

Superior Court of CA, County of Los Angeles

Efiling Quick Reference Guide for Mental Health Hospital Facilities

In order to schedule a facility-based hearing, a Request for Hearing Form (MH054) must be included along with the Notice of Certification form or Riese Petition or Roger S Preliminary Report. Failure to include the Request for Hearing Form and the related Notice of Certification or Riese Petition or Roger S Preliminary Report will result in rejection of the Efiling Transaction.

A. FILE A NEW CASE:

To avoid creating duplicate cases use the “File Into New Case” option only when this is the patient’s first request for a hearing. For subsequent requests, skip to “File into Existing Case” instructions below.

Step 1: At the Dashboard, click on Start Filing. At Start Filing, click on FILE A NEW CASE.

Step 2: Enter the Case Information

- a. Location: select “Los Angeles County – Mental Health Facility Based Hearings”.
- b. Case Category: select Probate.
- c. Case Type: make sure the correct case type is selected.

Step 3. Enter Parties’ information:

a. **Patient:**

- i. Enter the Patient’s Name. If the name is unknown, please use your facility’s reference name, for example “Jane ”+ last 6 digits of the medical records + “Doe”.
- ii. Skip other party information fields. Do not enter CMS ID, Address etc.
- iii. Click on “Facility” to enter the name of your facility.

b. **Facility:**

- i. To enter the name of your facility, check the box “Entity” before entering the name.
- ii. The Facility name must be entered before proceeding to the next step.

Step 4. Filings:

a. **Request for Hearing:**

- i. Select Request for Hearing filing code from the drop-down menu.
- ii. Upload your completed MH054 pdf form as the Lead Document.
- iii. Do not upload other documents.
- iv. Click on “ADD FILING” to add the Notice of Certification or Riese Petition or Roger S Preliminary Report.

b. **Notice:**

- i. Select the correct Notice description:
 - Notice of Certification WIC 5150 (Case Initiation)
 - Notice of Certification WIC 5250 (Case Initiation)
 - Notice of Certification WIC 5270 (Case Initiation)

- Riese Petition WIC 5332 (Case Initiation)
 - Roger S. Preliminary Report
- ii. Upload the pdf of the Notice.
 - iii. Do not upload any other documents.

Step 5. SERVICE: no action is needed in this section unless you want a copy of the filed documents to be delivered to a specific email.

Step 6. FEES:

- a. Payment Account: select “Government Exemption” (if this option is not available, then select “Fee Waiver” to bypass filing fees.

Note: Contact your EFSP if you encounter issues with waiver of fees or if you need to have your exemption or waiver account set up with your EFSP.

- b. Party Responsible for Fees: Select your facility as the Party Responsible for Fees.
- c. Click on “SUMMARY”.

Step 7. Submit your filing.

After the filing is submitted successfully, you will be provided with an envelope number, E.g., #11834761. Please keep the number as it is the track and trace number for the filing.

B. FILE IN THE EXISTING CASE:

Step 1. At the Dashboard, click on Start Filing. At Start Filing, click on FILE INTO EXISTING CASE.

Step 2. You will need the Court Location and the Case Number to find the case and file into it.

- a. Court Location: select “Los Angeles County – Mental Health Facility Based Hearings”.
- b. Search the case by the case number or the party’s name.
- c. Click on “Search”.
- d. Once you find the case in the search result, file into the case.

Step 3. Filings

- a. **Request for Hearing**
 - i. Select Request for Hearing from the drop-down menu.
 - ii. Upload your completed MH054 pdf form as the Lead Document.
 - iii. Do not upload other documents.
 - iv. Then click on “ADD FILING” to add the Notice of Certification.
- b. **Notice**
 - i. Select the correct Notice description:
 - Notice of Certification WIC 5150 (W/In Existing Case)
 - Riese Petition WIC 5332 (W/In Existing Case)
 - Notice of Certification WIC 5250 (W/In Existing Case)
 - Notice of Certification WIC 5270 (W/In Existing Case)
 - Notice of Certification WIC 5260 - Additional 14 Days & Affidavit
 - ii. Do not upload other documents.

Step 4. SERVICE: no action is needed in this section unless you want a copy of the filed documents to be delivered to a specific email.

Step 5. FEES:

- a. Payment Account: select "Government Exemption" (if this option is not available, then select "Fee Waiver" to bypass filing fees.

Note: Contact your EFSP if you encounter issues with waiver of fees or if you need to have your exemption or waiver account set up with your EFSP.

- b. Party Responsible for Fees: Select your facility as the Party Responsible for Fees.
- c. Click on "SUMMARY".

Step 6. Submit your filing.

After the filing is submitted successfully, you will be provided with an envelope number, E.g., #11834761. Please keep the number as it is the track and trace number for the filing.