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The Los Angeles Superior Court has a mandatory requirement for submitting proposed orders in all civil case types except small claims.

In summary, the court requires two documents:

1. The proposed order in PDF format; *and*
2. An editable version of the proposed order.

When using the First Legal eFiling portal, simply select one of the document types listed below and you will be prompted to upload Microsoft Word and PDF versions of the proposed order.

- ORD010 Order (name extension)
- ORD090 Order for Release of Funds
- ORD120 Order - Dismissal
- ORD195 Order to Deposit (name extension)
- ORD205 Order to Set Aside / Vacate (name extension)
- ORD220 Ex Parte Proposed Order
- STP020 Stipulation and Order (name extension)
- STP045 Stipulation and Order to Vacate Default and / or Default Judgment

The court requires both versions to match to whatever extent is possible. If your stipulation contains exhibits, you must submit them on both the Word and PDF versions. Regular or /s/ signatures can be used on stipulations, but blank signature lines will result in a rejection.

Editable versions of the proposed order are not required when prepared on either Judicial Council of California or Los Angeles Superior Court approved forms.



800.889.0111



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CA PI: 24171, AZ PI: 1551710, NV LICENSE: NV PI-PS: 1452.

Our Team is Here to Help!

We recognize the complexities of adapting to these changes and are dedicated to facilitating a seamless transition. Our team of eFiling experts are here to assist, don't hesitate to connect with us!