

Superior Court of California, County of Los Angeles

Small Claims Frequently Asked Questions

March 1, 2023

1. IS EFILING MANDATORY FOR SMALL CLAIMS LITIGANTS?

No. Any self-represented litigant (SRL) with a small claims case has the option to electronically file (efile) case-related documents beginning November 14, 2022. SRLs may continue to submit all documents in paper form for filing at the courthouse.

Attorneys representing litigants in any post-judgment matters will be required to efile.

2. IS THERE A GENERAL ORDER THAT GOVERNS EFILING FOR CIVIL AND DOES IT APPLY TO SMALL CLAIMS EFILING?

Yes. If a Small Claims litigant chooses to efile they will be subject to the operative General Order Re Mandatory Electronic Filing for Civil. The Court suggests that litigants read the order before reviewing the frequently asked questions (FAQ).

The operative General Order Re Mandatory Electronic Filing for Civil is posted on the Court's website at: <https://www.lacourt.org/division/efiling/pdf/GenOrdCivilEfilng.pdf>

3. WHAT ARE THE BENEFITS OF EFILING?

Efiling provides filers a convenient way to submit documents, 24-hours a day, without having to come to the courthouse.

4. IS FAX FILING STILL AVAILABLE?

Fax filing will no longer be available as of 12:01 a.m. November 14, 2022.

5. IS THERE A COST TO EFILE?

Yes. The Court and the EFSP will charge for efile, and all fees are collected by the EFSP when the filing is submitted. The Court's efile service fee is \$2.25 for each transaction submitted.

6. ARE THE EFILING COSTS RECOVERABLE?

Cost to efile documents may be recoverable pursuant to Code of Civil Procedure section 1033.5 if the litigant is required to efile or if the judicial officer orders the litigant to efile documents.

7. WHAT TYPES OF PAYMENTS ARE ACCEPTED?

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

8. CAN I EFILE A REQUEST TO WAIVE COURT FEES WITH A DOCUMENT THAT REQUIRES A FILING FEE?

Yes. The document and fee waiver application will be processed at the same time. These documents must be submitted in the same envelope. There is no need to submit the Judicial Council form FW-003 Order on Court Fee Waiver (Superior Court) with the request. A court generated order will be returned to the efiler via EFSP.

9. HOW DOES EFILING WORK?

Electronic filing of court documents occurs through an electronic filing service provider (EFSP). The user creates an account and the efilings system manages the flow of the documents to and from the Court. The filer will submit the documents and fees 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.

10. 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. You may check with your EFSP if you have questions about the timeliness of your submission.

11. WHAT IS AN "ELECTRONIC ENVELOPE"?

An Electronic Envelope is a transaction containing one or more PDF documents submitted through the EFSP to the court for filing or processing.

12. DO I HAVE TO USE AN ELECTRONIC FILING SERVICE PROVIDER (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: <https://www.lacourt.org/division/efiling/providers.aspx>

13. WHY DO I HAVE TO REGISTER AS A PARTY WITH AN EFSP?

Registration with an EFSP is required to establish an account for your electronically submitted documents. Your account will allow you to check the status of your documents and will provide a path for the Court to return your documents to you.

14. 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: <https://www.lacourt.org/division/efiling/providers.aspx>

15. 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 provider at any time. Selecting and using an EFSP is like using an "attorney service" for filings, except the filings are processed electronically.

16. WHAT IS A “FILING DOCUMENT NAME”?

A Filing Document Name (also known as Document Code) refers to the type of document submitted for filing (e.g., Proof of Service, Request to Postpone, Request for Court Order, etc.) and is displayed by the EFSP to its users to properly designate the document(s) upon submission. Using the correct Filing Document Name is extremely important as it determines the appropriate fee and court workflow. The Small Claims eFiling Document list is available on the Court’s website at:

<https://lascpubstorage.blob.core.windows.net/cpw/LIBOPSSmallClaims-17-SmallClaimsEfilngDocumentList.pdf>

17. ARE MY EFILED 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 court staff and judicial officers to electronically view the case documents without printing the documents or maintaining physical court files. The electronic record is the official court record pursuant to Government Code Section 68150(a).

18. WHAT IF THE DOCUMENT I WISH TO SUBMIT IS NOT ON THE SMALL CLAIMS EFILING DOCUMENT LIST?

Not every Small Claim document is eligible for electronic filing. Some documents are exempt pursuant to the General Order <https://lascpubstorage.blob.core.windows.net/cpw/LIBOPSCivil-36-1stAmendedGeneralOrderMandatoryEfilngCivil.pdf> governing electronic filings. Other documents may not be permitted due to processing requirements.

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

Turnaround time will depend on the type of document submitted. The Court attempts to confirm the filing or receipt of documents within two (2) business days. Requests, writs, abstracts, and other documents requiring review and/or further action by the Court may take longer than two (2) days to process. Documents submitted with appropriate fees and free of defects that do not require a signature from the Court will be filed as of the date the document was received.

20. WHAT DO I DO IF MY DOCUMENT IS REJECTED?

Any Notice of Rejection sent 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 eFiling. If the document is not timely filed because of the rejection or filing error, you will need to apply to the Court for relief or other corrective order if necessary.

SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES

Branch Name: Stanley Mosk Courthouse

Mailing Address: 111 North Hill Street

City, State and Zip Code: Los Angeles CA 90012

SHORT TITLE: [REDACTED]

CASE NUMBER: [REDACTED]

NOTICE OF COURT REJECTION OF ELECTRONIC FILING

The electronic filing described by the summary data below was reviewed and rejected by the Superior Court of California, County of LOS ANGELES.

E-Filing Summary Data

Electronically Submitted By: [REDACTED]

Transaction Number: 23LA00285 [REDACTED]

Court received Date: 02/27/2023

Court received Time: 9:53 am

Notice Generated Date: 02/27/2023

Notice Generated Time: 9:58 am

Documents Electronically Rejected

Amended Complaint

This electronic filing was rejected based on the following reason(s)

Reject Reason: Case number does not match the case information.

21. IS A DEMAND AMOUNT REQUIRED TO BE ENTERED?

Yes, filing fees for a Plaintiff's Claim and Order are determined by the amount of the claim. Filing a claim for \$1,500 or less is \$30.00; Filing a claim for more than \$1,500 but less than or equal to \$5,000 is \$50.00; Filing a claim for more than \$5,000 but less than or equal to \$10,000 is \$75.00.

22. AM I REQUIRED TO SUBMIT ALL PAGES OF JUDICIAL COUNCIL FORMS?

Yes, all pages are required on Judicial Council mandatory or optional use forms.

23. HOW DO I ADD MULTIPLE PARTIES TO MY CLAIM?

Your EFSP should have a button to add additional parties. If you do not see it prominently displayed, contact your EFSP for assistance. Make sure to include the Judicial Council form SC-100A "Other Plaintiffs or Defendants" with your submission.

24. IS THE SC-100A OTHER PLAINTIFFS OR DEFENDANTS REQUIRED?

Yes, if your Claim has more than two plaintiffs and/or more than one defendant the judicial council form SC-100A form must be submitted using the appropriate Document Name code “Other Plaintiffs or Defendants”.

25. HOW CAN I REQUEST A SPECIFIC DATE/TIME FOR MY HEARING?

You may communicate your request using the *Message to Clerk* box. The clerk will make every effort to accommodate the request, however there is no guarantee the specific date/time requested is available to schedule.

26. CAN I SUBMIT MY EVIDENCE ELECTRONICALLY?

No, evidence may not be submitted electronically. The First Amended Standing Order Regarding Evidence Exchange is still in effect.

<https://www.lacourt.org/division/smallclaims/pdf/1stAmendSOreEvidenceExchange.pdf> Parties wishing to submit evidence for consideration must comply with the protocol as outlined in the order and local form *Exchange and Submission of Evidence (Small Claims)* <https://www.lacourt.org/forms/pdf/LACIV278.pdf>.

27. HOW DO I OBTAIN AN ORDER FOR APPOINTMENT OF GUARDIAN AD LITEM?

If your case requires the appointment of a guardian ad litem (GAL), the Judicial Council form CIV-010 Application and Order for Appointment of Guardian Ad Litem - Civil must be submitted with the initial Plaintiff's Claim and Order.

28. CAN AN ATTORNEY SUBMIT THE DOCUMENTS ON MY BEHALF?

Attorney participation is restricted pursuant to Code of Civil Procedure section 116.530. The documents may be prepared by an attorney. However, all contact information must be for the individual party if the submission is a pre-judgment document. Post-judgment an attorney may represent a party and would be required to efile all post-judgment documents.

29. WHAT ARE THE TECHNICAL REQUIREMENTS FOR DOCUMENTS BEING EFILED?

Please refer to the “Technical Requirements” section of the operative General Order Re Mandatory Electronic Filing for Civil (<https://www.lacourt.org/division/efiling/pdf/GenOrdCivilEfiling.pdf>). This section sets forth all the Court's requirements for the formatting of the documents.