

Los Angeles Superior Court – Media Relations

111 N. Hill Street, Room 107, Los Angeles, CA 90012
(213) 830-0801 publicinfo@lacourt.org www.lacourt.org



NOTICE TO ATTORNEYS

**RELEASE DATE:
July 15, 2019**

UPDATED CIVIL EFILING FREQUENTLY ASKED QUESTIONS NOW AVAILABLE ON COURT'S WEBSITE

The civil efileing Frequently Asked Questions (FAQs) have been updated and are now available on the Court's website, lacourt.org. The changes to the FAQs include, but are not limited to, the following categories:

- Additional documents exempt from efileing (Question 6)
- Guidance for obtaining an Order for Appointment of Guardian Ad Litem (Question 7)
- Direction regarding the selection of document names (Question 29)
- Definition of a "Lead Document" (Question 30)
- Guidance on locating the transaction number (Question 31)
- Direction regarding efileing a document under seal (Question 68)
- Information regarding document size limitations and directions when documents exceed them (Questions 71 and 72)

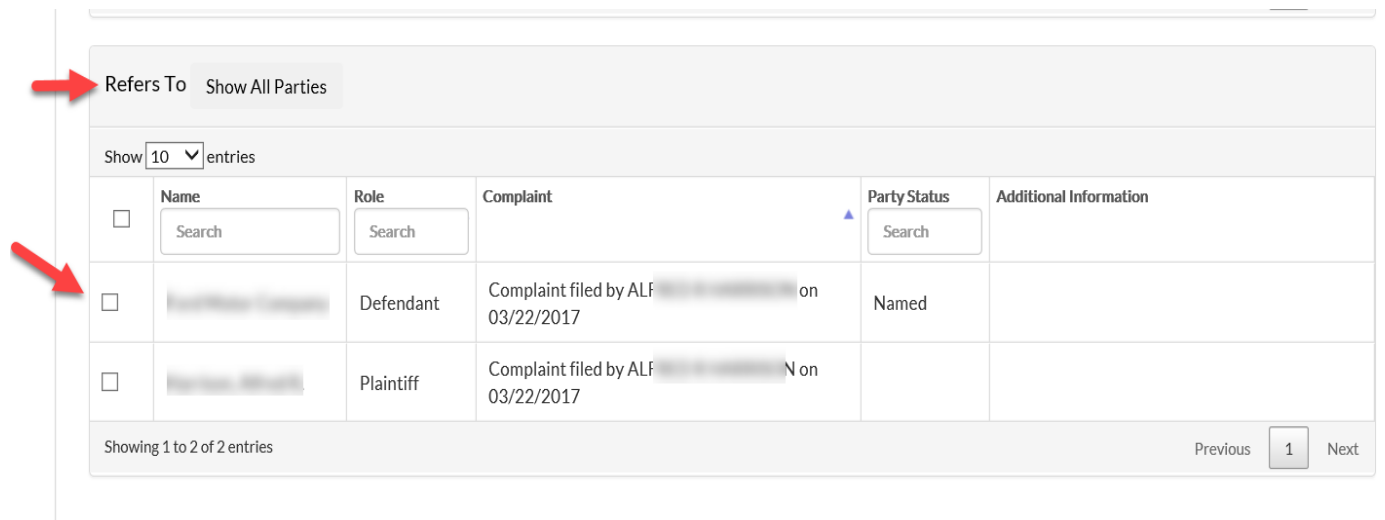
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CIVIL EFILING FAQ'S UPDATED

2-2-2-2

Reminders

- When submitting documents through efilng that will add or update party information, ensure that the applicable "As to" or "Refers to" box is checked prior to submitting the document, as shown below:



Refers To Show All Parties

Show 10 entries

<input type="checkbox"/>	Name Search	Role Search	Complaint	Party Status Search	Additional Information
<input type="checkbox"/>	[REDACTED]	Defendant	Complaint filed by ALF [REDACTED] on 03/22/2017	Named	
<input type="checkbox"/>	[REDACTED]	Plaintiff	Complaint filed by ALF [REDACTED] N on 03/22/2017		

Showing 1 to 2 of 2 entries

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- When efilng documents, ensure that the document meets the technical requirements outlined in paragraph six of the [First Amended General Order](#). **Electronically filed documents must be filed in PDF and text searchable format.** The Court is receiving a large volume of documents which do not conform to this requirement.

The Court appreciates your patience during the transition to the new system.

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