FILED
Superior Court of California
County of Los Angeles
APR 13 2022
Sherri R. Carter, Executive Officer/Clerk
By _____, Deputy
Rizalinda Mina

SUPERIOR COURT OF THE STATE OF CALIFORNIA

FOR THE COUNTY OF LOS ANGELES

IN RE MANDATORY ELECTRONIC FILING FOR FAMILY LAW	GENERAL ORDER

IT IS SO ORDERED that Effective November 15, 2021 the Superior Court of California, County of Los Angeles mandated electronic filing of all documents filed in Family Law cases by litigants represented by attorneys. (California Rules of Court, rule 2.253(b).) The General Order of September 17, 2021 is amended to remove proposed judgments and proposed Qualified Domestic Relation Orders (QDROs) from the list of EXEMPT FILINGS effective April 18, 2022. All electronically filed documents in the Family Law Division 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. In the submission of filings, the EFSP does so on behalf of the electronic filer and not as an agent of the Court. (California Rules of Court, rule 2.250(b)(8).)

f) **"Electronic Signature"** For purposes of these local rules and in conformity with Code of Civil Procedure section 17, subdivision (b)(3), section 34, and section 1010.6, subdivision (b)(2), Government Code section 68150, subdivision (g), and California Rules of Court, rule 2.257, the term "Electronic Signature" is generally defined as an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record.

g) **"Hyperlink"** An electronic link providing direct access from one distinctively marked place in a hypertext or hypermedia document to another in the same or different document.

h) **"Portable Document Format"** A digital document format that preserves all fonts, formatting, colors and graphics of the original source document, regardless of the application platform used.

2) MANDATORY ELECTRONIC FILING

a) Trial Court Records

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

b) Represented Litigants

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

c) Public Notice

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

3) EXEMPT LITIGANTS

a) Pursuant to California Rules of Court, rule 2.253(b)(2), self-represented litigants are exempt from mandatory electronic filing requirements.

b) Pursuant to Code of Civil Procedure section 1010.6, subdivision (d)(3) and California Rules of Court, rule 2.253(b)(4), any party may make application to the Court requesting to be excused from filing documents electronically and be permitted to file documents by conventional means if the party shows undue hardship or significant prejudice.

c) The Local Child Support Agency and Department of Child Support Services are exempt from this order mandating electronic filing through an EFSP and may electronically file documents in accordance with the documents eligible for filing in the statewide Department of Child Support Services filing interface and as agreed upon with the Superior Court of CA, County of Los Angeles.

4) EXEMPT FILINGS

a) The following documents shall not be filed electronically:

i) Peremptory Challenges or Challenges for Cause of a Judicial Officer pursuant to Code of Civil Procedure sections 170.6 or 170.3;

ii) Bonds/Undertaking documents;

iii) Trial and Evidentiary Hearing Exhibits;

iv) Documents submitted conditionally under seal. The actual motion or application shall be electronically filed. A courtesy copy of the electronically filed motion or application to submit documents conditionally under seal must be provided with the documents submitted conditionally under seal;

v) Documents filed in a case initiated by the Local Child Support Agency, except as specified in section 3(c) of this order.

vi) Lodged documents attached to a Notice of Lodgment shall be lodged and/or served conventionally in paper form. The actual document entitled, "Notice of Lodgment," shall be filed electronically.

5) ELECTRONIC FILING SYSTEM WORKING PROCEDURES

a) Electronic filing service providers must obtain and manage registration information for persons and entities electronically filing with the court.

b) Court generated documents will be served via email resource account to the email address registered with the EFSP. The resource accounts that the court will use include:

Stanley Mosk Courthouse:	SMC-FLNotification@lacourt.org
Michael D. Antonovich Courthouse:	AV-FLNotification@lacourt.org
Chatsworth Courthouse:	CH-FLNotification@lacourt.org
Compton Courthouse:	CM-FLNotification@lacourt.org
Long Beach Courthouse:	LB-FLNotification@lacourt.org
Pomona South Courthouse:	PS-FLNotification@lacourt.org
Pasadena Courthouse:	PD-FLNotification@lacourt.org
Torrance Courthouse:	TR-FLNotification@lacourt.org
Inglewood Courthouse:	IW-FLNotification@lacourt.org
Santa Monica Courthouse:	SM-FLNotification@lacourt.org
Van Nuys East Courthouse:	VE-FLNotification@lacourt.org
Whittier Courthouse:	WH-FLNotification@lacourt.org

c) Litigant and attorney generated orders will be conformed and filed copy returned to the submitting party. The submitting party shall thereafter serve all other persons entitled to notice.

6) TECHNICAL REQUIREMENTS

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

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

c) Electronic documents, including but not limited to, declarations, proofs of service, and exhibits, must be bookmarked within the document pursuant to California Rules of Court, rule 3.1110(f)(4). Electronic bookmarks must include links to the first page of each bookmarked

item (e.g. exhibits, declarations, deposition excerpts) and with bookmark titles that identify the bookmarked item and briefly describe the item.

d) Attachments to primary documents must be bookmarked.

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

ii) Transcripts (including excerpts within transcripts);

iii) Points and Authorities;

iv) Citations; and

v) Supporting Briefs.

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

f) Accompanying Documents

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

g) Multiple Documents

Multiple documents relating to one case can be uploaded in one envelope transaction.

h) Writs and Abstracts

Writs and Abstracts must be submitted as a separate electronic envelope.

i) Sealed Documents

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

j) Redaction

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

7) ELECTRONIC FILING SCHEDULE

a) Filed Date

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

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

8) EX PARTE APPLICATIONS

Ex parte applications, not including Restraining Order matters, and all documents in support or opposition thereof must be electronically filed. A Restraining Order ex parte application may be filed electronically or conventionally. See Local Rule 5.3(a)(1) and (2).

9) DOCUMENTS FOR RELATED CASES

Documents in related cases must be electronically filed in the efiling portal for the designated case type of the related case (for example, documents in a civil matter that has been related to a family law matter must be electronically filed in the civil efiling portal).

10) REQUESTS FOR ORDERS

Requests for Orders (RFO) will be automatically scheduled by the case management system on the next available date. A party may request a change to the system-assigned RFO or other hearing date by making a written request to continue and paying applicable fees thereon in advance of the hearing date.

11) PRINTED COURTESY COPIES

Nothing in this General Order precludes a Judicial Officer from requesting a courtesy copy of a document electronically filed.

12) WAIVER OF FEES AND COSTS FOR ELECTRONICALLY FILED DOCUMENTS

a) Fees and costs associated with electronic filing must be waived for any litigant who has received a fee waiver. (California Rules of Court, rules 2.253(b)(5), 2.258(b), Code of Civil Procedure § 1010.6(d)(2).)

b) Fee waiver applications for waiver of court fees and costs pursuant to Code of Civil Procedure § 1010.6, subdivision (b)(6), and California Rules of Court, rule 2.252(f), may be electronically filed in any authorized action or proceeding.

13) SIGNATURES ON ELECTRONIC FILING

Signatures on electronic filings must comply with CRC 2.257.

This General Order supersedes order 2021-GEN-032-00 and is to remain in effect until otherwise ordered by the Family Law Supervising Judge and/or Presiding Judge.

DATED: April 13, 2022

ERIC C. TAYLOR
Presiding Judge