

FILED
Superior Court of California
County of Los Angeles

OCT 09 2023

David W. Slayton, Executive Officer/Clerk of Court

By: R. Mina, Deputy

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

IN RE LOS ANGELES SUPERIOR COURT —
MANDATORY ELECTRONIC FILING FOR
COMMUNITY ASSISTANCE, RECOVERY, and
EMPOWERMENT ACT PROCEEDINGS

GENERAL ORDER

EFFECTIVE DECEMBER 1, 2023

IT IS SO ORDERED that Effective December 1, 2023, the Superior Court of California, County of Los Angeles, will mandate electronic filing of all documents filed in Community Assistance, Recovery, and Empowerment (CARE) Act cases by litigants represented by attorneys. (California Rules of Court, rule 2.253(b).) All electronically filed documents in CARE Act cases are subject to the following:

1) DEFINITIONS

- a) **“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.
- b) **“Efiling Portal”** The official court website includes a webpage, referred to as the efiling portal, that gives litigants access to the approved Electronic Filing Service Providers.
- c) **“Electronic Envelope”** A transaction through the electronic service provider for submission of documents to the Court for processing, which may contain one or more PDF documents attached.
- d) **“Electronic Filing”** Electronic Filing (eFiling) is the electronic transmission to a court of a document in electronic form. (California Rules of Court, rule 2.250(b)(7).)
- e) **“Electronic Filing Service Provider”** An Electronic Filing Service Provider (EFSP) is a person or entity that receives an electronic filing from a party for retransmission to the Court.

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

- 3 f) **“Electronic Signature”** For purposes of these local rules and in conformity with Code of Civil
4 Procedure section 17, subdivision (b)(3), section 34, and section 1010.6, subdivision (b)(2),
5 Government Code section 68150, subdivision (g), and California Rules of Court, rule 2.257,
6 the term “Electronic Signature” is generally defined as an electronic sound, symbol, or process
7 attached to or logically associated with an electronic record and executed or adopted by a
8 person with the intent to sign the electronic record.
- 9 g) **“Hyperlink”** An electronic link providing direct access from one distinctively marked place in
10 a hypertext or hypermedia document to another in the same or different document.
- 11 h) **“Portable Document Format”** A digital document format that preserves all fonts, formatting,
12 colors, and graphics of the original source document, regardless of the application platform
13 used.

14 2) MANDATORY ELECTRONIC FILING

15 a) Trial Court Records

16 Pursuant to Government Code section 68150, trial court records may be created, maintained,
17 and preserved in electronic format. Any document that the Court receives electronically must
18 be clerically processed and must satisfy all legal filing requirements in order to be filed as an
19 official court record (California Rules of Court, rules 2.100, et seq. and 2.253(b)(6)).

20 b) Represented Litigants

21 Pursuant to California Rules of Court, rule 2.253(b), represented litigants are required to
22 electronically file documents with the Court through an approved EFSP.

23 c) Public Notice

24 The Court will issue a Public Notice with effective dates the Court requires parties to
25 electronically file documents through one or more approved EFSPs. Public Notices containing
26 effective dates and the list of EFSPs are available on the Court’s website at www.lacourt.org.

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1 3) EXEMPT LITIGANTS

- 2 a) Pursuant to California Rules of Court, rule 2.253(b)(2), self-represented litigants are exempt
3 from mandatory electronic filing requirements.
- 4 b) Pursuant to Code of Civil Procedure section 1010.6, subdivision (g)(3) and California Rules of
5 Court, rule 2.253(b)(4), any party may make application to the Court requesting to be excused
6 from filing documents electronically and be permitted to file documents by conventional
7 means if the party shows undue hardship or significant prejudice.

8 4) EXEMPT FILINGS

- 9 a) The following documents shall not be filed electronically:
- 10 i) Peremptory Challenges or Challenges for Cause of a Judicial Officer pursuant to Code of
11 Civil Procedure sections 170.6 or 170.3;
- 12 ii) Trial and Evidentiary Hearing Exhibits (i.e., hospital information, medical records and/or
13 doctor reports, etc.);
- 14 iii) Documents submitted conditionally under seal. The actual motion or application shall be
15 electronically filed. A courtesy copy of the electronically filed motion or application to
16 submit documents conditionally under seal must be provided with the documents submitted
17 conditionally under seal.
- 18 b) Lodgments
- 19 Lodged documents attached to a Notice of Lodgment shall be lodged and/or served
20 conventionally in paper form. The actual document entitled “Notice of Lodgment” shall be
21 filed electronically.

22 5) ELECTRONIC FILING SYSTEM WORKING PROCEDURES

- 23 a) EFSPs must obtain and manage registration information for persons and entities electronically
24 filing with the Court. Conformed copies of efiled documents will be returned via the EFSP
25 portal.
- 26 b) Litigant and attorney-generated documents will be conformed and the filed copy will be
27 returned to the submitting party. The submitting party shall thereafter serve all other persons
28 entitled to notice.

1 c) Court-generated documents will be served via the email address registered with the EFSP. The
2 resource account that the Court will use from which to send court-generated documents and
3 notices is:

4 Norwalk Courthouse: NOR-CRNotification@lacourt.org.

5 6) TECHNICAL REQUIREMENTS

6 a) Electronic documents must be electronically filed in PDF, text searchable format when
7 technologically feasible without impairment of the document's image.

8 b) The table of contents for any filing must be bookmarked.

9 c) Electronic documents, including but not limited to, declarations, proofs of service, and
10 exhibits, must be bookmarked within the document pursuant to California Rules of Court, rule
11 3.1110(f)(4). Electronic bookmarks must include links to the first page of each bookmarked
12 item (e.g., exhibits, declarations, deposition excerpts) and with bookmark titles that identify the
13 bookmarked item and briefly describe the item.

14 d) Attachments to primary documents must be bookmarked.

15 i) Exhibits (including exhibits to requests for orders and declarations);

16 ii) Transcripts (including excerpts within transcripts);

17 iii) Points and Authorities;

18 iv) Citations; and

19 v) Supporting Briefs.

20 e) Use of hyperlinks within documents (including attachments and exhibits) is strongly
21 encouraged.

22 f) Accompanying Documents

23 Each document accompanying a single pleading must be electronically filed as a **separate**
24 digital PDF document.

25 g) Multiple Documents

26 Multiple documents relating to one case can be uploaded in one envelope transaction.
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1 h) Sealed Documents

2 If and when a judicial officer orders documents to be filed under seal, those documents must be
3 filed electronically (unless exempted under paragraph 4); it is the submitting party's
4 responsibility to accurately designate the documents as sealed at the time of electronic
5 submission.

6 i) Redaction

7 Pursuant to California Rules of Court, rule 1.201, it is the submitting party's responsibility to
8 redact confidential information (such as using initials for names of minors, using the last four
9 digits of a social security number, and using the year for date of birth) so that the information
10 shall not be publicly displayed.

11 7) ELECTRONIC FILING SCHEDULE

12 a) Filed Date

13 i) Any document received electronically by the Court between 12:00 am and 11:59:59 pm
14 shall be deemed to have been effectively filed on that court day if accepted for filing. Any
15 document received electronically on a non-court day is deemed to have been effectively
16 filed on the next court day if accepted. (California Rules of Court, rule 2.253(b)(6); Code
17 Civ. Proc. § 1010.6(e)(3).)

18 ii) Notwithstanding any other provision of this order, if a digital document is not filed in due
19 course because of: (1) an interruption in service; (2) a transmission error that is not the fault
20 of the transmitter; or (3) a processing failure that occurs after receipt, the Court may order,
21 either on its own motion or by noticed motion submitted with a declaration for Court
22 consideration, that the document be deemed filed and/or that the document's filing date
23 conform to the attempted transmission date.

24 8) EX PARTE APPLICATIONS

25 Ex parte applications and all documents in support or opposition thereof must be electronically
26 filed.

27 9) SIGNATURES ON ELECTRONIC FILING

28 Signatures on electronic filings must comply with California Rule of Court, rule 2.257.

This General Order is effective immediately and is to remain in effect until otherwise ordered by the Probate and Mental Health Supervising Judge and/or Presiding Judge.

DATED: October 9, 2023



Samantha P. Jessner

SAMANTHA P. JESSNER
Presiding Judge

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