



## Top Tip: Demurrers and Motions – Los Angeles Civil Court

First Legal has created this Top Tip Series to educate, raise awareness, enhance skills, reduce errors, and improve efficiencies by highlighting a single subject that directly relates to your daily work.

The Los Angeles Superior Court utilizes a Court Reservation System (CRS) for scheduling hearings and paying associated fees. Parties must use this system to make hearing reservations in most civil courtrooms. Click here to access the CRS. <https://portal-lasc.journaltech.com/public-portal/> An account is required.

Once a reservation is made and fees are paid, the party must use the reservation number and receipt to eFile their documents. Listed below are some items to keep in mind when submitting your eFiling:

- Include the CRS fee receipt as the last page of your lead document.
- Include the “Reservation Receipt Number” on your pleading cover, under the document title.
- When selecting a “Document Type”, choose the document type shown on the CRS receipt (E.g., “Motion for Judgment on the Pleadings”).
- Enter the Reservation Receipt Number in the “Fee Receipt Number” field.
  - If First Appearance Fees are due for any party, leave this field BLANK to allow those fees to be prompted and processed by the court. Also, leave a “Note to the Clerk” with the Reservation Number and advising that first appearances are due to be paid.
  - If the court set the hearing or if the department does not require a reservation be made, leave this field BLANK to allow the motion fees to be prompted and processed by the court.

For any questions or comments about the information provided, please let us know via this [link](#). We also welcome your suggestions for new topics!

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