



# NOTICE TO ATTORNEYS

Los Angeles Superior Court  
Public Information Office  
Website: [www.LACourt.org](http://www.LACourt.org)  
E-mail: [PublicInfo@LACourt.org](mailto:PublicInfo@LACourt.org)

Oct. 16, 2015

## ONLINE COURT RESERVATION SYSTEM (CRS) EXPANDS TO COLLECTION COURTROOMS

**Effective Monday, Oct.19, 2015**, the online Court Reservation System (CRS) will expand to include Dept. F43 at the Chatsworth Courthouse and Dept. SEY at the Norwalk Courthouse. These two departments comprise the “Collections Hub,” where all limited jurisdiction collections cases in the county are filed.

For these two courtrooms, the process to reserve a date for law and motion hearings calendared through Dec.31, 2015, remains unchanged. Parties are to use CRS only for those motions scheduled on or after Jan. 4, 2016.

As of the effective date, parties with a case assigned to these two courtrooms must reserve a date for law and motion hearings calendared Jan. 4, 2016, and thereafter, via CRS, on the Court’s website at [www.lacourt.org](http://www.lacourt.org) under *LA Court Online, Court Reservation System* and must also use CRS to continue motions. Parties with cases assigned to other courtrooms will continue to follow the existing procedures of the respective courtrooms. CRS is available 24 hours a day, seven days a week.

When using CRS, the reserving party will receive an email notification (and optional text message) when:

- a reservation is made;
- the Court has received and processed the motion document(s);
- a reservation is rescheduled; or
- a reservation is canceled.

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

At the time of payment, CRS will provide a receipt with the reservation ID and receipt number. When the corresponding motion is presented for filing at the filing window, the receipt must be attached as the last page of the motion and the reservation ID must be noted on the motion face page under other hearing information.

More-more-more

NTA15 CRS EXPANSION  
COLLECTION HUBS  
10-15-15

Use of CRS or its content does not supersede any statutes, rules, and/or policies/procedures related to motions and/or giving notice.

Departments F43 and SEY join many other civil courtrooms throughout the county who have gone live on CRS. For additional information on the motion reservation process, parties are directed to read the *CRS Instructions and Information* available on the Court's website at [www.lacourt.org](http://www.lacourt.org) under *LA Court Online, Court Reservation System*.

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