

# COMPLEX CIVIL EFILE

**LOS ANGELES SUPERIOR COURT**  
**September 13, 2021**





# WELCOME



**HON. DAVID J. COWAN  
SUPERVISING JUDGE OF CIVIL  
LOS ANGELES SUPERIOR COURT**



# IMPROVING ACCESS



**HON. ERIC C. TAYLOR  
PRESIDING JUDGE  
LOS ANGELES SUPERIOR COURT**



# COMPLEX EFILING



**SHERRI R. CARTER**  
**EXECUTIVE OFFICER/CLERK**  
**LOS ANGELES SUPERIOR COURT**



# MEETING AGENDA



- General Order and Authorizing Statutes
- Bulletin Board
- Electronic Filing Service Providers (EFSP) and LASC Website
- Exempt Documents
- Requirements for Complex Documents
- Complex Filing Fees
- Common Rejection Reasons and Efiling Tips
- Proposed Orders



# **NEW FOR COMPLEX**



**HON. MICHELLE WILLIAMS COURT  
ASSISTANT SUPERVISING JUDGE OF CIVIL  
LOS ANGELES SUPERIOR COURT**



# GENERAL ORDER



- **GENERAL ORDER RE MANDATORY ELECTRONIC FILING FOR COMPLEX CIVIL**
- **MANDATORY EFILING FOR ATTORNEYS (CRC 2.253(b))**
- **OPTIONAL FOR SELF-REPRESENTED LITIGANTS (CRC 2.253 (b)(2)-(3))**



# BULLETIN BOARD



- **INTEGRATED INFORMAL COMMUNICATIONS**
- **COURT-APPROVED PROVIDERS**
- **PARTIES MUST AGREE ON A SINGLE PROVIDER**



# REQUIREMENTS FOR COMPLEX



- A FILING PARTY MUST HAVE AUTHORITY OR STANDING TO FILE IN THE REFERENCED CASE
- A PETITION TO ADD CASES TO A JCCP ACTION MUST BE ELECTRONICALLY FILED
- ANY MOTION ELECTRONICALLY FILED ON ONE CASE AND APPLIED TO MULTIPLE OR ALL CASES MUST INCLUDE A LIST OF CASES TO WHICH THE MOTION WILL APPLY
- FOR JCCP CASES, ALL ELECTRONICALLY FILED DOCUMENTS MUST REFLECT THE JCCP ACTION NUMBER AND AT LEAST ONE UNDERLYING CASE NUMBER
- AN EXCEL SPREADSHEET MUST BE ELECTRONICALLY SUBMITTED WITH THE COMPLAINTS FOR CASES INVOLVING 25 OR MORE PARTIES
- FILE SIZE OF ELECTRONIC DOCUMENTS IS LIMITED TO 200MB PER PDF



# COMPLEX FILING FEES

- **ONE MOTION FEE WILL BE ASSESSED FOR A SINGLE MOTION THAT RELATES TO MULTIPLE CASES**
- **FOR MULTIPLE MOTIONS THAT RELATE TO MULTIPLE CASES, A FEE FOR EACH SEPARATE MOTION WILL BE COLLECTED AT THE TIME OF THE ELECTRONIC FILING**
- **FOR ACTIONS IN WHICH A SINGLE PRO HAC VICE FEE IS CHARGED PURSUANT TO A COURT ORDER, A LIST OF ALL CASES TO WHICH THE FEE WILL APPLY MUST BE ELECTRONICALLY FILED WITH THE APPLICATION**



# REJECTION REASONS



## *Typical reasons that your filing would be rejected:*

- Document is not text searchable
- Bulk Party Excel Spreadsheet not submitted when required
- Out-of-County Complaint not submitted with Add-On Petition to Coordinate
- Incorrect case category and/or case type selected
- Incorrect payment of filing fees
- Party's name entered in the Party Name field does not match document
- Incorrect party type selected
- Incorrect document type is selected
- Multiple separate documents are submitted as a single document



# EFILING TIPS



## CIVIL EFILING

The civil division is implementing mandatory electronic filing (efiling) for attorneys and providing the option of efilng to self-represented litigants. Attorneys may elect to begin efilng as of the dates shown below.

The implementation schedule for civil efilng is as follows:

	VOLUNTARY	MANDATORY
LIMITED CIVIL	November 13, 2018	December 3, 2018
UNLIMITED CIVIL	December 3, 2018	January 2, 2019
COMPLEX CIVIL	N/A	2021

[View Electronic Filing Service Providers](#)

[efiling FAQ \[07/18/2019\]](#)

[Civil efilng Tips for Reducing Rejections \[07/09/2019\]](#)

[Civil efilng Information](#)

[First Amended General Order re Mandatory Electronic Filing for Civil \[05/03/2019\]](#)

[E-Filing Presentation to National Docketing Association](#)

[Civil Document Name List \[07/31/2019\]](#)



# PROPOSED ORDERS



- **WILL BE ACCEPTED AS “RECEIVED” ONLY AND TRANSMITTED BACK TO THE FILER WITH RECEIVED STAMP RIBBON**
- **FILED AND SIGNED VERSION WILL BE TRANSMITTED BACK TO THE FILER VIA EFSP UPON REVIEW AND ORDER BY JUDICIAL OFFICER**
- **SUBMITTING PARTY WILL SERVE ALL OTHER PARTIES**



# FREQUENTLY ASKED QUESTIONS



**FAQ LOCATED ON WEBSITE:  
[WWW.LACOURT.ORG](http://WWW.LACOURT.ORG)**



# QUESTIONS

