



# LASC EFILING

Los Angeles Superior Court and the Department of Consumer and Business Affairs  
Small Claims Efiling Webinar  
November 9, 2022

# SMALL CLAIMS EFILING COMING NOVEMBER 14, 2022



## Efiling is now available at LASC.

Efiling enables attorneys to automatically file documents with LASC in real-time from anywhere - 24/7. Efiling reduces the cost and manpower needed to print, copy, store, deliver, and file documents, resulting in increased efficiencies and productivity, and allowing attorneys more time to focus on other critical tasks.



# NOTICE TO THE PUBLIC

- A Notice to the Public has been posted on the Court's Website

Superior Court of California,  
County of Los Angeles  
Media Relations  
111 N. Hill St., Room 107,  
Los Angeles, CA 90012

## PUBLIC NOTICE

[www.lacourt.org](http://www.lacourt.org) | [publicinfo@lacourt.org](mailto:publicinfo@lacourt.org) | [@LASuperiorCourt](https://twitter.com/LASuperiorCourt)




**Media Relations**  
[publicinfo@lacourt.org](mailto:publicinfo@lacourt.org)

FOR IMMEDIATE RELEASE:



Courtroom Telephone Directory


Jury Service

 **LACourtConnect**  
A new way to appear remotely.

Traffic Tickets

Find a Case

Find a Courthouse

 **e filing**

**File @ Home**

Hearing Reminder Service

Internet Access Options for Court Users

Self Help Resources

Families & Children


Adoption


Child Custody and Visitation

Child Support

Establish Paternity

Guardianship of Children

 **LA COURT**



Want to get a reminder about a court hearing? Sign up here!


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[ABOUT THE COURT](#)


[COMMUNITY OUTREACH](#)

[THE GOOD WE DO](#)

[JUDICIAL MENTOR PROGRAM](#)

 **Submit Court Forms with File At Home**  
Avoid waiting in line. Fill out your court forms online using LASC's user-friendly form completion program..

 **File Your Case Online**  
File your case electronically by following simple steps.

 **Order Your Divorce Judgment Documents**

for Persons with Disabilities

Language Access Services

EMAIL SCAM RELATED TO JURY SERVICE

INTERESTED IN WORKING FOR THE COURT?  
View current openings here.

Attorneys & Litigants

General Use

Case

Locate Your Filing Courthouse

Locate the courthouse where your case belongs.

Remote Appearances

Select courtrooms allow court appearances by phone and video, click above for more information.

Court Date Calculator

Calculate the number of court days before or after a given date. California court holidays are taken into consideration.

Interpreter Information

Filing Fees

Announcements & Notices

Notices to Attorneys

Public Notices

[News and Media](#)

LASC NEWS CENTER

Public Notices

To subscribe to LASC's public notices, email [publicinfo@lacourt.org](mailto:publicinfo@lacourt.org).

Title	Published
CIVIL DIVISION TO IMPLEMENT ELECTRONIC FILING IN SMALL CLAIMS CASES BEGINNING NOVEMBER 14	11/07/2022
ELECTION DAY NOTICE: TUESDAY, NOVEMBER 8, 2022	11/03/2022
PRESIDING JUDGE ERIC C. TAYLOR ANNOUNCES REOPENING OF CHILD WAITING ROOMS TO SERVE PARENTS AND THEIR CHILDREN IN THREE LOS ANGELES COUNTY COURTHOUSES	10/20/2022
COMPTON COURTHOUSE TO CLOSE FOR REMAINDER OF THE DAY DUE TO POWER ISSUES	09/19/2022
FAMILY LAW DIVISION ANNOUNCES COURTROOM CHANGES AT STANLEY MOSK AND SANTA MONICA COURTHOUSES	06/10/2022
TUESDAY, JUNE 7, 2022 PRIMARY ELECTION DAY NOTICE	06/03/2022
FAMILY LAW DIVISION ANNOUNCES COURTROOM CHANGES AT GOVERNOR GEORGE DEUKMEJIAN AND COMPTON COURTHOUSES	05/09/2022
ELECTRONIC FILING IN FAMILY LAW EXPANDING, ACCEPTING MORE DOCUMENT TYPES FOR EFILING	04/18/2022
FAMILY LAW DIVISION ANNOUNCES COURTROOM CHANGES TO AB 1058 PROGRAM AT THE STANLEY MOSK COURTHOUSE	04/13/2022

FOR IMMEDIATE RELEASE:  
November 7, 2022

## CIVIL DIVISION TO IMPLEMENT ELECTRONIC FILING IN SMALL CLAIMS CASES BEGINNING NOVEMBER 14

***Attend a virtual information session on November 9 to learn more.***

Any self-represented litigant (SRL) with a small claims case has the option to electronically file (efile) case-related documents beginning November 14.

### **THINGS TO KNOW:**

- A [virtual information session](#) for SRLs and attorneys will be held at **12:15 p.m. on November 9** and will provide more detailed information about efilings for small claims cases: [LINK TO SESSION](#)
- Efilings provide SRLs a convenient way to submit documents, 24-hours a day, without having to come to the courthouse.
- SRLs may continue to submit all documents in paper form for filing at the courthouse.
- Small claims efilings will be subject to the [First Amended General Order](#) for electronic filing in Civil.
- The [First Amended Standing Order Regarding Evidence Exchange](#) remains in full force and effect.
- **Attorneys** representing litigants in any post-judgment matters **will be required to efile beginning November 14.**
- Fax filing will no longer be available as of 12:01 a.m. November 14.
- Anyone needing assistance with efilings documents can contact the [Electronic Filing Service Providers \(EFSPs\)](#).
- Additional information on efilings can be found on the [Court's website](#).

- OPTIONAL FOR SELF-REPRESENTED LITIGANTS (CRC 2.53(b))



- MANDATORY FOR LITIGANTS REPRESENTED BY AN ATTORNEY on a post-judgment matter

- Litigants may submit claims in- person or via U.S. Mail



Small Claims eFiling

# IMPLEMENTATION SCHEDULE



<u>CASE TYPE</u>	<u>PERMISSIVE</u>	<u>MANDATORY</u>
LIMITED CIVIL	NOVEMBER 2018	DECEMBER 2018
UNLIMITED CIVIL	DECEMBER 2018	JANUARY 2019
COMPLEX CIVIL	N/A	SEPTEMBER 2021
SMALL CLAIMS	NOVEMBER 2022	



# ELECTRONIC FILING SERVICE PROVIDER (EFSP)



An e filing Service Provider (EFSP) is an intermediary that sits between the filer and the Court and provides value added services, training and support for e filing.





# WHY EFSPS?



- In order to mandate efilng for “civil” case types, CRC 2.253(b) requires:
  - *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 provider*

# PICKING AN EFSP



- Multiple vendors
- Efiling information will be available on the Court's website: [WWW.LACOURT.ORG](http://WWW.LACOURT.ORG)
- Registration requirements
- EFSPs will help you through the process



THE SUPERIOR COURT OF CALIFORNIA  
COUNTY OF LOS ANGELES

español 繁體中文 한국어 中文 日本語

Search

Home Online Services Forms, Filings & Files Self-Help Divisions Jury General Info

AccessLACourt YOUR WAY

IMPORTANT UPDATE ON COVID-19 COURTHOUSE PROTOCOL - Effective April 4, 2022  
Effective Monday, April 4, 2022, face masks are strongly recommended inside all Los Angeles County courthouses in alignment with Los Angeles County Department of Public Health guidance. (See 2022-GBH-005-00.)

Available Now: Unlawful Detainer (Eviction) Online Dispute Resolution and COVID-Related Eviction Resources

APPOINTMENTS STRONGLY ENCOURAGED FOR CLERKS OFFICE AND SELF-HELP SERVICES  
Visit the AccessLACourt | Your Way News Center for more information on remote courtroom appearances via LACourtConnect (more information here) and remote service options you can access without coming to court.

Read the Court's comprehensive report on self-help and remote self-service options available to self-represented litigants in the nation's largest trial court.

RECENT ANNOUNCEMENTS  
54 Trial Court CEOs Issue News Release: There is a Court Reporter Crisis in California (11/02/2022)

Courtroom Telephone Directory Jury Service LACourtConnect Traffic Tickets Find a Case Find a Courthouse **e filing**

LA COURT  
Want to get a reminder about a court hearing? Sign up here!

Access Information for Persons with Disabilities Language Access Services EMAIL SCAM RELATED TO JURY SERVICE INTERESTED IN WORKING FOR THE COURT? View current openings here. Attorneys & Litigants: General Use

- Civil e filing
- Complex Civil e filing
- Probate e filing
- Juvenile Dependency e filing
- Family Law e filing
- Adoptions e filing
- Small Claims e filing

## CIVIL EFILING

The civil division is implementing mandatory electronic filing (efiling) for attorneys and providing the option of e filing to self-represented litigants. Attorneys may elect to begin e filing as of the dates shown below.

The implementation schedule for civil e filing is as follows:

	VOLUNTARY	MANDATORY
LIMITED CIVIL	November 13, 2018	December 3, 2018
UNLIMITED CIVIL	December 3, 2018	January 2, 2019
COMPLEX CIVIL	N/A	September 20, 2021



View Electronic Filing Service Providers

efiling FAQ [05/16/2022]

Civil e filing Tips for Reducing Rejections [07/09/2019]

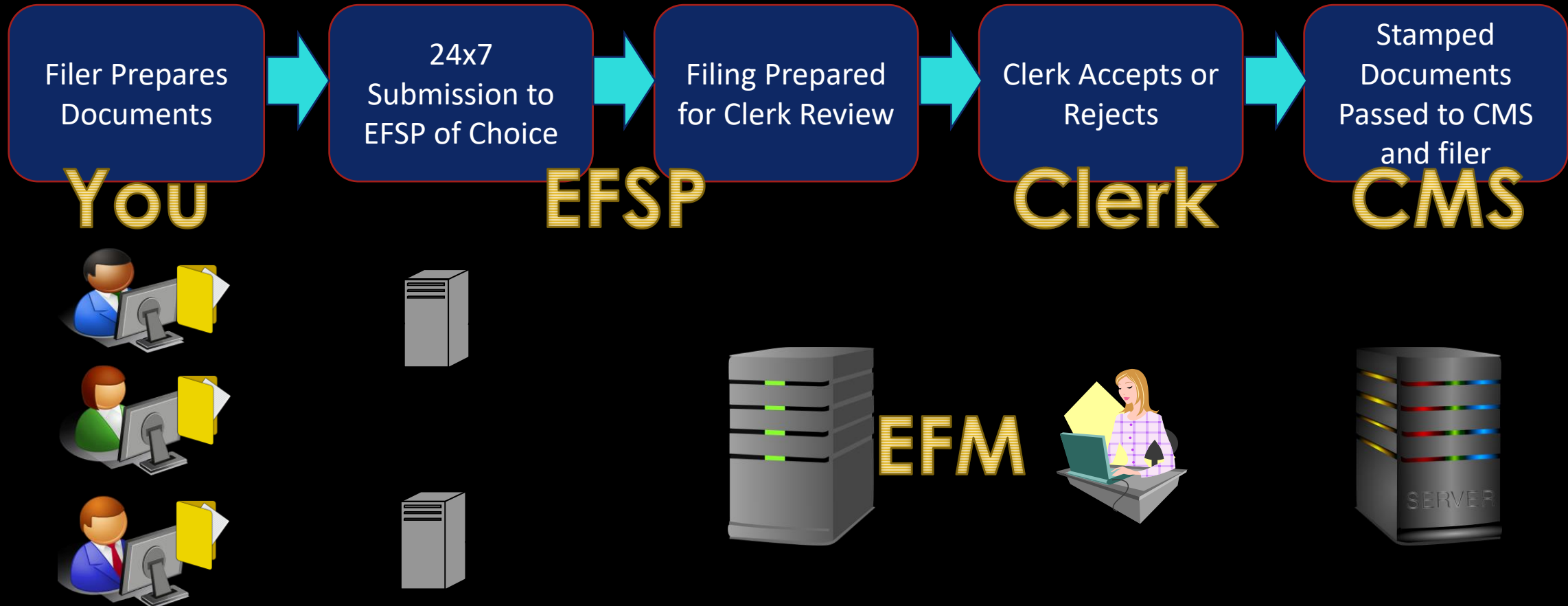
Civil e filing Information

First Amended General Order re Mandatory Electronic Filing for Civil [05/03/2019]





# EFILING OVERVIEW



# REJECTION REASONS



- *Incorrect court location selected*
- *Incorrect payment account option selected (i.e., fee waiver)*
- *Party's name entered in the Party Name field does not match document*
- *Incorrect party type or incorrect document name selected*
- *Party's address does not match the address on the claim*
- *Incorrect document type is selected*
- *Illegible document submitted*
- *Multiple filing documents are submitted as a single filing code*
- *Incorrect filing fee*




# THE EFSP PROCESS

- Register with EFSP and set up payment account
- Enter case information
- Enter party information
- Upload documents using appropriate filing codes
- Select service contacts (if e-service is offered)
- Verify location
- Verify all data entry






# THE COSTS



EFSP	MONEY HANDLING	EFM	COURT
\$ (Depends on EFSP)	\$TBD (echeck) + %TBD (all fees)	\$TBD (voluntary) + \$TBD (mandatory)	FILING FEES
Costs to facilitate filing.	Costs to handle money.	Costs to provide system.	Costs to the Court



**The EFSP sets/influences these costs (costs are waived when submitted with fee waiver application/order )**

# FEE WAIVERS

- A Request to Waive Court Fees (JCC form FW-001) may be submitted in lieu of requiring payment of the filing fee.
- Submit a completed Request with the document requiring a filing fee. No need to submit the Order on Court Fee Waiver (JCC form FW-003). Automatically generated and electronically returned.
- Submitted FW-003 Orders will be rejected.
- If granted, the EFSP fee, Court transaction fee and the document filing fee will be waived.
- Valid Fee Waiver will waive subsequent transaction and filing fees, if self-certify approved fee waiver is on file.

# OTHER TECH THINGS



- PDF: The official format for electronic court filings

**YOUR PDF MUST BE TEXT SEARCHABLE**

- 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 EFM 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**



# COURT ORDERS

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GEN-16-Small Claims Portal 3-PJ

**FILED**  
Superior Court of California  
County of Los Angeles  
APR 13 2016  
Sherri R. Carter, Executive Officer/Clerk  
By: Rosalinda Mine, Deputy

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


In re Small Claims Jurisdiction Cases )  
Calendared in the Los Angeles County )  
Superior Court )  
GENERAL ORDER re SMALL CLAIMS  
PROCEDURES: NOTICE of WEB  
PORTAL AVAILABILITY for  
INTERPRETER REQUESTS  
(Effective April 13, 2016)

TO EACH PARTY:

In order to expedite the availability of interpreters at hearings on small claims cases, IT IS  
HEREBY ORDERED that each Small Claims plaintiff shall, along with the *Plaintiff's Claim and  
Order to Go to Small Claims Court*, serve all named defendants with the *Notice of the Availability of  
Web Portal for Interpreter Requests*; this notice or flyer generally informs litigants that the Los  
Angeles County Superior Court provides interpreter services in small claims hearings at no cost to  
parties with limited English proficiency and that Spanish language interpreters are readily available in  
all courtrooms where Small Claims hearings are held. The notice or flyer will be provided to the  
claimant at the time the Small Claims action is filed, if filed at the clerk's office, and will also be  
posted on the Los Angeles County Superior Court internet website (<http://www.lacourt.org/>).  
Plaintiff(s) must then indicate service of the *Notice of Availability of Small Claims Web Portal for  
Interpreter Requests* on line 3(d) of the Proof of Service form (Form SC – 104) filed with the court.

Effective immediately, this General Order supersedes any previous order related to service of  
the *Notice of Availability of Web Portal for Interpreter Requests* and is to remain in effect until  
otherwise ordered by the Presiding Judge.

DATED: April 13, 2016

  
CAROLYN B. KUHLE  
PRESIDING JUDGE

GENERAL ORDER – SMALL CLAIMS PORTAL

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**FILED**  
Superior Court of California  
County of Los Angeles  
DEC 07 2020  
Sherri R. Carter, Executive Officer/Clerk  
By: Rosalinda Mine, Deputy

2020-SJ-019-00

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

IN RE MEET AND CONFER IN SMALL CLAIMS )  
CASES )  
STANDING ORDER

TO EACH PARTY AND TO THE ATTORNEY OF RECORD FOR EACH PARTY, IF ANY:

PLEASE TAKE NOTICE that pursuant to California Code of Civil Procedure §§ 128 and 187;  
California Rules of Court, rule 10.603; and the inherent powers of the Court (In re: Reno (2012) 65  
Cal.4th 428, 522), the Court HEREBY ORDERS AS FOLLOWS:

Each Plaintiff is ordered to register for Online Dispute Resolution (ODR) at  
<https://my.lacourt.org/odr/small-claims> within five calendar days of case filing.

Each Defendant is ordered to register for ODR at <https://my.lacourt.org/odr/small-claims> within  
five calendar days of receiving the Plaintiff's Claim and Order to Go to Small Claims Court.

Once all parties have registered for ODR, each party is ordered to participate in good faith  
settlement discussions through the ODR website. The settlement discussions must be completed at least  
two court days prior to the date set for trial. Settlement forms may be completed, signed, and filed  
through the ODR website.

///

STANDING ORDER FOR MEET AND CONFER IN SMALL CLAIMS CASES

# WHAT HAPPENS AFTER YOU SUBMIT YOUR CLAIM

- Court will send Notice of Confirmation upon receipt of documents electronically submitted for filing.
- Filed documents will display a Filed ribbon at the top of the document.
- Plaintiff's Claims will be returned with necessary documents for service.
- eFiler should contact their EFSP for status updates.

SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES Branch Name: Stanley Mosk Courthouse Mailing Address: City, State and Zip Code:	
SHORT TITLE: PETER PLAINTIFF vs DANIEL DEFENDANT <b>NOTICE OF CONFIRMATION OF ELECTRONIC FILING</b>	CASE NUMBER: 22STSC00535

The Electronic Filing described by the below summary data was reviewed and accepted by the Superior Court of California, County of LOS ANGELES. In order to process the filing, the fee shown was assessed.

#### Electronic Filing Summary Data

Electronically Submitted By: Journal Technologies Inc.  
Reference Number: EF-27b72dd9c004  
Submission Number: 22LA04511995  
Court Received Date: 11/07/2022  
Court Received Time: 7:51 am  
Case Number: 22STSC00535  
Case Title: PETER PLAINTIFF vs DANIEL DEFENDANT  
Location: Stanley Mosk Courthouse  
Case Type: Small Claims  
Case Category: Small Claims  
Jurisdictional Amount: Up to \$10,000  
Notice Generated Date: 11/07/2022  
Notice Generated Time: 7:56 am

#### Documents Electronically Filed/Received

#### Status

Plaintiff's Claim and Order to Go to Small Claims Court    Accepted

# FREQUENTLY ASKED QUESTIONS



Los Angeles Superior Court  
Limited Civil eFiling  
FAQ

meets your needs. Once you register with one EFSP you can use the same username and password for all EFSP's. You only have to register once and may use any EFSP thereafter.

10. Can I change electronic service provider (EFSP) after I have chosen and registered with one?  
*Yes, you may choose any electronic service provider. You may change to a different provider at any time. Selecting and using an EFSP is similar to using an "attorney service" for your filings, except the types of filings processed are electronic.*
11. Do I have to use an electronic filing service provider?  
*Yes, the court does not accept electronic filings directly. An electronic filing service provider (EFSP) must be used. You can find a list of approved service providers on the court's public website, [www.lacourt.org](http://www.lacourt.org)*
12. Is there a cost to efile?  
*Yes, there is a cost to efile. The fee for efilings and the payment service fee are not costs charged by the court. These fees are collected by the electronic filing service provider (EFSP).*
13. Are efilings convenience fees recoverable?  
*Refer to Code of Civil Procedure section 1033.5.*
14. What type of payments do you accept?  
*Please check with the electronic filing service provider (EFSP) of your choosing for specific information regarding payment types. Credit cards and electronic checks are accepted. The Court does not accept American Express credit card payments at this time.*
15. Do court appointed attorneys have to efile and pay the convenience fee for electronic filing?  
*Yes. Absent a fee waiver, fees are applicable for all filings, including filings from court appointed attorneys.*
16. Once I electronically file a document, what is the typical turnaround time for processing?  
*Turnaround time will depend on type of document filed; however, typically an electronically filed document will be processed by the court within 24 hours. Proposed orders, writs, abstracts, and other documents requiring further action by the court and may take longer than 24 hours to process.*
17. 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 document or maintaining a physical court file. The electronic record is the official court record pursuant to Government Code 68150(a).*
18. What are the filing hours for efilings?  
*You may submit your filings electronically 24 hours a day. Any filings received up to 11:59 p.m. will be deemed received or filed on the same business day; any filings submitted after midnight will be deemed received or filed the next business day.*
19. Are documents available to public upon submission, or upon processing?  
*A filing party may view documents submitted immediately through their electronic filing service provider's (EFSP) portal. All other parties will be able to view a document upon acceptance on public terminals located at any Los Angeles County courthouse. A document is not considered filed until it is accepted by the court.*

FAQs will be available  
on the efilings and Small  
Claims web page on the  
Court's website after  
implementation  
**WWW.LACOURT.ORG**





# DCBA/SMALL CLAIMS ADVISOR

Information about small claims procedures, sample forms, and step-by-step tutorial videos, visit our website:

[dcba.lacounty.gov/small-claims](http://dcba.lacounty.gov/small-claims)

Connect with an advisor by telephone:

Monday to Friday from 8:00 am to 4:30 pm  
(800) 593-8222

In Person by Appointment

Hall of Records

320 W. Temple St. Room G-10

Los Angeles, CA 90012

Make an appointment:

[dcba.lacounty.gov/our-locations](http://dcba.lacounty.gov/our-locations)



LOS ANGELES COUNTY  
**CONSUMER &  
BUSINESS AFFAIRS**

# QUESTIONS

