



Superior Court of California, County of Los Angeles Adoptions eFiling Frequently Asked Questions

1. IS THERE A GENERAL ORDER THAT GOVERNS EFILING FOR ADOPTIONS?

Yes. The General Order re Mandatory Electronic Filing for Adoptions, Abandonment, and Emancipation is posted on the Court's website. The Court suggests one reads the order before reviewing the frequently asked questions (FAQ). Click [here](#) to view the General Order.

2. HOW DOES EFILING WORK AND WHAT ARE THE REQUIREMENTS?

Electronic Filing of court documents occurs through an Electronic Filing Service Provider (EFSP). The user creates an account and the eFiling system manages the flow of the documents and fees to and from the court. The filer will submit the documents to the EFSP for submission to the Court. The Court will accept or reject the documents. The documents are returned to the EFSP for return to the filer through the EFSP's electronic filing portal.

Refer to the "Technical Requirements" section in 3(b) of the operative General Order re Mandatory Electronic Filing for Adoptions, Abandonment, and Emancipation. Click [here](#) to view the General Order.

3. IS EFILING MANDATORY?

Yes. Litigants and/or agencies in adoption cases represented by attorneys must efile unless they have obtained a court order for exemption. If you are an attorney who cannot use the eFiling system, you may apply to Department 400 in the Edmund D. Edelman Children's Courthouse for an exemption from mandatory electronic eFiling. You must use the Judicial Council forms [EFS-007](#) and [EFS-008](#).

4. I AM A SELF-REPRESENTED LITIGANT. DO I HAVE TO EFILING?

Self-Represented litigants are not mandated to file documents electronically; however, they may choose to do so if desired.

5. ARE ANY ADOPTION DOCUMENTS EXEMPT FROM EFILING?

Yes. The following documents are excluded from eFiling:

- *Peremptory challenges or challenges for cause of a judicial officer pursuant to Code of Civil Procedure Sections 170.6 or 170.3*
- *Trial and evidentiary hearing exhibits*

6. IS FAX FILING AVAILABLE?

No. Adoptions does not accept fax filings.

7. CAN I USE MY PERSONAL COMPUTER TO EFILE?

Yes. You can use your personal computer to submit filings through an EFSP. You will be using the internet to select the EFSP and submit your documents for filing. You will upload the document as an attachment. For instructions, refer to your EFSP's website.

8. DO I HAVE TO USE AN EFSP?

Yes. The Judicial Council has mandated that all courts accepting electronically filed documents use independent EFSPs. Pursuant to Code of Civil Procedure Section 1010.6(e), the court may not accept electronic filings directly. You can find a list of approved service providers on the court's public website at: <http://www.lacourt.org/division/efiling/providers.aspx>.

9. WHICH EFSP CAN I USE?

You may use any EFSP that is listed on the Court's website. You may view the complete EFSP list at: <http://www.lacourt.org/division/efiling/providers.aspx>.

10. CAN I CHANGE MY EFSP AFTER I HAVE CHOSEN AND REGISTERED WITH ONE?

Yes. You may choose any EFSP. You may change to a different service provide at any time. Selecting and using an EFSP is similar to using an "attorney service" for filings, except the types of filings are processed electronically.

11. WHY DO I HAVE TO REGISTER AS AN ELECTRONIC FILER?

Registration as an electronic filer is required to establish an account for your electronically filed documents. Your account will allow you to check the status of your electronically filed documents and will provide a path for the court to return your documents to you.

12. IS THERE A COST TO EFILE?

Yes. The Court and the EFSP will charge for efileing and all fees are collected by the EFSP when the filing is submitted. Fees charged by the court, or an electronic filing service provider shall be consistent with the fee provisions of Code of Civil Procedure section 1010.6. [California Rules of Court (CRC), rule 2.253(b)(5)]

13. ARE EFILING FEES RECOVERABLE?

Efiling fees may be recoverable pursuant to Code of Civil Procedure Section 1033.5.

14. WHAT FORMS OF PAYMENT ARE ACCEPTED?

Please check with the EFSP of your choosing for specific information regarding payment types. Credit cards and electronic checks are accepted.

15. DO COURT-APPOINTED ATTORNEYS HAVE TO EFILE AND PAY THE FEES FOR EFILING?

Absent a fee waiver, fees are required for all filings, including filings from court-appointed attorneys.

16. WHAT ARE THE FILING HOURS FOR EFILING?

You may submit your filings electronically 24 hours a day. Any efilings received by the Court before midnight will be deemed received or filed on the same business day if accepted. Any efilings submitted after midnight will be deemed received or filed as of the next business day if accepted.

17. ARE DOCUMENTS AVAILABLE TO THE PUBLIC UPON SUBMISSION OR UPON PROCESSING?

Filing parties may view submitted documents immediately through the EFSP's portal. A document is not considered filed until it is accepted by the court.

18. WHAT IS AN "ELECTRONIC ENVELOPE"?

An electronic envelope is a transaction through the EFSP for submission of documents to the court for filing or processing, which may contain one or more PDF documents.

19. WHAT IS A "BOOKMARK" ON A DOCUMENT?

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.

20. WHERE IS THE "FILED" STAMP NOW?

The Court is currently utilizing a filing ribbon stamp which will appear on the top middle of the first page of the document when returned to the efiler through the EFSP.

21. WHAT IF THERE IS NO DOCUMENT NAME THAT MATCHES MY DOCUMENT?

If the document you are filing is not specified in the list of document names and does not require a judicial officer signature, you must use the name of the document that most closely describes your filing.

22. WHAT DOCUMENT NAME DO I SELECT IF I'M FILING A DOCUMENT THAT REQUIRES A JUDICIAL OFFICER'S SIGNATURE?

*If you are filing a document that requires a judicial officer's signature, select **Proposed Order** as the document type. Indicate the title of the document in the 'Filing Description' section; i.e., Adoption Order ADOPT-215. Documents that require a judicial officer's signature will be marked with a 'Received' ribbon.*

23. HOW WILL I RECEIVE A COPY OF MY PROPOSED ORDER?

Once the order is signed, it will be file stamped and returned to the submitting party. The final order will be posted to the attorney portal under the name of the document.

24. WHAT IS THE PROCESS WHEN AN EFILED DOCUMENT EXCEEDS THE FILE SIZE LIMIT?

If the document exceeds the size limit, it will be sent back to the efiler with the error message, “File size too large – please reduce and resubmit.” If your document or transaction exceeds the limits, your EFSP can assist in optimizing your files and/or utilizing its File Transfer Protocol (FTP) for extremely large documents.

25. CAN MY DOCUMENT BE ELECTRONICALLY SIGNED OR IS A WRITTEN SIGNATURE NEEDED?

Yes. Documents can be electronically signed. In addition, 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 the document. (CRC 2.257, CCP 1010.6)

26. HOW CAN I SAVE MY DOCUMENT AS A TEXT SEARCHABLE PDF TO COMPLY WITH EFILING REQUIREMENTS?

The document must be saved as a searchable PDF document through Adobe before being efiled.

27. HOW WILL I KNOW THAT MY DOCUMENT HAS BEEN EFILED?

You will receive notification via email.

28. HOW WILL I KNOW IF MY DOCUMENT HAS BEEN ACCEPTED OR REJECTED?

You will receive notification via email.

29. WHAT ARE COMMON REASONS FOR REJECTION?

Common reasons that your filing would be rejected by the court are as follows:

- *Missing Required Information*
- *Information entered does not match information on the document*
- *Document is defective*
- *Duplicate submission*

30. ONCE I EFILE A DOCUMENT, WHAT IS THE TIME FOR PROCESSING?

Turnaround time will depend on the type of document filed. The Court attempts to confirm the filing or receipt of documents within two business days. Proposed orders and other documents requiring review and/or further action by the Court may take longer than two days to process.

31. WHO CAN I SPEAK WITH IF I HAVE QUESTIONS ABOUT A FILING?

Each EFSP offers a different type of efilng support. When you select your EFSP, review the level of filing support available. If the question cannot be resolved with the EFSP, you may contact the court by calling Edmund D. Edelman Children’s Court at (323) 307-8000 and selecting the Adoption Unit from the prompts.

32. ARE MY ELECTRONICALLY FILED DOCUMENTS PRINTED FOR THE COURT FILE?

No. Documents that are electronically filed and accepted by the court are automatically uploaded to the court's case management system. This allows the court staff and judicial officers to electronically view the case documents without printing the documents or maintaining a physical file.

33. HOW AND WHEN WILL I OBTAIN THE CASE NUMBER FOR A NEW EFILED ADOPTION CASE?

When the required documents are accepted by the court, the system will automatically generate a case number. You will receive notification via email.

34. HOW CAN I OBTAIN STATUS OF THE ADOPTION CASE?

If you are the attorney filing for the petitioner, you can obtain status of the adoption case by accessing the Attorney Portal. If you are self-represented, you may contact the court by calling Edmund D. Edelman Children's Court at (323) 307-8000 and selecting the Adoption Unit from the prompts.

35. IF A HEARING IS REQUIRED, WILL I BE NOTIFIED AFTER THE DOCUMENTS HAVE BEEN EFILED?

Yes, if the documents were accepted by the court, the clerk will mail notice or provide electronic notice of the hearing.

36. CAN I UPLOAD ALL DOCUMENTS TOGETHER IN ONE PDF OR MUST THEY BE SEPARATED?

Documents should be filed separately. Any document that needs its own filed stamp should be filed separately, with a lead document that gets its own separate event code. Multiple documents can be filed in one envelope but each document to be filed needs its own event code. All documents in an envelope must be for the same case number.

37. WHAT IS A "LEAD DOCUMENT"?

*If multiple documents are filed in one transaction the **Lead Document** is the one that is most important. For example, Adoption Request ADOPT-200. It is important to properly identify the lead document as this will affect the priority and timing for processing by the Court and ensures that the document is directed to the appropriate court personnel.*

38. ARE ALL EFILED DOCUMENTS CONFIDENTIAL?

Yes, all documents efiled in adoption cases are confidential.

39. CAN I EFILE FOR LIMITED SCOPE REPRESENTATION AND GAIN ACCESS TO THE CASE IN THE ATTORNEY PORTAL?

Yes, attorneys providing limited scope representation may efile the appropriate form to gain access to the case in the Attorney Portal until a notice of completion is filed.

40. WHERE DO I FIND MY TRANSACTION NUMBER?

The transaction or envelope number is noted on your confirmation of filing.

41. HOW WILL I KNOW TO WHICH DEPARTMENT MY CASE IS ASSIGNED?

Upon case initiation, litigants or attorneys will receive a notice of case assignment by mail or via email.

42. HOW DO I CREATE AN ACCOUNT FOR LASC ATTORNEY PORTAL?

Go to the [Attorney Portal log in](#) page and click on [Sign up now](#).