

Efiling Tips to Avoid Rejections

The Superior Court of California, County of Los Angeles mandates electronic filing (efiling) of certain documents for attorneys and permits self-represented litigants to efile. Specific information and efile requirements may be obtained by selecting the corresponding litigation’s tab from the court’s efile webpage. It is beneficial for those who utilize efile to review the information to facilitate an effective efile submission.

Before Filing:	How to Fix a Rejection:
<p>1. My document was rejected because it was missing information, attachments, or did not comply with formatting requirements.</p>	
<p>Become familiar with basic document formatting rules as set forth in the California Rules of Court, rules 2.100</p> <p>Check your filing to verify accuracy of checkboxes indicating an exhibit/attachment is included.</p> <p>Check that you added the case number and completed the case header information.</p> <p>Review form requirements for the specific document that you are filing.</p>	<p>Review the comments provided to you at the time of rejection and fix the form before resubmitting it.</p> <p>If you have questions, call the designated call center before resubmitting the filing.</p> <p>Review any code section referenced at the bottom of any form before resubmitting. If you are a self-represented litigant, you may contact the self-help center for assistance in understanding certain form requirements.</p>
<p>2. My Document was rejected because there is no existing Case Number for my filing.</p>	
<p>When submitting a filing through the EFSP portal, accurately select whether this is a case-initiating transaction or a filing of a document into an existing case.</p> <p>If it is a new case, submit the case cover sheet and complaint/petition separately. Also separate any other documents filed with the complaint/petition.</p> <p>The complaint/petition should only have attachments that are not separate filings as part of its exhibits. These exhibits/attachments should be bookmarked with descriptive labels. For example, “Exhibit A to Complaint – Declaration of Jane Doe.”</p>	<p>Do not resubmit subsequent documents until the complaint or petition has been accepted and a case number has been assigned.</p>
<p>3. My document was rejected because I did not select the right document description.</p>	
<p>Select the document type that most closely matches the title of the document you are</p>	<p>The document lists of available options through the efile portals is available for each litigation</p>

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<p>filing. The document type is important for routing and scheduling purposes by the system, therefore selecting “other” or “miscellaneous” should only be used for documents that do not require a judicial officer’s signature, do not require a hearing date.</p>	<p>area on the court’s public website. Review and select the document that most closely matches the type of document and title of document that you are filing. The various document lists may be found by selecting the litigation area and then clicking on the “Document List” button.</p>
<p>4. My document was rejected because I did pay the correct amount.</p>	
<p>Check the latest version of the filing fee schedule available on the court’s public website for current filing fee information.</p> <p>If you have an active fee waiver, do not attach it to the filing; simply select waiver on the payment screen.</p> <p>Government entities should select “exempt pursuant to GC 6103” or “exemption of waiver” if exemption is not an available option.</p>	<p>Authorize the correct fee amount in accordance with the published filing fee schedule.</p> <p>The Court does not have authority to reduce or waive fees charged by the EFSP. Please contact your EFSP directly if there is an issue with a fee for services provided by the EFSP.</p>
<p>5. My document was rejected because I submitted the same document more than once (duplicate).</p>	
<p>Check to ensure the same document by the same party on the same case has not previously been submitted.</p> <p>Do not submit duplicates to try to accelerate processing.</p> <p>Do not submit a duplicate to replace a prior court filing. Setting aside a previously filed document requires a court order.</p>	<p>If you are concerned that there may a transmission error, and you have verified through your EFSP that the document has not been received because you do not see an initial rejection or acceptance status for your submission, contact the designated call center for assistance to verify status after 5 working days. Please note that documents requiring further processing and/or judicial consideration before acceptance will still provide you with a “received” stamped electronic copy after submission. The processing of a court order may take longer than standard processing. Do not submit a duplicate pending the processing of an order.</p>
<p>6. My document was rejected because I did not select the right courthouse location.</p>	
<p>Just as if you were filing a document conventionally in person, it is important to submit your document for processing to the correct courthouse staff.</p>	<p>Select the correct filing location based on the court locator available online.</p>

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7. My document was rejected because the case name, number or filing party name I entered into the EFSP portal did not match the document I attached.	
Review your filing before it is submitted and confirm that the information in the document header is the same as the information you are data-entering for the submission.	Your filing will become part of the official court record. The data entered for the filing and the document caption must match the case number and case title. For example, if the name in the system is John Smith, the data entered should be John Smith. If the data does not match, the filing will be rejected for correction and resubmission.
8. My document was rejected because I did not select the correct case type.	
For new cases, it is important that you check the appropriate type of action for the case you are filing. Review the case cover sheet to ensure that the type of action you select matches the case type for the filing you are submitting, for example a divorce filing belongs in Family Law. A personal injury filing belongs in Civil, etc.	If you are unsure of the type of action or case type for your filing, self-represented litigants may contact the Self-Help Center for assistance. Typically, the forms you are using will help determine the case type.
9. My document was rejected because it is not authorized for e-filing.	
<p>The following documents may not be electronically filed and have been deemed exempt pursuant to statute or local rule:</p> <ul style="list-style-type: none"> • Peremptory Challenges or Challenges for Cause of a Judicial Officer [Code of Civil Procedure sections 170.3 or 170.6]; • Bonds/Undertaking documents; • Trial and Evidentiary Hearing Exhibits; • Lodged documents; • Original Will if not filed as part of the Petition for Decedent Estate. 	Present these documents for filing in person at the designated Clerk's Office, or by mail if authorized by statute.
10. My document was rejected because I combined more than one document into one single pdf attachment.	
Do not combine more than one document into one pdf. Civil Proposed Orders may require a Word version. Each document must have a corresponding document description selected from the filing drop down in the EFSP portal.	Separate each document into an individual, text-searchable pdf. These may be submitted in the same envelope/transaction if they are for the same case number.