

Tips for an Effective Electronic Filing in the Civil Division

The Superior Court of California, County of Los Angeles outlines the mandatory requirements for the electronic filing (efiling) of limited and unlimited civil documents in the [First Amended General Order](#) filed on May 3, 2019. It is beneficial for those who utilize efiling to review this order. Below are tips for avoiding the most common reasons documents are rejected, and how to help facilitate effective efiling.

The top reasons documents submitted for efiling are rejected include:

1. Information in the data fields is incorrect and/or does not match the document image.
2. Case number does not match the document image.
3. AKA or DBA is not entered in the separate data field.
4. Incorrect case type or case category is selected.
5. Document is submitted to the incorrect courthouse location.
6. Motion requires a Court Reservation System (CRS) reservation.
7. Document is defective, i.e., it does not comply with California Rules of Court, Rules 2.100-2.118.
8. Documents are not submitted as separate PDFs in the same transaction/envelope except for Proposed Orders.
9. Premise address on the Complaint does not match the data entry field.
10. Untimely submission, primarily Ex Parte documents.

To avoid the rejection of a document through efiling:

<i>Filer should ensure...</i>	<i>For example, transactions WILL BE REJECTED if...</i>
...that the document is not exempt from efiling.	<p>...the following types of documents are submitted through the efiling process:</p> <ul style="list-style-type: none"> - Peremptory Challenges or Challenges for Cause of a Judicial Officer per to Code of Civil Procedure sections 170.6 or 170.3; - Bonds/Undertaking documents; - Trial and Evidentiary Hearing Exhibits; - Ex Parte Applications filed concurrently with a new complaint; - Documents submitted conditionally under seal. (Note: while the motion or application to submit documents conditionally under seal is to be efiled, the actual documents submitted conditionally under seal are excluded from efiling. When documents submitted conditionally under seal are provided in paper form to the court, the filer is to provide a courtesy copy of the efiled motion or application to submit documents conditionally under seal. <p>Why? <i>These documents are listed in the First Amended General Order as being exempt from submission through efiling.</i></p>
<i>Filer should ensure...</i>	<i>For example, transactions WILL BE REJECTED if...</i>
...the information entered in the data fields of the selected EFSP portal matches the information in the image of the document.	<p>...the filer's name on the efiled document lists one name, i.e., John Smith, as the filing Plaintiff; but another name, i.e., Mary Hopkins, is entered into the data entry field in the EFSP portal as the filing plaintiff.</p> <p>...the case number on the efiled document does not match what is entered into the data entry field in the EFSP portal as the case number.</p> <p>In these examples, since the information entered into the EFSP's portal's date fields does not match the document, the transaction will be rejected.</p> <p>Why can't the clerk correct the information? <i>The clerk does not have the authority to determine which information is correct and which information can be disregarded. The customer must provide complete information for accurate case creation and case updates.</i></p>

Filer should ensure...	For example, the transaction WILL BE REJECTED if...
<p>...any AKAs or DBAs are listed in the correct data fields of the selected EFSP's portal.</p>	<p>...the filer enters the name of the defendant as "Racer, Inc. DBA Racer's Toys," instead of "Racer, Inc." in the data field for defendant and "Racer's Toys" in the data field for DBA.</p> <p>Why do these need to be in separate fields? The court's case management system (CMS) pulls information directly from the information entered into the data fields of the EFSP's portal. If the information is not entered in the correct fields, the information will be inaccurate in the CMS.</p>
<p>...the correct case type or case category is selected</p>	<p>...the case category selected is unlimited civil case over \$35,000 but the complaint filed (document) is for a limited case over \$10,000.</p> <p>Why can't the clerk file the case based on the document information? The clerk does not have the authority to determine whether the document information is correct and the data entry can be disregarded.</p>
<p>...the document is being submitted to the correct location.</p>	<p>...when filing a new case, the filing zip code entered in the data field in the EFSP portal does not match the Courthouse location listed in the Civil Case Cover Sheet, Summons, Complaint, and/or the premise address.</p> <p>Why? In the same way paper documents need to be submitted in person or by mail to the correct courthouse location, when filing a new complaint, the correct zip code must be entered in the data fields. This allows the document to be electronically routed correctly.</p> <p>For assistance in finding the correct filing courthouse location, select this hyperlink (click here) to be directed to the court's website page.</p>
<p>...that a motion has a Court Reservation System (CRS) reservation when required by the courtroom.</p>	<p>...the efiled motion does not have a CRS Reservation number listed on the caption page and it does not have a CRS reservation receipt attached to the motion.</p> <p>Why? When a courtroom requires a CRS reservation prior to efilings, proof of that reservation must be submitted with the motion documents.</p> <p>To determine if a courtroom requires a CRS Reservation, Click here to be directed to the list of participating courtrooms.</p> <p>A CRS Reservation is made through the Online Court Reservations Portal. Click here to reserve a calendar slot for the motion prior to efilings.</p>

Filer should ensure...	For Example, the transaction WILL BE REJECTED if...
<p>...the document complies with CRC 2.100-2.118</p>	<p>...the case number is not on the first page of the document, as required by CRC, rule 2.111(5).</p> <p>Other common document defects include the wrong case title or missing hearing information on the first page of the document.</p> <p>Why? <i>California Rules of Court, Rules 2.100-2.118 prescribe the form and format of papers to be filed in the trial courts.</i></p> <p>For a comprehensive list of requirements to ensure a document is not defective, review California Rules of Court, rules 2.100-2.118</p>
Filer should ensure...	For example, the transaction WILL BE REJECTED if...
<p>...that each document submitted in the same transaction/envelope is a separate PDF.</p>	<p>...the filer converted the Civil Case Cover Sheet, Summons, Complaint, and Proof of Service into a single PDF document and submitted them for efilng.</p> <p>Why? <i>Even though multiple documents for the same case can be submitted through the efilng process in the same “envelope” or transaction, each document needs to be a separate PDF. When multiple documents are submitted as a single PDF document, it can only be treated as one document; therefore, preventing the case management system (CMS) from creating individual CMS entries to accurately recording the filing of the individual documents.</i></p>
Filer should ensure...	For example, the transaction WILL BE REJECTED if...
<p>...the efiled document is in PDF format</p>	<p>...the efiled document is submitted as a Word document. (Note: efiled documents submitted in any format other than PDF will be rejected except for Proposed Orders.</p> <p><i>Document Format. This is a digital document format that preserves all fonts, formatting, colors and graphics of the original source document.</i></p> <p>Why is PDF format required? <i>To protect the integrity of the document, the First Amended General Order requires efiled documents to be submitted in PDF format.</i></p>
Filer should ensure...	For example, the transaction WILL BE REJECTED if...
<p>...the efiled Proposed Order is in PDF and Word document format</p>	<p>...the efiled Proposed order, except in small claims cases, must be submitted as both a PDF file and as a separate word-processing file, such as a Microsoft Word document in the same transaction/envelope.</p> <p>Why? <i>As of February 5, 2024, in accordance with California Rule of Court 3.1312(c), all parties electronically filing (efiling) proposed orders for Civil Division cases, except for small claims cases, must submit as both PDF and editable word document. See Notice to Attorneys issued on January 31, 2024 and the court’s website for more information.</i></p>

Civil Division Tips for Effective Electronic Filing

<i>Filer should ensure...</i>	<i>For example, the transaction WILL BE REJECTED if...</i>
<p>...Ex Parte Applications are efiled before 10:00 a.m. on the court day before the Ex Parte Hearing.</p>	<p>...the Ex Parte Hearing is set for Monday, and the Ex Parte Application is submitted for efilng any time after 10:00 a.m. on the preceding Friday.</p> <p>...the Ex Parte Hearing is set for Wednesday, and the Ex Parte Application is submitted at 10:30 a.m. on the preceding Tuesday.</p> <p><i>What determines the time a document is submitted for efilng?</i> <i>The time is based on when the court receives the document in the court's electronic file manager. This may be different than the time you submitted the document to the EFSP.</i></p> <p><i>Why does It have to be received before 10:00 a.m.?</i> <i>The cut-off time is cited in the First Amended General Order. This allows the time necessary to process the documents before the hearing.</i></p>

Additional information can be found on the Superior Court of California County of Los Angeles [Civil efilng Frequently Asked Questions \(FAQs\)](#) document posted on the court's website. General information and telephone numbers for the courthouses can be accessed by clicking [here](#).