

FILED
Superior Court of California
County of Los Angeles

AUG 11 2022

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SUPERIOR COURT OF THE STATE OF CALIFORNIA
FOR THE COUNTY OF LOS ANGELES

MANDATORY ELECTRONIC FILING
FOR ADOPTIONS, ABANDONMENT, AND
EMANCIPATION

GENERAL ORDER

Effective September 19, 2022, the Superior Court of California, County of Los Angeles will mandate the electronic filing of all Adoption documents pursuant to Family Code Sections 8500 - 9340, as well as Abandonment and Emancipation documents filed in Juvenile Dependency by litigants and/or agencies represented by attorneys. [California Rules of Court (CRC), rule 2.253(b) and rule 5.522(b) and Welfare and Institutions Code (WIC), section 212.5]. All electronically filed Adoption, Abandonment, and Emancipation documents are subject to the following:

1) DEFINITIONS

- a) **“Bookmark”** A bookmark is a portable document format (PDF) document navigational tool that allows the reader to quickly locate and navigate to a designated point of interest within a document.
- b) **“Electronic Envelope”** An electronic envelope is a transaction through the Electronic Filing Service Provider (EFSP) for submission of documents to the Court for processing which may contain one or more PDF documents.
- c) **“Electronic Filing”** Electronic Filing (efiling) is the electronic transmission to a Court of a document in electronic form. [CRC, rule 2.250(b)(7)].
- d) **“Electronic Filing Service Provider”** An Electronic Filing Service Provider (EFSP) is a person or entity that receives an electronic filing from a party for

1 retransmission to the Court. In the submission of filings, the EFSP does so on behalf of
 2 the electronic filer and not as an agent of the Court. [California Rules of Court, rule
 3 2.250(b)(8)].

- 4 e) **“Electronic Signature”** For purposes of these local rules and in conformity with Code of
 5 Civil Procedure (CCP) section 17(b)(3)), section 34, and 1010.6 subdivision (b)(2), and
 6 CRC, rule 2.257, the term “Electronic Signature” is generally defined as an electronic
 7 record and executed or adopted by a person with the intent to sign the electronic record.
- 8 f) **“Hyperlink”** A hyperlink is an electronic link providing direct access from one
 9 distinctively marked place in a hypertext or hypermedia document to another in the same
 10 or different document.
- 11 g) **“Portable Document Format”** A portable document format (PDF) signifies a digital
 12 document format that preserves all fonts, formatting, colors, and graphics of the original
 13 source document, regardless of the application platform used.

14 2) MANDATORY ELECTRONIC FILING

15 a) Represented Litigants/Agencies

16 Pursuant to CRC, rule 2.253(b), represented litigants are required to electronically file
 17 documents with the Court through an approved EFSP. Providers shall be listed on the
 18 Court’s website at www.lacourt.org.

19 c) Exempt Filings

20 A. The following documents shall not be filed electronically:

- 21 i. Peremptory Challenges or Challenges for Cause of a Judicial Officer (CCP 170.6
 22 and 170.3); and
- 23 ii. Trial and Evidentiary Hearing Exhibits.

24 3) ELECTRONIC FILING SYSTEM WORKING PROCEDURES

25 a) Electronic Filing Service Providers

26 EFSPs must obtain and manage registration information for persons and entities
 27 electronically filing documents with the Court.

1 b) Technical Requirements

2 A. Documents must be electronically filed in PDF, text searchable format.

3 B. Exhibits to documents must be text searchable when technologically feasible without
4 impairment of the document's image and must be bookmarked within the document
5 pursuant to CRC, rule 3.1110(f)(4) and 2.256(b).

6 C. Digital documents containing exhibits must comply with CRC, rule 3.1110(f)(4).

7 D. Attachments to primary documents shall be indexed separately by selecting the
8 corresponding document type. Examples include but are not limited to the following:

9 i. Medical Reports;

10 ii. Educational Reports;

11 iii. Psychological Reports;

12 iv. Birth Certificates;

13 v. Photographs of Minors; and

14 vi. Any other documents that are sealed or are statutorily confidential.

15 c) Accompanying/Multiple Documents

16 Accompanying/multiple documents related to one case can be uploaded in one envelope
17 transaction.

18 d) Any Adoption Report or document completed by a social worker or adoption agency that
19 is required on an adoption case must be provided to and filed by the petitioner(s) or
20 attorney of record.

21 e) Sealed Documents

22 Sealed and conditionally under seal documents pursuant to CRC, rule 2.551, et. seq., shall
23 be filled electronically. The burden of accurately designating the documents as sealed or
24 conditionally under seal at the time of submission is the submitting party's responsibility.

25 f) Redaction

26 Pursuant to CRC, rule 1.201, it is the submitting party's responsibility to redact
27 confidential information (social security number, caregiver's address, etc.) so that the
28 information shall not be publicly displayed.

1 4) ELECTRONIC FILING SCHEDULE

2 a) Trial Court Records

3 Pursuant to Government Code section 68150, trial court records may be created,
 4 maintained, and preserved in electronic format. Any document that the Court receives
 5 electronically must be clerically processed and must satisfy all legal filing requirements in
 6 order to be filed as an official court record. [CRC, rule 2.253(b)(6) and CRC, rule 2.100 et
 7 seq.]

8 b) Filed Date

9 Any document received electronically before midnight on a court date is deemed to have
 10 been effectively filed on that court day if accepted for filing. Any document received
 11 electronically after midnight is deemed to have been effectively filed on the next court
 12 day. [CRC, rule 2.253(b)(6) and CCP 1010.6(b)(3)]

13 c) Ex parte Applications

14 Ex parte applications and all documents in support thereof must be electronically filed no
 15 later than 10:00 a.m. the court day before the ex parte hearing. Any opposition to an ex
 16 parte application shall be electronically filed by 8:30 a.m. the day of the ex parte hearing.

17 5) SIGNATURES ON ELECTRONIC FILINGS

18 a) Signatures

19 For purposes of this general order, all electronic filings shall be in compliance with CRC,
 20 rule 2.257.

21 This General Order is to remain in effect until otherwise ordered by the Presiding Judge.

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 23
 24 DATED: August 11, 2022



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 ERIC C. TAYLOR
 Presiding Judge