

LOS ANGELES COUNTY GENERAL CIVIL EFILING GUIDE

First Legal has created this resource to assist our clients with electronic eFiling. The information contained within this guide was extracted from the official court website, local rules, and the vast experience of our concierge eFiling team.

System Information

- **System**
 - JTI
- **Mandatory**
 - Civil, Complex
 - **For Civil Harassment and Workplace Violence, see "Family" tab**
- **Voluntary [11:59 PM Cutoff]**
 - Small Claims
 - (see exemptions list below)

Helpful Link

- **Civil Website**
 - [LA Court](#)
- **Civil Doc Name List**
 - [CivilDocumentNameList.pdf \(lacourt.org\)](#)
- **Civil FAQ**
 - https://www.lacourt.org/division/efiling/pdf/Civilefiling_FAQ.pdf
- **Filing Court Locator**
 - [Filing Court Locator - Online Services - LA Court](#)
- **Court Reservation System (CRS) View**
 - [Find a Reservation | Journal Technologies Court Portal](#)
- **Civil Case Access**
 - <https://www.lacourt.org/casesummary/ui/index.aspx?casetype=civil>
- **Courthouse Locations**
 - [JTI Court Code Abbreviations .xlsx](#)

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Filing Requirements

- **MB Size Limits**
 - 200 -225 MB per document
 - *Recommended to stay under 100MB per submission
- **Formatting**
 - Bookmark
 - Text-Search

Exceptions List

- Peremptory Challenges (PC); any filings related to a Peremptory Challenge (i.e. Notice of ruling re PC, Notice of withdrawal of PC etc.)
- Bonds/Undertakings/Warrants
- Settlement Conference Briefs/Mandatory Settlement Conference Statement
 - Note: Only eFiled w/ Minute Order from Judge mandating
 - If mandated, submit as "Brief (name extension)"
 - **OK to eFile Department F in Norwalk**
- Case Initiating Application for Discovery Subpoena/Out of State Subpoenas/Out of State Commissions
 - Note: Subsequent OK to eFile
- Ex Parte Applications filed concurrently with a new Complaint/Case Initiation
- Full Notice of Lodgment (NOL) document
 - Note: Submit only the pleading of the document; full version of NOL with exhibits to be submitted over-the-counter
 - Note: Can only file full NOL when mandated by Judge; when mandated, will be advised must eFile full document

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- Under Seal
 - Note: Can only file when mandated by Judge
 - If mandated, submit as normal applicable/matching document type and leave note to Clerk re document filed under seal
 - Document must state being filed under seal on caption

Exceptions List (Small Claims)

- Peremptory Challenges or Challenges for Cause of a Judicial Officer pursuant to Code of Civil Procedure sections 170.6 or 170.3
- Bonds/Undertaking documents
- Trial and Evidentiary Hearing Exhibits
- Any ex parte application that is filed concurrently with a new complaint including those that will be handled by a Writs and Receivers department in the Mask courthouse
- Documents submitted conditionally under seal
 - 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

Submission Requirements

- Appeals
 - Fees
 - \$100 paid via "Notice of Appeal" submission
 - \$775 paid via "Notice of Appeal" submission by **selecting the option** to pay all electronically from the dropdown
 - **Any additional Appeals Fees must walk-in**

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- **Notice of Appeal**
 - Submit onto "Complaint" Subcase
 - DO NOT submit into Appeal Subcase
- **Designation on Appeal**
 - Submit onto "Appeal" Subcase
- **Under Seal**
 - Can ONLY be eFiled by mandate/order from the Judge
 - If mandated, submit as normal applicable/matching document type and leave note to Clerk re: document(s) filed under seal
 - **Note:** It's a plus to have the Minute Order or Date to also reference in Notice to Clerk
 - **Note:** There is no option to select "sealed" for the document type. Each under seal doc must state on caption either "under seal" or "unredacted". **Submit as follows:**
 - Submit under normal matching document type – example: Declaration = Declaration (name extension)
 - If there is a Name Extension for that doc type, enter "[UNREDACTED]" to preface the description of the document
 - **Leave a note to the Clerk** advising X document(s) being filed under seal and to please process as sealed/not for public view or purchase
- **Court Reporter Fees**
 - N/A
- **Compendium/Index of Evidence/Exhibits**
 - Submit as "**Exhibit List**" doc type
- **Stipulation and Order to Continue Trial (Non-PI) Doc Type**
 - **DO NOT** use this type, instead use "Stipulation and Order (name extension)"
- **Motions**
 - If heard in "Participating Department" MUST have reservation ID# on caption of document and copy of receipt as last page of moving doc/motion/application

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- If advancing First Appearance Fees on a reserved motion, must leave "Reservation#" field BLANK to allow the fees to prompt; leave note to Clerk w/ Reservation#
- **Case Initiation**
 - Civil Case Cover Sheet Addendum must be ATTACHED to the Civil Case Cover Sheet, submitted as one document
 - Select category from what is marked in the Addendum
 - When adding parties, must include entire descriptive information
 - i.e. "Corporation, Inc., a California Corporation"
 - Use incident zip from Addendum; verify Courthouse being sent to matches Courthouse address on document(s)
 - If Courthouse not prompting, use the "Filing Court Locator" to review applicable locations for the Case Type X Incident Zip
- **Redline Stip/Orders**
 - If provided, submit as "Stipulation and Order (name extension)" and leave Note to Clerk, redline version being submitted as well
- **Change of Address**
 - Submit using **ATTORNEY** as the "Filed By" party – NOT the filing party on the document

For any questions or comments about the information provided, please connect with us [here](#). We also welcome your suggestions for other information that can improve this resource!