

Los Angeles County Guidelines

Court Website: www.lacourt.org

Link to Local Rules: <http://www.lacourt.org/courtrules/ui/index.aspx?tab=2>

Summary for Civil Case Types:

Link to General Order Regarding Civil eFiling:

<http://www.lacourt.org/division/civil/pdf/GeneralOrderreMandatoryElectronicFilingforCivil.pdf>

Link to Probate eFiling FAQ: http://www.lacourt.org/division/efiling/pdf/civilEfiling_FAQ.pdf

CMS/EFM: Journal Technologies, Inc (JTI)

Formatting Requirements: Refer to California Rules of Court. All documents accompanying a single pleading or law and motion item must be electronically filed as separate digital PDF documents. Multiple documents relating to one case can be uploaded in one envelope transaction. Writs and Abstracts must be submitted as a separate electronic envelope.

Courtesy Copies: Printed courtesy copies for filings with a hearing date of two days or less shall be delivered to the courtroom by 4:30 p.m. the same business day if the electronic filing is submitted with the court prior to that time. If submitted after 4:30 p.m., the courtesy copy shall be delivered to the courtroom by 10 a.m. the next business day. Regardless of the time of electronic filing, a printed courtesy copy (along with proof of electronic submission) is required for the following documents:

- A. Any printed document required pursuant to a Standing or General Order;
- B. Pleadings and motions (including attachments such as declarations and exhibits) of 26 pages or more;
- C. Pleadings and motions that include points and authorities;
- D. Demurrers;
- E. Anti-SLAPP filings, pursuant to Code Civ. Proc., § 425.16;
- F. Motions for Summary Judgment/Adjudication; and
- G. Motions to Compel Further Discovery.

*Courtroom Guidelines: Nothing precludes a Judicial Officer from requesting a courtesy copy of additional documents. Courtroom specific courtesy copy guidelines can be found at www.lacourt.org on the Civil webpage under "Courtroom Information."

Limitations on Filings: The following documents shall not be filed electronically: Peremptory Challenges or Challenges for Cause of a Judicial Officer; Bonds/Undertaking documents; and Trial and Evidentiary Hearing Exhibits.

Special Notes:

Lodgments: Documents attached to a Notice of Lodgment shall be lodged and/or served conventionally in paper form. The actual document entitled "Notice of Lodgment" shall be filed electronically.

Ex Parte Applications: Ex parte applications and all documents in support thereof must be electronically filed no later than 10:00 a.m. the court day before the ex parte hearing. Any written opposition to an ex parte application shall be electronically filed by 8:30 a.m. the day of the ex parte hearing. If written opposition is electronically filed after 4:00 p.m. the court day before, a printed courtesy copy is required.

Summary for Probate Case Types

Link to General Order Regarding Probate eFiling:

<http://www.lacourt.org/division/probate/pdf/GenOrderMandatoryEFilingProbate.pdf>

Link to Probate eFiling FAQ: http://www.lacourt.org/division/efiling/pdf/EFiling_FAQ.pdf

CMS/EFM: Tyler Odyssey File & Serve

Formatting Requirements: Documents must be eFiled as separate text searchable PDF and otherwise comply with CRC, Rule 3.1110(f)(4). Attachments to Probate Accountings shall be bookmarked exhibits. Writs and abstracts must be submitted as a separate electronic envelope. Sealed and conditionally under seal documents pursuant to CRC Rule 2.551 shall be filed electronically; the burden of accurately designating the documents at the time of submission is the party's responsibility. It is also the filing party's responsibility to redact confidential information.

Courtesy Copies: Required for Ex Parte documents, documents submitted within two court days from a scheduled hearing or if the filed document exceeds 25 pages.

Limitations on Filings: For Probate cases, attorneys are required to electronically file. Exceptions to eFiling include: • Peremptory challenges or challenges for cause of a judicial officer • Testamentary instruments (wills and codicils), letters, original trust documents, bond/undertaking documents • Trial and hearing exhibits • Documents filed in civil cases that are related for handling in the probate division

- Documents attached to a Notice of Lodgment

Special Note: All inquiries to the court re Probate eFiling should be made to efSMCprobate@lacourt.org for Stanley Mosk filings or efATPprobate@lacourt.org for Antelope Valley filings.