

**Superior Court of California, County of Los Angeles**  
**Juvenile Dependency eFiling Frequently Asked Questions**

**1. IS THERE A GENERAL ORDER THAT GOVERNS EFILING FOR JUVENILE DEPENDENCY?**

*Yes. The operative First Amended General Order re Mandatory Electronic Filing for Juvenile Dependency (Non-Adoptions) is posted on the Court's website at <http://www.lacourt.org/division/efiling/pdf/GeneralOrderMandatoryDependencyEfiling.pdf>.*

**2. HOW DOES E-FILING 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 (c)(2) of the operative [First Amended General Order Re Mandatory Electronic Filing for Juvenile Dependency \(Non-Adoptions\)](#).*

**3. I AM A SELF-REPRESENTED LITIGANT. DO I HAVE TO EFILE?**

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

**4. IS EFILING MANDATORY?**

*Yes. Litigants and/or agencies 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](#).*

**5. ARE ANY DOCUMENTS EXEMPT FROM E-FILING?**

*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; and*
- *Trial and evidentiary hearing exhibits.*

**6. HOW DO I SUBMIT EXEMPT DOCUMENTS?**

*Documents that are exempt from eFiling can be submitted for filing in the Clerk's Office between the office hours of 8:30 a.m. and 4:30 p.m. or by U.S. mail. (visit [www.lacourt.org](http://www.lacourt.org) for courthouse addresses).*

**7. IS FAX FILING AVAILABLE?**

*No. Juvenile Dependency and Adoptions do not accept fax filings.*

**8. CAN I EFILE ON AN ADOPTION MATTER?**

*Yes. E filing is mandatory for Adoption and Juvenile Dependency matters.*

**9. CAN I USE MY PERSONAL COMPUTER TO E-FILE?**

*Yes. The documents are submitted 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.*

**10. DO I HAVE TO USE AN EFSP?**

*Yes. The Court does not accept electronic filings directly.*

**11. WHICH EFSP CAN I USE?**

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

**12. 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.*

**13. IS THERE A COST TO E-FILE?**

*Yes. The Court and the EFSP will charge for e-filing 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)]*

**14. WHAT FORMS OF PAYMENTS ARE ACCEPTED?**

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

**15. WHAT ARE THE FILING HOURS FOR EFILING?**

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

**16. WHAT IS AN "ELECTRONIC ENVELOPE"?**

*A transaction through the EFSP for submission of documents to the court for filing or processing, which may contain one or more PDF documents for the same case number.*

**17. 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.*

**18. WHERE IS THE "FILED" STAMP NOW?**

*The Court is utilizing a filing stamp that appears on the top of the first page of the document returned to the filer through the EFSP.*

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

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

**20. WHAT IS A "LEAD DOCUMENT"?**

*If multiple documents are filed in one transaction, the lead document is the one that is most important. It is important to properly identify the lead document as this will affect the priority and timing for processing by the Court and will ensure that the document is directed to the appropriate location for court personnel to process. Each document may be included in the same transaction envelope and must be submitted as a separate searchable PDF document. For example, a Request for Juvenile Restraining Order may be filed with a Notification of Mailing Address – JV140 on the same case. The Request for Restraining Order will be the lead document.*

**21. 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 filer with an 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.*

**22. 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 a signature is not required under penalty of perjury, the document is deemed signed by the party upon electronic filing of the document. (CRC 2.257, CCP 1010.6)*

**23. WHAT DO I DO IF THE DOCUMENT I'M EFILING DOES NOT COMPLY WITH [CRC 2.111](#)?**

*Include Document Case Coversheet [[DEP 070](#)] atop the document being filed, and file both under the document name.*

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

*You will receive notification via email.*

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

*You will receive notification via email.*

**26. WHAT DO I DO IF MY DOCUMENT IS REJECTED?**

*Any rejected document by the Court will include the reason for the return of the document. If your document is rejected, correct the deficiency, and resubmit the document via efileing.*

**27. WHAT HAPPENS IF I SELECT THE WRONG COURT LOCATION?**

*Your electronically filed document will be rejected and electronically returned to you through the EFSP for correction and resubmission with the proper filing location indicated.*

**28. WHAT ARE COMMON REASONS FOR REJECTION?**

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

- *Case number does not match the case information*
- *Case number provided is for an inactive case*
- *Document is defective*
- *Duplicate submission*
- *Incorrect District/Court location*
- *Multiple documents filed as one document instead of separate PDF documents*

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

*The proposed order stamped "Received," will be electronically transmitted back to the submitting party through the EFSP. Once the order is signed, it will be returned to the submitting party electronically if the filer has created an account for LASC Efiling service notification. The signed order will also be posted to the attorney portal and public terminals for viewing. ([LASC Efiling Service Notification](#))*

**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. HOW CAN I RECEIVE A CERTIFIED COPY OF WHAT I EFILED?**

*You may send in a request via U.S. Mail or make an appointment to pick it up in person by calling (323) 307-8000 for Edmund D. Edelman Children's Court, (661) 483-5924 for McCourtney Juvenile Justice Center, (909) 802-1100 for Pomona Courthouse South, or (310) 605-4065 for Compton Courthouse. If submitting by mail, include a pre-paid method of return, such as a self-addressed stamped envelope, as well as a copy of your valid driver's license or state identification. (WIC 827)*

**32. WHO CAN I SPEAK WITH IF I HAVE A QUESTION ABOUT A FILING?**

*The first point of contact for any questions should be the EFSP. If the question cannot be resolved with the EFSP, you may contact the appropriate courthouse by calling (323) 307-8000 for Edmund D. Edelman Children’s Court, (661) 483-5924 for McCourtney Juvenile Justice Center, (909) 802-1100 for Pomona Courthouse South, or (310) 605-4065 for Compton Courthouse.*

**33. HOW DO I CREATE AN ACCOUNT FOR LASC E-FILING SERVICE NOTIFICATION?**

A. On the Sign in page, click **Sign up now**.

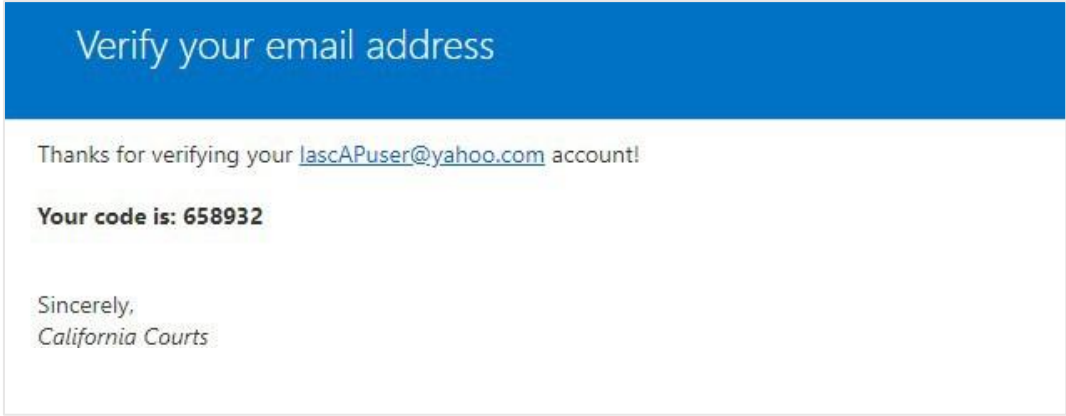


B. On the Sign-up page, enter your email address. Remember, this email address will be used to login at the Sign In page after successfully signing up.

C. Click the **Send verification code** button.



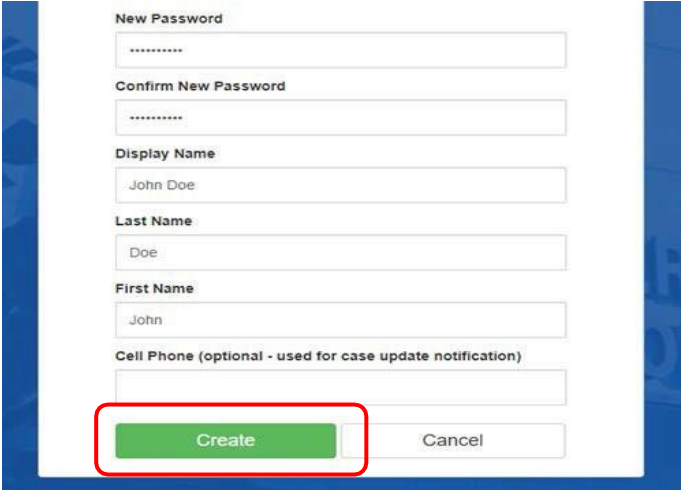
D. To get the code, check the inbox of the email address provided. The email message will have a 6-digit code.



- E. Go back to the California Courts Portal Sign-up page, enter the unique 6-digit code received, and click **Verify code** button.



- F. After verification is complete, on the same Sign-up page, enter your California Courts Portal password and other required information.
  - **Password must be** 8-16 characters, containing 3 out of 4 of the following: Lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols: @ # % ^ & \* = [ ] { } | \ . ( - \_ + ) , / ' \ ` ? ~ " ; : '



- G. Click the **Create** button to register your new account.
- H. Enter your email address and password, and click **Sign in**.



SUPERIOR COURT OF CALIFORNIA  
COUNTY OF LOS ANGELES

Sign in with your existing account

Email Address

lascAPuser@yahoo.com

Password

[Forgot your password?](#)

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Sign in