

# efiling | Los Angeles

## Adoptions



### PRESENTERS:

TRICIA PENROSE, DIRECTOR – JUVENILE OPERATIONS / REGION 4

ROCHELLE N. YOUNG, SENIOR ADMINISTRATOR – EDMUND D. EDELMAN CHILDREN'S COURT

LA SHAWNDA ROGERS, ADMINISTRATOR II – EASTLAKE JUVENILE COURT

SAMANTHA BIARNESEN, COURT OPERATIONS MANAGER – EDMUND D. EDELMAN CHILDREN'S COURT

# Adoptions efilings

- 24/7 Filing Access



- Increased efficiency and productivity



# Rules and General Orders

- Mandatory efilings for attorneys effective September 19, 2022
- California Rules of Court, rule 2.253(b)
- General Order

1		2022-GEN-015-00
2		<b>FILED</b>
3		Superior Court of California
4		County of Los Angeles
5		AUG 11 2022
6		Sherri R. Carter, Executive Officer/Clerk
7		By <u>Rizalinda Mina</u> , Deputy
8		Rizalinda Mina
9		SUPERIOR COURT OF THE STATE OF CALIFORNIA
10		FOR THE COUNTY OF LOS ANGELES
11		
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7	MANDATORY ELECTRONIC FILING	GENERAL ORDER
8	FOR ADOPTIONS, ABANDONMENT, AND	
9	EMANCIPATION	
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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:

# efiling Statutes

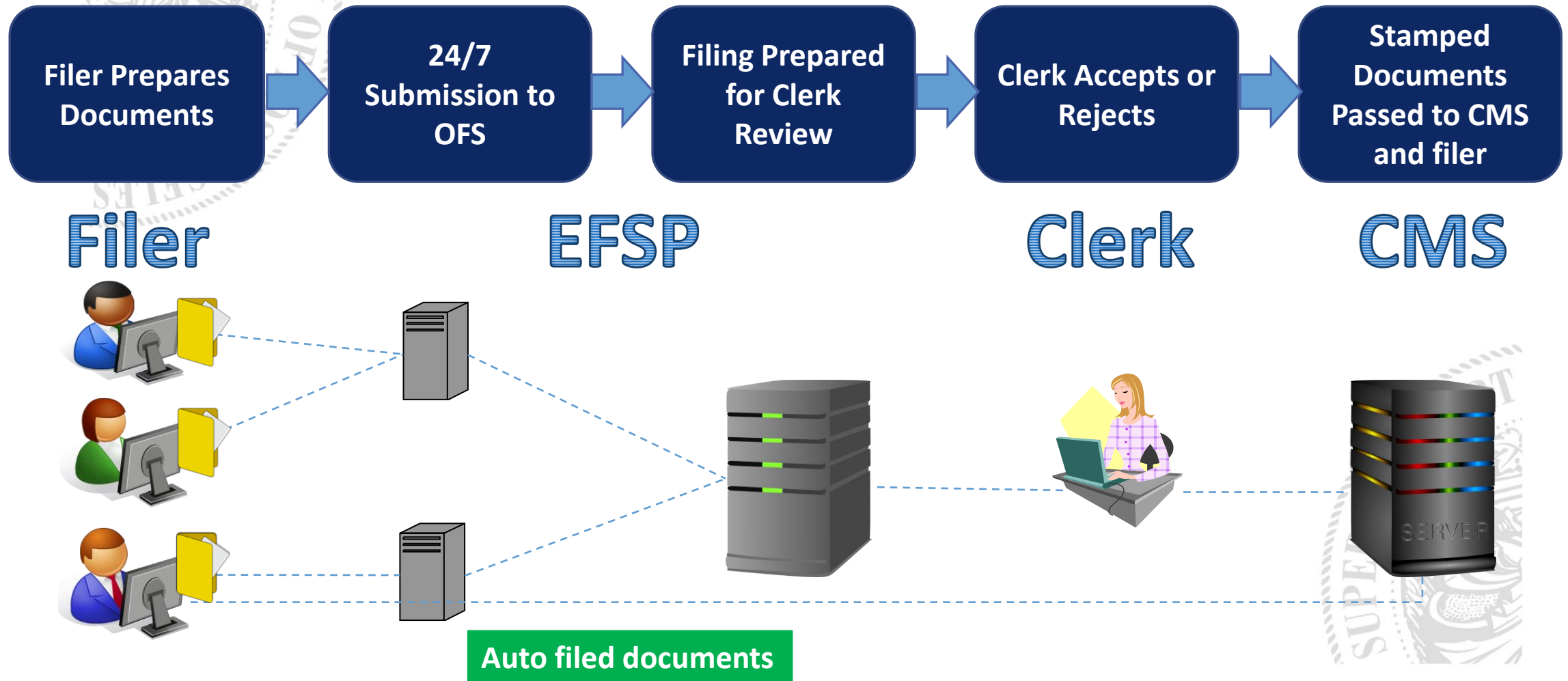
## **CRC 2.253(b)**

- A court may require parties by local rule to electronically file documents in civil actions directly with the court, or
- directly with the court and through one or more approved electronic filing service providers, or
- through more than one approved electronic filing service provide.

## **CCP 1010.6(d)(2)**

- (d) A trial court may, by local rule, require electronic filing and service in civil actions, subject to the requirements and conditions stated in subdivision (b), the rules adopted by the Judicial Council under subdivision (f), and the following conditions:
- (2) The court and the parties shall have access to more than one electronic filing service provider capable of electronically filing documents with the court or to electronic filing access directly through the court.

# Efiling Overview



# LASC Website



Go to [www.LACourt.org](http://www.LACourt.org) to access efileing:

- Click on Online Services
- Click on efileing
- Select Adoption efileing
  - General Order
  - EFSP
  - Adoptions efileing FAQ (coming soon)

## ADOPTION EFILING

Effective September 19, 2022, the Superior Court of Los Angeles County will implement mandatory efileing for all adoption documents as well as abandonment and emancipation documents filed by litigants and/or agencies represented by attorneys. Self-represented litigants have the option to electronically file their documents with the court.

View Electronic Filing Services  
Providers

Efileing FAQ (document will be linked  
at a later date)

General Order re Mandatory  
Electronic Filing for Adoptions,  
Abandonment, and Emancipation

Efileing Presentation (document will  
be linked at a later date)

Adoptions Document Name List



# Choosing an EFSP



## JUVENILE DEPENDENCY EFILING

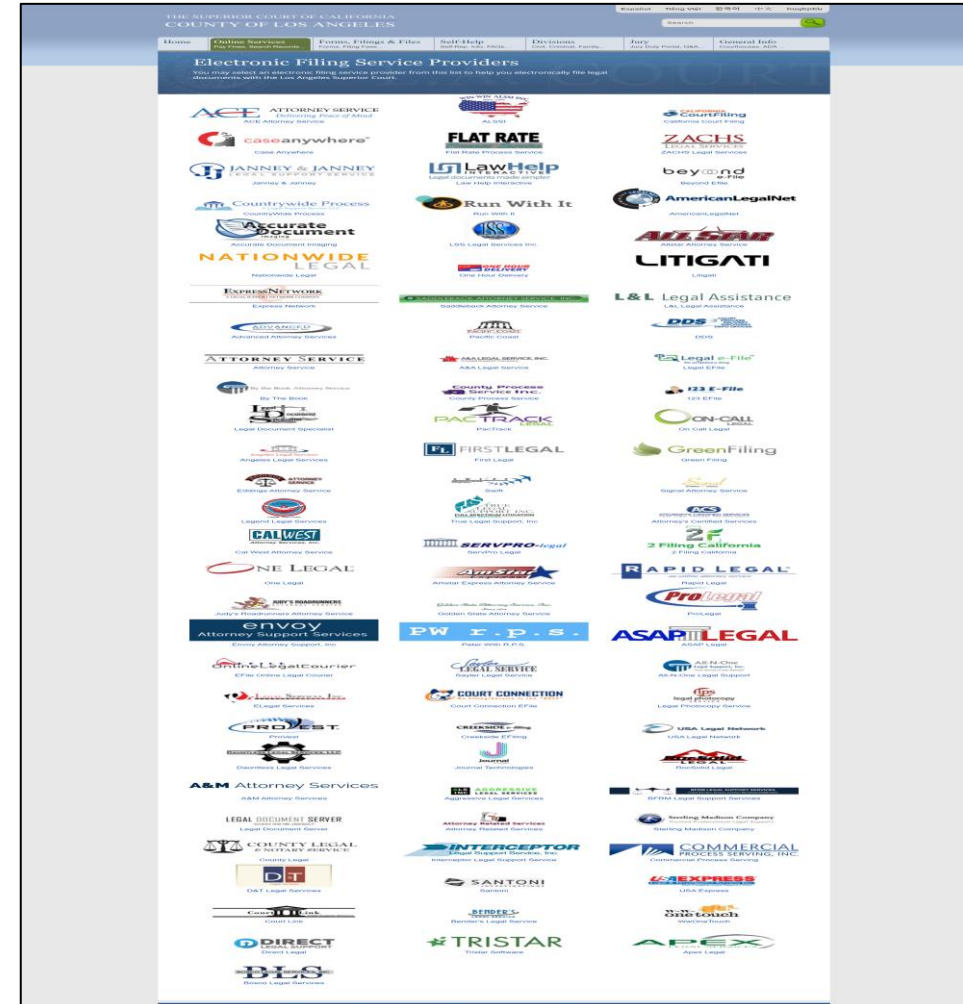
Effective October 5, 2020, the Superior Court of Los Angeles County will implement mandatory e filing for all non-adoption documents filed by litigants and/or agencies represented by attorneys in Juvenile Dependency.

Click to view  
EFSP  
providers

First Amended General Order  
re Mandatory Electronic Filing  
for Juvenile Dependency (Non-  
Adoptions) (08/19/2020)

View Electronic Filing Service  
Providers

General Order re Mandatory  
Electronic Filing for Juvenile  
Dependency (04/24/2020)



# Redaction and Exempt Filings

**Redaction** pursuant to California Rules of Court, rule 1.201

- Submitting party is responsible to redact confidential information.

**Exempt Filings** pursuant to General Order 2(c)(A), the following documents shall not be filed electronically:

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



# Technical Requirements

## Pursuant to General Order, 3(b)(A) – (b)(D)

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.	

# Technical Requirements

- PDF: The official format for electronic court filings.  
YOUR PDF MUST BE TEXT SEARCHABLE
- Bookmarks: Exhibits attached to documents must be bookmarked.

**“Bookmark”** A bookmark is a PDF document navigational tool that allows the reader to quickly locate and navigate to a designated point of interest within a document.



# A Few More Technical Things

- Transaction / Envelope: An electronic submission to the court  
ONE OR MORE DOCUMENTS ON A SINGLE CASE
- Confirmation of receipt is instantaneous  
THE SUBMISSION TO THE OFS IS IMMEDIATE
- Filed document(s) returned upon court acceptance  
COURT PROCESSING TIME VARIES (2 HOURS – 2 DAYS OR MORE)
- Contact your EFSP for troubleshooting  
IF YOU HAVE A PROBLEM, REACH OUT TO YOUR EFSP

# Authorizing Statute – File Stamp

## FILED & RECEIVED RIBBONS (CRC 2.259(e))



Electronically FILED by Superior Court of California, County of Los Angeles on 10/09/2018 07:57 AM Sherri R. Carter, Executive Officer/Clerk of Court, by E. Clerk2, Deputy Clerk  
18STLC02471

Received: 2/5/2017 5:48:16 PM

# Authorizing Statutes

## Filing Hours (CRC 2.253(b)(7))

- Filings received up to 11:59 p.m. will be returned with the filed or received date for that court day if accepted for filing.



# Authorizing Statutes

## **ELECTRONIC SIGNATURES (CRC 2.257, CCP 1010.6)**

- If a signature is required under penalty of perjury, the declarant must sign a printed form of the document.
- The signed document must be kept and made available for inspection. If signature is not required under penalty of perjury, the document is deemed signed by party upon electronic filing of document.

## **ELECTRONIC CERTIFICATION (GC 68150(g))**

- Any electronic certification provided by the court on any document issued by the court or a judicial officer has the same validity and same legal force and effect as paper documents signed by the court or a judicial officer (GC 68150(g)).



# Authorizing Statute

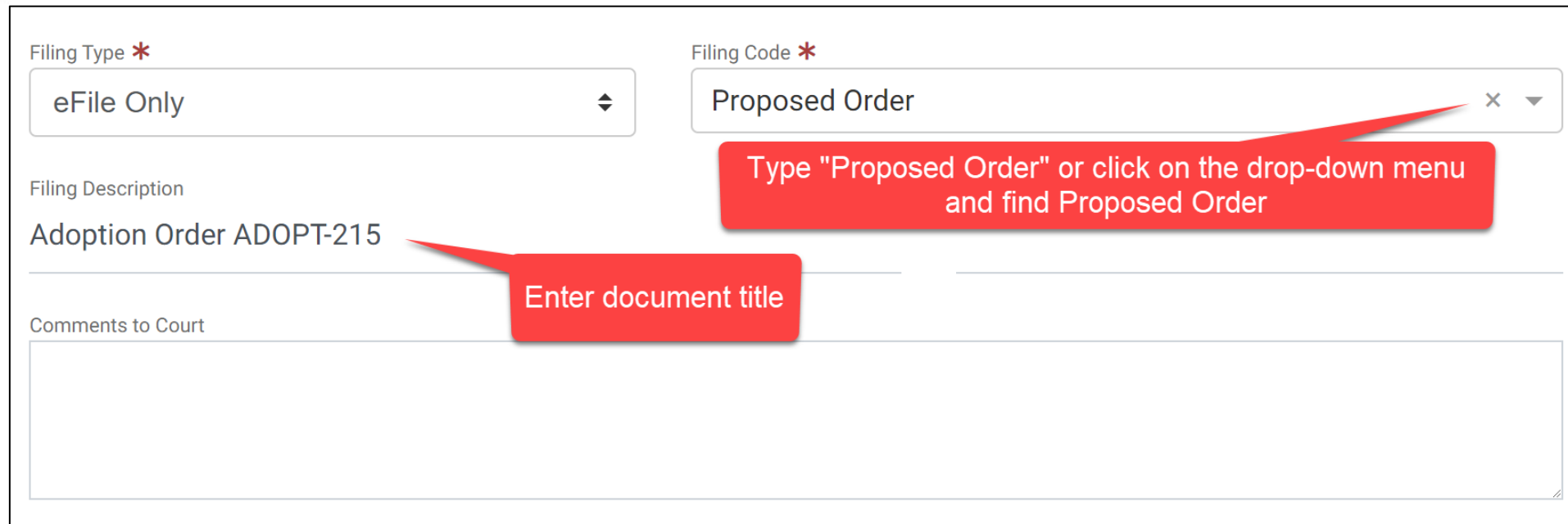


YOUR PDF IS THE ORIGINAL DOCUMENT / OFFICIAL COURT RECORD.

Trial court records may be created, maintained, and preserved in any form or forms of communication or representation, including paper, optical, **electronic**, magnetic, micrographic, or photographic media or other technology pursuant to the rules adopted by the Judicial Council pursuant to subdivision (c).

# Proposed Orders

- All efiled documents requiring a judicial officer signature are to be efiled using the “Proposed Order” filing code.
- In the *Filing Description* field, filer will enter the title of the document being filed.



The screenshot shows the e-filing interface for the Superior Court of California, County of Los Angeles. It includes the following fields and annotations:

- Filing Type \***: A dropdown menu with "eFile Only" selected.
- Filing Code \***: A dropdown menu with "Proposed Order" selected. A red callout box points to this field with the text: "Type 'Proposed Order' or click on the drop-down menu and find Proposed Order".
- Filing Description**: A text field containing "Adoption Order ADOPT-215". A red callout box points to this field with the text: "Enter document title".
- Comments to Court**: A large text area for additional comments.

# Proposed Orders

- Proposed orders will be accepted as “Received” only and transmitted back to the filer with a Received stamp ribbon.
- Submitting party to serve all other parties, as applicable.
- Attorneys will have access to Signed and Filed version through the Justice Partner Portal (JPP).

Received: 6/20/2022 10:36 AM



# Confidential / Sealed Filings

## CONFIDENTIAL DOCUMENTS

- The filer may not establish a document's security level.
- Documents submitted as "confidential" by the filer will only become confidential pursuant to legal authority or if that determination is made by the Court.

## PROVISIONALLY SEALED DOCUMENTS

- The filer may submit a document "conditionally under seal" by selecting that Filing Document Name and entering "Conditionally Under Seal" in Comments.
- The document will be sealed pending a ruling by the Court.

# Provisionally Sealed Sample efiling

The screenshot shows a web form for e-filing. At the top, there are two dropdown menus: 'Filing Type \*' with 'eFile Only' selected, and 'Filing Code \*' with 'Select...' selected. To the right of the 'Filing Code' dropdown is a red button labeled 'Select Document' with a red arrow pointing to it. Below these are two input fields: 'Filing Description' and 'Client Reference Number'. A red callout box points to the 'Filing Description' field with the text 'Enter Filing Description, if applicable'. Below these fields is a large text area labeled 'Comments to Court'. A red callout box points to this area with the text 'Enter "Conditionally Under Seal"'. The text 'Conditionally Under Seal' is already entered in the text area.

Filing Type \*

eFile Only

Filing Code \*

Select...

Select Document

Filing Description

Enter Filing Description, if applicable

Client Reference Number

Comments to Court

Conditionally Under Seal

Enter "Conditionally Under Seal"

# Conditionally Under Seal Filings

- efile the Motion to Submit Documents Conditionally Under seal.
- Deliver the documents submitted conditionally under seal directly to the courtroom (include a courtesy copy of the motion).





# Rejection Reasons

Rejection Description
Wrong case category and/or type selected
Case number does not match case information
Case number provided is inactive
Document defective
Document exempt from eFiling; original must be submitted conventionally
Duplicate document submitted for filing
Form is obsolete or does not conform to CRC Rule 2.100 – 2.141
Inconsistent counts and statement of facts submitted
Incorrect District/Court Location
Incorrect filing code selected
Minor already has an active case
Signature is missing
Subsequent document submitted as a new case filing



# Tips on How to Avoid efilings Rejections

Ensure:

ACCEPTED

REJECTED

- ✓ Data fields match the information on the document being filed.
- ✓ The document being submitted is a text searchable PDF.
- ✓ Each document in the same transaction/envelope is a separate PDF for the same case number.
- ✓ The document is being efiled in the correct case number.
- ✓ The document complies with formatting per CRC 2.100-2.118.

# Requests for Refund

- Contact your EFSP
  - Duplicate charges
  - Overpayment
  - Charges for rejected documents
  - Erroneous charges
- Contact the Court
  - Overpayment due to clerical error
  - Charged for “received” documents that were later rejected by staff

# Who do I contact for help?

## CONTACT EFSP

- Document Code not available
- Technical issues with efilings website
- Disputes regarding charges/fees
- Disputes regarding submission date/time

## CONTACT THE COURT

- Questions regarding rejections
- Questions regarding what to enter under “filing description”
- Questions regarding status of submission





## Start Filing



Click the **START FILING** button below to get started.

START FILING

## Filing History



### Envelope # 233177

Envelope # 233177 Submitted at 08/17/2022 2:16 PM

Filings: Submitted (2)

### Envelope # 233176

Envelope # 233176 Submitted at 08/17/2022 2:00 PM

Filings: Submitted (2)

### Case # 22CCAD00125

Envelope # 233038 Submitted at 08/16/2022 1:30 PM

Filings: Accepted (7)

[View Filing History](#)

## Drafts



### Draft # 14476

Draft # 14476 Started at 08/17/2022 1:48 PM

### Draft # 14407

Draft # 14407 Started at 08/15/2022 12:19 PM

### Case # 22CCAD00041

Draft # 14405 Started at 08/15/2022 11:26 AM

[View My Drafts](#)

## Case Search



### Case # '22CCAD00051'

Los Angeles County – Edelman Children's Court – Adoptions

### Case # '22CCAD00093'

Los Angeles County – Edelman Children's Court – Adoptions

### Case # '22CCAD00041'

Los Angeles County – Edelman Children's Court – Adoptions

[Search Cases](#)

## Bookmarks



[View My Bookmarks](#)

## Templates



[View My Templates](#)

# Efiling Notification

Reply Reply All Forward JIM



no-reply@tylerhost.net

Cory McAllister

4:21 PM

Courtesy Notification of filing for Case No. 20CCJP00159B (IN THE MATTER OF: Dickson, Aaron)

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

## Courtesy Notification

Envelope Number: 169239

This is a courtesy notification for the filing listed. Please click the link below to retrieve the submitted document.

Filing Details	
Case Number	20CCJP00159B
Case Style	IN THE MATTER OF: Dickson, Aaron
Court	Los Angeles County - Juvenile Dependency
Date/Time Submitted	9/2/2020 4:19 PM PST
Filing Type	Psychotropic - Statement about Medicine Prescribed - JV219
Activity Requested	EFile
Filed By	Los Angeles Filer

Document Details	
Lead File	Test Document.pdf
Lead File Page Count	1
File Stamped Copy	<a href="https://california-stage.tylerhost.net/ViewDocuments.aspx?FID=128eb983-8d15-45a1-8d15-706eb2c0c0ab">https://california-stage.tylerhost.net/ViewDocuments.aspx?FID=128eb983-8d15-45a1-8d15-706eb2c0c0ab</a> This link is active for 90 days.



Please do not reply to this email. It was generated automatically.

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# efiler Dashboard

eFile California STAGE Filing History

176 Result(s)Page 1 of 9

Filing History Filter

Created By

☒ My Filings

☐ My Firm

Status

☒ All Statuses

☐ Accepted

☐ Cancelled

☐ Received

☐ Served

☐ Rejected

☐ Submitted

☐ Submitting

Location

Any Location

Case / Envelope Number

Case Number

Envelope Number

Date Range

☒ Anytime

☐ Last Month

☐ Last Week

☐ Last Two Days

RESET

FILTER

FILING HISTORY

FILING DRAFTS

Envelope # 232743

Envelope # 232743 Submitted 08/12/2022 2:03 PM on behalf of Test Test by S. Biarnesen

Filing Status	Filing Code	Filing Type	Filing Description	Client Ref #
Submitted	Adoption Case Cover Sheet - CK058	eFile Only		
Submitted	Adoption Request ADOPT-200	eFile Only		
Submitted	Indian Child Inquiry Attachment ICWA-010(A)	eFile Only		
Submitted	Parental Notification of Indian Status ICWA-020	eFile Only		
Submitted	Proposed Order	eFile Only		

Envelope # 232568

Envelope # 232568 Submitted 08/11/2022 1:41 PM on behalf of Test Test by S. Biarnesen

Filing Status	Filing Code	Filing Type	Filing Description	Client Ref #
Rejected	Adoption Case Cover Sheet - CK058	eFile Only		
Rejected	Adoption Request ADOPT-200	eFile Only		
Rejected	Adoption Expenses ADOPT-230	eFile Only		
Rejected	Indian Child Inquiry Attachment ICWA-010(A)	eFile Only		
Rejected	Parental Notification of Indian Status ICWA-020	eFile Only		

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# Pending Filing History

eFile California STAGE Filing History

?

US

Filing History Filter

Created By

☒ My Filings

☐ My Firm

Status

☐ All Statuses

☐ Accepted

☐ Cancelled

☐ Received

☐ Served

☐ Returned

☒ Submitted

☐ Submitting

Location

Any Location

Case / Envelope Number

Case Number

Envelope Number

Date Range

☒ Anytime

☐ Last Month

☐ Last Week

☐ Last Two Days

RESET

FILTER

FILING HISTORY

FILING DRAFTS

Filters Applied 2 Result(s) Page 1 of 1

Case # 22CCAD00041

IN THE MATTER OF THE ADOPTION PETITION OF:Brown, Gary

Envelope # 232897 Submitted 08/15/2022 12:18 PM on behalf of Test Test by S. Biarnesen

Submitted

Filing Code

Proposed Order

Filing Type

eFile Only

Filing Description

Client Ref #

Envelope # 232743

Envelope # 232743 Submitted 08/12/2022 2:03 PM on behalf of Test Test by S. Biarnesen

Submitted

Filing Code

Adoption Case Cover Sheet - CK058

Filing Type

eFile Only

Filing Description

Client Ref #

Submitted

Filing Code

Adoption Request ADOPT-200

Filing Type

eFile Only

Filing Description

Client Ref #

Submitted

Filing Code

Indian Child Inquiry Attachment ICWA-010(A)

Filing Type

eFile Only

Filing Description

Client Ref #

Submitted

Filing Code

Parental Notification of Indian Status ICWA-020

Filing Type

eFile Only

Filing Description

Client Ref #

Submitted

Filing Code

Proposed Order

Filing Type

eFile Only

Filing Description

Client Ref #

Previous 1 Next

2 Result(s) Page 1 of 1

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ADOPTIONS EFILING

SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES

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# Rejected Filing History






eFile California STAGE Filing History

100%

– +

Reset



Filing History Filter

Created By

☒ My Filings

☐ My Firm

Status

☐ All Statuses

☐ Accepted

☐ Cancelled

☐ Receipted

☒ Rejected

☐ Submitted

☐ Submitting

Location

Any Location

Case / Envelope Number

Case Number

Envelope Number

Date Range

☒ Anytime

☐ Last Month

☐ Last Week

☐ Last Two Days

RESET

FILTER




FILING HISTORY

FILING DRAFTS

Envelope # 232568

Envelope # 232568 Submitted 08/11/2022 1:41 PM on behalf of Test Test by S. Biarnesen

Filters Applied7 Result(s)Page 1 of 1







Filing Status	Filing Code	Filing Type	Filing Description	Client Ref #
Rejected	Adoption Case Cover Sheet - CK058	eFile Only		
Rejected	Adoption Request ADOPT-200	eFile Only		
Rejected	Adoption Expenses ADOPT-230	eFile Only		
Rejected	Indian Child Inquiry Attachment ICWA-010(A)	eFile Only		
Rejected	Parental Notification of Indian Status ICWA-020	eFile Only		
Rejected	Consent & Joinder	eFile Only		
Rejected	Adoption Report	eFile Only		
Rejected	VS-44 Court Report of Adoption	eFile Only		
Rejected	Proposed Order	eFile Only		
Rejected	Proposed Order	eFile Only		

Case # 22CCAD00041


IN THE MATTER OF THE ADOPTION PETITION OF:Brown, Gary

Envelope # 232343 Submitted 08/10/2022 8:05 AM on behalf of Test Test by S. Biarnesen

Filing Status	Filing Code	Filing Type	Filing Description	Client Ref #
Rejected	Proposed Order	eFile Only		



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ADOPTIONS EFILING

SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES

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# QUESTIONS

