be answered within one business day.

38. Where on the court's website will the PowerPoint presentation be posted?

Both presentations are posted on the Complex Civil E filing webpage. The link to the Legal Professionals/EFSP Presentation is below.

<http://www.lacourt.org/division/efiling/pdf/ComplexE filingPP09142021.pdf>