

FILED

Superior Court of California
County of Los Angeles

NOVEMBER 13, 2024

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 MANDATORY ELECTRONIC FILING
IN THE APPELLATE DIVISION

GENERAL ORDER

Effective December 16, 2024, the Superior Court of California, County of Los Angeles will require that all documents filed in Appellate Division cases by litigants represented by attorneys be submitted to the Court by electronic filing (efiling). Efiled documents in the Appellate Division are subject to Code of Civil Procedure section 1010.6, Penal Code section 690.5, and California Rules of Court, rule 2.253(b).

1) MANDATORY EFILING:

A represented party must file documents electronically unless the Court exempts the party from doing so. Documents that are efiled must be submitted using an approved electronic filing service provider (EFSP). A listing of approved EFSPs is available on the Court’s website at www.lacourt.org.

2) EXEMPTIONS FROM MANDATORY EFILING:

(a) Self-represented litigants are exempt from mandatory efileing requirements. Although not required, self-represented litigants are encouraged to submit documents through efileing.

(b) Represented parties may apply for exemption from efileing requirements by submitting Judicial Council Form, [EFS-007, Request for Exemption from Mandatory Electronic Filing and Service](#).

(c) A challenge for cause to a judicial officer may not be efiled.

1 3) TECHNICAL REQUIREMENTS:

2 (a) Documents must be efiled in PDF, text searchable format.

3 (b) Declarations, proofs of service, and exhibits to documents must be text searchable when
4 technically feasible without impairment of the document's image and must be bookmarked
5 within the document.

6 (c) Multiple documents relating to one case may be uploaded in one envelope transaction.

7 (d) Each document must be efiled as a separate PDF document.

8 4) EFILED DOCUMENT FILING DATE:

9 (a) Documents received electronically by the Court between 12:00 a.m. and 11:59:59 p.m.
10 shall be deemed to have been effectively filed on that court day if the document is accepted
11 for filing. Any document received electronically on a non-court day is deemed to have been
12 effectively filed on the next court day if the document is accepted.

13 (b) Notwithstanding any other provision of this order, if an efiled document is not filed in due
14 course because of an interruption in service, a transmission error that is not the fault of the
15 transmitter, or a processing failure that occurs after receipt, the Court may order, whether
16 on its own motion or by noticed motion submitted with a declaration for court
17 consideration, that the document be deemed filed and/or that the document's filing date
18 conform to the attempted transmission date.

19 5) WAIVER OF FEES AND COSTS FOR EFILED DOCUMENTS:

20 Applications for waiver of court fees and costs pursuant to Code of Civil Procedure section
21 1010.6(e)(6), and California Rules of Court, rule 2.252(f), may be efiled.

22 6) TRANSMITTAL OF EXHIBITS:

23 Electronically transmitted exhibits must comply with California Rules of Court, rules 8.845,
24 8.843(d)(2) and 8.870(d)(2).

25 7) SIGNATURES ON EFILED DOCUMENTS:

26 For purposes of this General Order, all efilings must comply with California Rules of Court,
27 rule 2.257.

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1 This General Order applies to documents filed within the Appellate Division of the Superior Court
2 of California, County of Los Angeles. This General Order is to remain in effect until otherwise
3 ordered by the Presiding Judge.

4 **IT IS SO ORDERED.**

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6 DATED: November 13, 2024



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HOV. SAMANTHA P. JESSNER
Presiding Judge