

CRS Instructions and Information

INTRODUCTION

The Los Angeles Superior Court is introducing a real-time online Court Reservation System (CRS). The system is currently available in a number of courtrooms, with availability in additional courtrooms to be provided in the coming months. (See the CRS Home Page for a list of courtrooms currently using CRS.)

Accordingly, parties with a case assigned to a courtroom using CRS are directed to reserve hearing dates for motions in these courtrooms using CRS.

Instead of calling or emailing the courtroom to make a reservation, parties can go to the court's website and use CRS to make and manage their own reservations, within parameters set by the courtrooms.

CRS is available 24 hours a day, seven days a week and reservations can be made from a computer or even a smart phone.

Parties will be charged the applicable motion filing fee and/or first paper fee at the time the reservation is made. Parties will be charged the applicable continuance fee if they reschedule a reservation. **Once the motion hearing date is reserved or rescheduled, the fees are non-refundable, non-exchangeable and non-transferable.** No additional fees are charged to use CRS.

Parties with cases assigned to other courtrooms or with non-CRS reservations should continue to follow existing procedures of the respective courtrooms.

If you are unable to utilize CRS or if you have questions related to scheduling, motions, etc., please telephone the courtroom where your case is assigned directly (see [Courtroom Information](#) on the court's website for phone hours). For questions about the CRS site, please contact webmaster@lacourt.org.

GENERAL INFORMATION

It is important to provide complete and correct information as the information will be used to calculate the motion filing fee and/or first paper fee [subject to verification at the time of filing the related motion document(s)]. Incomplete or inaccurate information may result in delay or cancellation of your reservation and/or related hearing.

You will be charged the applicable motion filing fee and/or first paper fee at the time you make your reservation. **Once the motion hearing date is reserved, the fees are non-refundable.**

Only one reservation can be made at a time. If you will be filing multiple motions, you will need to make a separate reservation and pay applicable fees for each motion, even if the motions will be heard simultaneously. If motions are to be heard on the same date, be sure to select a date with sufficient available reservations for the number of motions to be filed. This also applies to the rescheduling of reservations.

Currently, CRS is only able to assess first paper fees for a single party at the time the reservation is made. If your document will be filed on behalf of more than one party, payment of the first paper fees for subsequent party(ies) must be made by check or credit card at the time the document is filed.

CRS temporarily saves personal information¹ during the reservation process to expedite making additional reservations within the same session. You may change the information or click Clear at any time during the session. The session will end if it expires, you click Exit CRS, or you close your browser.

Proceed promptly through the reservation process. The session will expire after a certain period of inactivity. Any information entered before the first reservation is finalized will be lost.

The selected date/time is not reserved until your payment is accepted. It is possible that from the time you select a date to the time that your payment is accepted, the date may be filled to capacity and no longer available.

¹ Credit card type, number and security code (CVV) are not saved.

After completing your reservation, a notification email will be sent to the email address(es) you provided. The email contains a Reservation ID and Personal Identification Number (PIN) that will be required to update your contact information, reschedule or cancel your reservation, or reprint your receipt. Receiving the reservation email does not mean it has been added to the court's calendar as a future hearing date.

You can only consider your reservation has been added to the court's calendar and become a future hearing date when you have (a) served and filed the motion/document, (b) paid all applicable fees and (c) received a confirmation email from the Court.

USE OF CRS DOES NOT ALTER OR EXTEND ANY STATUTORY DEADLINES, INCLUDING GIVING NOTICE. IT IS YOUR SOLE RESPONSIBILITY TO SELECT A DATE AND SERVE AND FILE THE CORRESPONDING DOCUMENTS PURSUANT TO THE STATUTORY REQUIREMENTS.

Information Particular to Certain Motions and Reservation Types

Demurrer – without Motion to Strike

A demurrer is often filed with a Motion to Strike to be heard simultaneously. In such a case, you must select Reservation Type "Demurrer - with Motion to Strike" and pay the two corresponding fees.

Demurrer – with Motion to Strike

Reservation Type "Demurrer – with Motion to Strike" includes two motions to be heard simultaneously and requires payment of the two corresponding fees.

1. Receipt Number & Itemization of Fees
 - a. Created "sub-receipt numbers" comprised of the root receipt number followed by a dash and sub-number 1 or 2 (e.g., 1140430K9263-1) for motion line items contained in the multi-motion reservation type Demurrer – with Motion to Strike.

When filing the motion documents related to the Demurrer – with Motion to Strike, you must:

- b. Print two copies of the receipt;
- c. Attach one copy of the receipt to each motion/document as the last page; and
- d. Indicate the Reservation ID on the motion/document face page (see example below)

Please note that in the rare instances when a reservation is made on behalf of a party by court staff, the Fee Information and Payment Information sections of the receipt and other web pages include only references to the filing window, and no fee or payment information particulars.

Ex Parte Motion

CRS will not accept next-day ex parte reservations after 3:00 PM.

Motion to Compel Discovery Responses (not "Further Discovery")

- All courtrooms may allow multiple motions to compel discovery responses (not "Further Discovery") to be reserved for hearing on the same date, but some courtrooms permit multiple motions to compel discovery responses (not "Further Discovery") to be included in a single reservation. The number of motions permitted in a single reservation will be displayed in a *Number of Motions* drop-down list according to the preferences of the assigned courtroom. If more space is needed than the maximum permitted in a single reservation, you must make two or more reservations.
- If the courtroom does not allow multiple motions to compel discovery responses (not "Further Discovery"), the *Number of Motions* drop down list will not appear and you will need to make separate reservations and pay applicable fees for each motion, even if the motions will be heard simultaneously.

Motion to Compel Further Discovery Responses

Some courtrooms require that certain conditions be met prior to scheduling a Motion to Compel Further Discovery Responses. It is your sole responsibility to:

1. Determine if your assigned courtroom has pre-requisites related to a Motion to Compel Further Discovery Responses (for example, the PI Courts at Stanley Mosk require that an Informal Discovery Conference (IDC) be scheduled before a Motion to Compel Further Discovery Responses reservation is made);
2. Ensure all such pre-requisites are satisfied; and
3. Ensure the date you select for your reservation meets the court's requirements related to a Motion to Compel Further Discovery Responses.

Motion for Reconsideration

A Motion for Reconsideration must be heard by the same judge who made the prior order. Please ensure the reservation you make will be with the appropriate judge. If your assigned department is a multi-judge courtroom, check the judicial assignment table in CRS to determine which day(s)/time(s) the judge hears motions.

Motion to Transfer

This Motion to Transfer is not to be confused with a motion to transfer a complicated PI case to an independent calendar court, which does not require a hearing. For instructions/information on the latter, please refer to the PI FAQs on the court's website.

When a case is ordered transferred with pending motion reservations, the party must contact the courtroom to which the case has been reassigned for new hearing date(s) in that location. If the courtroom to which the case is reassigned is currently using CRS, court staff will enter the new reservation(s) on behalf of the party. The initial reservation receipt showing that fees have been paid must be attached as the last page of the document, if not previously filed, or the notice of the new hearing location.

Other Motion (Not Otherwise Listed)

The "Other Motion (not otherwise listed)" reservation type should not be used for any motion that is listed on the reservation type drop-down, including but not limited to a demurrer (with or without a motion to strike), motion for summary judgment or adjudication, or motion to be admitted pro hac vice. To make a reservation for one of these motions, select the correct reservation type.

MAKE A RESERVATION

1. Agree to the terms of the CRS User Agreement.
 - Read the CRS User Agreement.
 - Check the box next to "I have read, understand and agree to the terms of this User Agreement"
 - Click "I Agree."
2. Enter the case number.
 - Review the auto-populated case title to ensure you have entered the correct case number.
3. Select the party name/party type combination on whose behalf the reservation is being made.
 - If the party is not listed, select "Other", enter the party name, and select the party type from the drop-down.
 - If the party type is not listed, select "Other", and enter the party type in the "other party type description" field.
4. Select the where the case is assigned.
5. Select the department where the case is assigned.
 - Ensure the correct courthouse and department are entered as these cannot be changed later in the process.
6. Select the reservation type.
 - If you need to reserve more than one Motion to Compel Discovery Responses (not "Further Discovery") for hearing on the same date and the *Number of Motions* box does not appear, you will need to make separate reservation and pay applicable fees for each motion, even if the motions will be heard simultaneously. For motions are to be heard on the same date, be sure to select a date with sufficient reservations available for the number of motions to be filed.
 - If the courtroom allows multiple motions to compel discovery responses (not "Further Discovery"), a *Number of Motions drop down list will appear*. If your reservation requires more than the maximum permitted in a single reservation, you must make two or more reservations and pay applicable fees for each motion. Be sure to select a date with sufficient reservations available for the number of motions to be filed.
 - If the reservation type is not listed, select "Other motion (not otherwise listed)." *NOTE: The "Other" reservation type should not be used for a demurrer (with or without a motion to strike), motion for summary judgment or adjudication, or motion to be admitted pro hac vice. To make a reservation for one of these motions, select the correct reservation type.*
 - A pop-up will appear that reads "I affirm that my motion is: 1) NOT a demurrer (with or without a motion to strike), motion for summary judgment or summary adjudication, or a motion to be admitted pro hac vice and 2) NOT otherwise listed in the reservation type drop-down." If accurate, click OK.
 - Enter the title of the motion (75-character limit).
7. Select the reservation date.
 - Click the desired available date.
 - [Blue hyperlink](#) = available
 - Gray = at capacity
 - Blank = courtroom has not opened reservations
 - You can navigate to future months using the "Go to" dropdown. Noted in parentheses next to each month on the dropdown is the number of total available reservations to help you navigate more efficiently. This is especially useful if you would like to make multiple reservations on the same date.
 - If a reservation of the same criteria (case number, department, party, and type) already exists for the date/time selected and you would like to schedule another, click the displayed link to proceed.

8. Answer the first paper fee questions (to determine the appropriate fees).
 - Indicate whether you have previously paid your first paper fee.
 - If you have not paid your first paper fee, indicate whether the matter is about a petition for relief in a discovery dispute related to an out-of-state case (where the first appearance fee was not previously paid) [CCP 2029.610(c)]. If you are unsure of the answer, please refer to the complaint document.
9. Enter contact information.
 - Required
 - Contact Last Name
 - Contact First Name
 - Telephone Number
 - Primary Email Address (at which you agree to accept reservation notifications/reminders)
 - Optional
 - To receive notifications/reminders at more than one email address, enter a Secondary Email Address.
 - To receive notifications/reminders via text message as well, enter your:
 - Cell Phone Number
 - Cell Phone Provider (entering the incorrect provider will prevent delivery of text messages)
 - Accurate and current information is needed in the event the court has to contact you about your reservation/hearing, and to ensure receipt of the CRS-generated email notifications sent when any action is taken (a reservation is made, rescheduled, confirmed, canceled, etc.) and reservation reminders.
 - Make all necessary adjustments to ensure CRS-generated email (from DONOTREPLY-CRS@lasuperiorcourt.org) will be received in your inbox and not sent to a SPAM folder.)
10. Enter payment information.

[Payment is subject to verification at the time of filing the related motion document(s)].

 - *Credit Card*
 - Name on Credit Card
 - Credit Card Type
 - Credit Card Number
 - Credit Card Expiration Date
 - Security Code (CVV)
 - Address
 - City
 - State
 - Zip Code
 - *Special Conditions*
 - *Fee Waiver*
 - Check the box next to “A filing fee is not required because the filing party has a Fee Waiver.”
 - A pop-up will appear that reads “I confirm that this reservation is being made by or on behalf of a party for which a qualifying fee waiver has been granted.” If true, click the OK button.
 - Enter the date on which the fee waiver was approved by the court.
 - *Government Agency*
 - Check the box next to “A filing fee is not required pursuant to Gov. Code § 6103.”
 - A pop-up will appear that reads “I confirm that this reservation is being made by or on behalf of a qualified government agency and that no fee shall be charged pursuant to Gov. Code § 6103. Further, when a judgment is recovered by the government agency for which fees were waived by the court, the government agency must reimburse the court for all recoverable fees waived within 45 days of the payment pursuant to Gov. Code § 6103.5(b).” If true, click the OK button.
 - Enter the name of the government agency.
11. Review the “Verify Details” page and make changes as needed.
 - To correct contact or payment information, click the applicable link and make changes as needed.
 - To correct reservation or fee information, click the Cancel button and start over.
12. Click the Complete Reservation button to finalize your reservation.
13. Your reservation has been completed.
 - A notification email will be sent to the email address (es) you provided. The email contains the Reservation ID and PIN that will be required to update your contact information, reschedule or cancel your reservation, or reprint your receipt. Please treat your PIN carefully as you would your credit card or other important personal information.
 - Click the link next to the Department number in the Reservation Information section to view courtroom information posted by the Department on the court’s website. If no information has been posted, “No information specific to this courtroom is available” will be displayed in place of the link.
14. Print your receipt.
 - Click the Print the Receipt link in Step 1.
 - Click the Print button.

Note: For multiple motions to compel discovery responses (not "Further Discovery"), unique *Motion ID* and receipt numbers are assigned at the time the reservation is made and appears in a table on the reservation receipt for each motion included in the reservation.

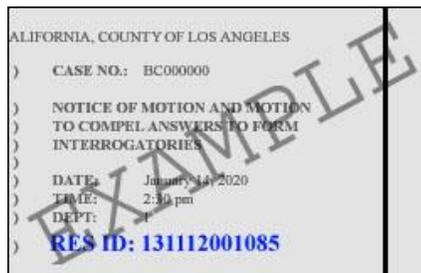
15. Click one of the following buttons:

- Make Another Reservation with the Same Case Number
- Make Another Reservation with a Different Case Number
- Exit CRS (and Clear Personal Information)

This will clear the personal information that was saved temporarily during the reservation process. This extra step will help keep your information private. This is especially important if you are using a shared or public computer.

Prepare the Document for Filing

1. Attach a copy of your receipt to the corresponding motion/document as the last page. (If the motion will be presented for filing after the reservation has been rescheduled, the most recent rescheduling receipt must be attached, in addition to the reservation receipt, as the last page of the motion, in order to avoid being charged a second fee.)
2. For multiple motions to compel discovery responses (not "Further Discovery"), a separate reservation receipt must be attached as the last page of each motion document in the reservation.
4. Indicate the Reservation ID on the motion/document face page (see example below).



The document will not be accepted for filing without the reservation receipt page and the Reservation ID noted on the face page.

Note: All information provided by you in CRS to determine the correct filing fee is subject to verification at the time of filing your motion/document. In order to avoid delay in your filing, please prepare and submit your document for filing accordingly.

File the Document

The document will not be accepted without the receipt page and the Reservation ID noted on the face page.

If your document is to be filed on behalf of multiple parties and any first paper fees which were not assessed through CRS remain due, submit additional payment.

All information provided by you in CRS to determine the correct filing fee is subject to verification at the time of filing your motion/document. In order to avoid delay in your filing, please prepare and submit your document for filing accordingly.

Reservation Confirmation

When you have filed your motion/document and it has been received in the courtroom, the court will add your reservation to the court's calendar, the reservation status will change to "confirmed," and a confirmation email will be sent to you.

You can only consider your reservation has been added to the court's calendar and become a future hearing date when you have (a) served and filed the motion/document, (b) paid all applicable fees and (c) received the confirmation email from the court indicating the reservation status has changed to "confirmed" (see *Reservation Status* below).

VIEW / UPDATE RESERVATION

View List of Reservations by Case Number

1. Click View / Update Reservation.
2. Enter the Case Number.

View Reservation Details

1. a. Click the Reservation ID link in your CRS email.²
Or
2. a. Click View / Update Reservation / Reprint Receipt.
b. Enter the Reservation ID.
Or
3. a. If you don't have the Reservation ID handy, follow the instructions to View List of Reservations by Case Number.
b. Scroll through the list to find the applicable reservation.
c. Click the Reservation ID link.

View/Print Receipt

1. View the Reservation Details page (see instructions above).
2. Click the View Receipt button corresponding to the applicable status/date (Reserved, Rescheduled, etc.).
3. Enter your PIN (case sensitive).
4. Click the Print the Receipt link in Step 1 to view the receipt.
5. Click the Print button to print.

Update Contact Information

Maintain and promptly update your Contact Information to keep it current. Accurate and current information is needed in the event the court has to contact you about your reservation/hearing, and to ensure receipt of the CRS-generated email notifications sent when any action is taken (a reservation is made, rescheduled, confirmed, canceled, etc.) and reservation reminders.

1. View the Reservation Details page (see instructions above).
2. Click the Update Contact Information button.
3. Enter your PIN (case sensitive).
4. Makes changes as needed.
5. Click the Update button.

Reschedule a Reservation

Instead of telephoning the courtroom or filing a motion/application/request regarding a continuance of the hearing, parties who wish to reschedule their future CRS-made reservation to an available date will need to do so via CRS. The moving party may reschedule at any time **up to 3:00 p.m. on the day before the reserved date**.

1. View the Reservation Details page (see instructions above).
2. Review the reservation details to ensure this is the reservation you want to reschedule.
 - a. If initially reserved as a multiple Motion to Compel Discovery Responses (not "Further Discovery") in a single reservation, you may reschedule any or all of the motion(s) to a new date by checking the box(es) to the left of the motion description and corresponding *Motion ID* number; if you don't check any boxes, all motions listed will be rescheduled.
 - b. Once a multiple Motion to Compel Discovery Responses (not "Further Discovery") reservation has been severed to reschedule one or more motion(s) individually, it cannot be made whole again.
3. Click the Reschedule button.
4. Enter your PIN (case sensitive).
5. Select the new reservation date.
 - a. Click the desired available date.
 - i. [Blue hyperlink](#) = available
 - ii. Gray = at capacity
 - iii. Blank = courtroom has not opened reservations
 - b. You can navigate to future months using the "Go to" dropdown. Noted in parentheses next to each month on the dropdown is the number of total available reservations to help you navigate more efficiently.
6. Enter/update payment information.

² CRS-generated email created before 1/6/14 do not include the Reservation ID link.

[Payment is subject to verification at the time of filing any document related to the rescheduled reservation (i.e., a notice of continuance, motion filed after the reservation has been rescheduled)].

- For your convenience, payment information provided at the time the reservation was made is stored, with the exception of the credit Card Type, Credit Card Number, and Security Code (CVV), however, you can change the payment info.
- 7. Review the updated “Verify Details” page and make changes as needed.
 - a. To correct payment information, click the applicable link and make changes as needed.
 - b. To change the date selected, click the Cancel button and start over.
- 8. Click the Reschedule Reservation button to finalize the rescheduling of your reservation.
- 9. Your reservation has been rescheduled.
 - a. A notification email will be sent to the email address (es) you provided.
 - b. Click the link next to the Department number in the Reservation Information section to view courtroom information posted by the Department on the court’s website.
- 10. Print your receipt.
 - a. Click the Print the Receipt link in Step 1.
 - b. Click the Print button.

USE OF CRS DOES NOT ALTER OR EXTEND ANY STATUTORY DEADLINES, INCLUDING GIVING NOTICE. IT IS THE MOVING PARTY’S SOLE RESPONSIBILITY TO SELECT A DATE AND SERVE AND FILE THE CORRESPONDING DOCUMENTS PURSUANT TO THE STATUTORY REQUIREMENTS.

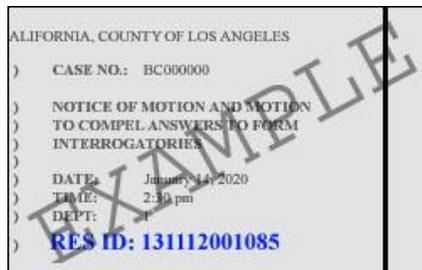
Prepare the Document for Filing

If a notice of continuance will be presented for filing or at the Filing Window:

1. Attach a copy of your rescheduling receipt to the corresponding document as the last page.
2. Indicate the Reservation ID on the document face page (see example below).

If the motion is presented for filing at the Filing Window **after the reservation has been rescheduled**:

1. Attach a copy of your rescheduling receipt, **in addition to the reservation receipt**, to the corresponding motion as the last page.
2. Indicate the Reservation ID on the motion face page (see example below).



The document will not be accepted for filing without the rescheduling receipt page and the Reservation ID noted on the face page.

Note: All information provided by you in CRS to determine the correct filing fee is subject to verification at the time of filing your motion/document. In order to avoid delay in your filing, please prepare and submit your document for filing accordingly.

File the Document

The document will not be accepted without the rescheduling receipt page and the Reservation ID noted on the face page.

All information provided by you in CRS to determine the correct filing fee is subject to verification at the time of filing your motion/document. In order to avoid delay in your filing, please prepare and submit your document for filing accordingly.

Cancel a Reservation

The moving party can cancel a future CRS motion reservation at any time. It is important to cancel a future reservation that is no longer needed. Because CRS updates instantly, the reservation will be made available to others, thereby maximizing reservation availability to the public and efficient use of the court’s time and resources.

1. View the Reservation Details page (see instructions above).

2. Click the Cancel Reservation button.
3. Enter your PIN (case sensitive).
4. Verify that you want to cancel the displayed reservation.
 - a. If initially reserved as a multiple Motion to Compel Discovery Responses (not “Further Discovery”) in a single reservation, you may cancel any or all of the motion(s) by checking the box(es) to the left of the motion description and corresponding *Motion ID* number; if you don’t check any boxes, all motions listed will be cancelled.
 - b. Once a multiple Motion to Compel Discovery Responses (not “Further Discovery”) reservation has been severed to cancel one or more motion(s) individually, it cannot be made whole again.
5. Click the Cancel the Reservation button.

USE OF CRS DOES NOT ALTER OR EXTEND ANY STATUTORY DEADLINES, INCLUDING GIVING NOTICE. IT IS THE MOVING PARTY’S SOLE RESPONSIBILITY TO SELECT A DATE AND SERVE AND FILE THE CORRESPONDING DOCUMENTS PURSUANT TO THE STATUTORY REQUIREMENTS.

RESERVATION STATUS

An email notification is sent to the email address (es) you provided when the reservation is made and whenever the reservation status changes.

It is your responsibility to check the status of your reservation (see *View / Update Reservation*) and any related future hearing date, and to confirm the filing of any document.

See the meaning of each status below.

<i>Status</i>	<i>Definition</i>
<i>Reserved</i>	The reservation was made (but not yet confirmed).
<i>Confirmed</i>	The motion/document related to the reservation was filed with the court, received in the assigned department, and added to the court’s hearing calendar in the case management system. A confirmed reservation should be reflected as a future hearing in Case Summary on the court’s website.
<i>Rescheduled</i>	The reservation was rescheduled <i>before</i> it was confirmed.
<i>Rescheduled (post-confirmation)</i>	The reservation was rescheduled <i>after</i> it was confirmed.
<i>Canceled</i>	The reservation was canceled <i>before</i> it was confirmed.
<i>Canceled (post-confirmation)</i>	The reservation was canceled <i>after</i> it was confirmed.

PIN RECOVERY

From the screen on which your PIN is required to proceed:

1. Click the **Forgot your PIN?** link.
2. Enter the most current primary email address provided.
3. An email containing the PIN will be sent to the primary and secondary email addresses.