

Tips for an Effective Electronic Filing

The Superior Court of California, County of Los Angeles outlines the mandatory requirements for the electronic filing (efiling) of family law documents in the General Order filed on September 17, 2021. It is beneficial for those who utilize efiling to review this order. Below are tips for avoiding the most common reasons documents are rejected, and how to help facilitate effective efiling.

The common reasons documents submitted for efiling are rejected include:

- Information in the data fields is incorrect and/or does not match the document image.
- Case number does not match the document image.
- Incorrect case type or case category is selected.
- Document is submitted to the incorrect courthouse location.
- Document is defective, i.e., it does not comply with California Rules of Court, Rules 2.100-2.118.
- Documents are not submitted as separate PDFs in the same transaction/envelope.
- Incorrect Filing Fees

To avoid the rejection of a document through efiling:

| <i>Filer should ensure...</i> | <i>For example, transactions WILL BE REJECTED if...</i> |
|---|--|
| <p>...that the document is not exempt from efiling.</p> | <p>...the following types of documents are submitted through the efiling process:</p> <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; - Documents submitted conditionally under seal. (Note: while the motion or application to submit documents conditionally under seal is to be efiled, the actual documents submitted conditionally under seal are excluded from efiling. When documents submitted conditionally under seal are provided in paper form to the court, the filer is to provide a courtesy copy of the efiled motion or application to submit documents conditionally under seal; - Judgments; - QDROs; - Documents for AB1058 cases. <p>Why? <i>These documents are listed in the General Order as being exempt from submission through efiling.</i></p> |
| <p>...the information entered in the data fields of the selected EFSP portal matches the information in the image of the document.</p> | <p>...the filer's name on the efiled document lists one name, i.e., John Smith, as the filing petitioner; but another name, i.e., Mary Hopkins, is entered into the data entry field in the EFSP portal as the filing petitioner.</p> <p>...the case number on the efiled document does not match what is entered into the data entry field in the EFSP portal as the case number.</p> <p>In these examples, since the information entered into the EFSP's portal's data fields does not match the document, the transaction will be rejected.</p> <p>Why can't the clerk correct the information? <i>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></p> |

| Filer should ensure... | For example, the transaction WILL BE REJECTED if... |
|---|---|
| <p>...the correct case type or case category is selected.</p> | <p>...the case category selected is Dissolution with minor children, but the petition filed (document) is for a Parentage petition.</p> <p>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.</p> |
| <p>...the document is being submitted to the correct location.</p> | <p>...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 Family Law Cover Sheet, Petition, and/or the address for one of the parties.</p> <p>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 petition, the correct zip code must be entered in the data fields. This allows the document to be electronically routed correctly. For assistance in finding the correct filing courthouse location, select this hyperlink (click here) to be directed to the court's website page.</p> |
| <p>...the document complies with CRC 2.100-2.118</p> | <p>...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.</p> <p>Why? California Rules of Court, Rules 2.100-2.118 prescribe the form and format of papers to be filed in the trial courts. For a comprehensive list of requirements to ensure a document is not defective, review California Rules of Court, rules 2.100-2.118</p> |
| <p>...that each document submitted in the same transaction/envelope is a separate PDF.</p> | <p>...the filer converted the Family Law Case Cover Sheet, Summons, Petition, and Proof of Service into a single PDF document and submitted them for e-filing.</p> <p>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.</p> |

| Filer should ensure... | For example, the transaction WILL BE REJECTED if... |
|--|--|
| ...the efiled document is in PDF format | <p>...the efiled document is submitted as a Word document. (Note: efiled documents submitted in any format other than PDF will be rejected.)</p> <p>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.</p> <p>Why is PDF format required? To protect the integrity of the document, the First Amended General Order requires efiled documents to be submitted in PDF format.</p> |

Additional information can be found on the Superior Court of California County of Los Angeles Family Law efiled Frequently Asked Questions (FAQs) document posted on the court's website and accessible at: <http://www.lacourt.org/division/efiling/efiling2.aspx>