

Superior Court of California, County of Los Angeles Complex Civil eFiling Frequently Asked Questions

1. IS THERE A GENERAL ORDER THAT SPECIFICALLY GOVERNS ELECTRONIC FILING FOR COMPLEX LITIGATION, INCLUDING JCCP ACTIONS?

Yes. The General Order Re Mandatory Electronic Filing for Complex Civil is posted on the Court’s website at www.lacourt.org. The Court suggests that litigants read the Order before reviewing the following FAQs.

2. HOW ARE FEES COLLECTED FOR COMPLEX CIVIL ELECTRONIC FILINGS?

All fees are due upon the filing of a complex document will be assessed and collected at the time of the electronic filing, including, but not limited to first paper, motion, complex and pro hac vice fees.

3. HOW WILL FEES FOR MOTIONS THAT RELATE TO MULTIPLE CASES IN A JCCP ACTION BE HANDLED?

For any motion electronically filed on one case and applied to multiple cases, a single motion fee will be assessed. The efiler must submit a separate document containing a list of cases to which the motion will apply with the motion. A template for this notice is available on the Complex page at www.lacourt.org. See exemplar below.

5		SUPERIOR COURT OF THE STATE OF CALIFORNIA	
6		FOR THE COUNTY OF LOS ANGELES	
7			
8	PLAINTIFF’S NAME,)	Case No.: BC 7654321
9	Plaintiff,)	JCCP No.: 11111
10	v.)	
11	DEFENDANT’S NAME,)	<i>[Use electronic document name, “Notice</i>
12	Defendant(s))	<i>(name extension)” from the Document Name</i>
13)	<i>List] NOTICE: LIST OF CASES TO</i>
14)	<i>WHICH MOTION APPLIES</i>
15)	DATE:
16)	TIME:
17)	DEPT:
18)	JUDICIAL OFFICER:
19		<i>[List case numbers to which motion applies here, as indicated in the example below.]</i>	
20		List of cases to which the above motion shall apply:	
21	BC1234567	Plaintiff vs. Defendant	
22	BC7891234	Plaintiff vs. Defendant	
23	SC1234567	Plaintiff vs. Defendant	
24	SC8910221	Plaintiff vs. Defendant	
25	30-2021-01172963-CU-PA-CJC	Plaintiff vs. Defendant	
	30-2019-01172963-CU-PA-CJC	Plaintiff vs. Defendant	

4. MUST THE JCCP NUMBER BE INCLUDED ON ELECTRONICALLY FILED DOCUMENTS?

Yes. For all JCCP cases, all electronically filed documents must be filed on the underlying case number and reflect the JCCP action number.

5. CAN I ELECTRONICALLY FILE AN ADD-ON PETITION TO COORDINATE?

Yes. An Add-On Petition to Coordinate to add a case to a JCCP action must be electronically filed for each case to be added.

- Out-of-County Cases: You must include a copy of the existing complaint with the petition in the same electronic envelope.
- Existing LA County Cases: You must reference the existing LA County case number on the petition. However, you do **not** need to include a copy of the complaint.
- New LA County Cases: You must include the new complaint with the petition.

6. CAN ONE ADD-ON PETITION TO COORDINATE BE FILED FOR MULTIPLE COMPLAINTS?

No. A single add-on petition must be filed for each complaint.

7. IS THERE A FEE TO ELECTRONICALLY FILE AN ADD-ON PETITION?

No. There is no filing fee assessed at the time of electronically filing of an add-on petition for an existing complaint. A filing fee is collected for new complaints. Further, fees associated with electronically filing an existing complaint, such as an outstanding complex or first paper fee, will be collected by the EFSP and the Court.

8. WILL BULLETIN BOARDS CONTINUE TO BE USED IN JCCP ACTIONS?

Yes. Parties must use an approved provider for integrated informal communication or “bulletin board” messaging, per the General Order Re Mandatory Electronic Filing for Complex Civil. Currently, the Court has approved at least two “bulletin board” providers, which can be found on the Court’s website at www.lacourt.org/division/efiling/efiling2.aspx#civil. Efilers must agree on a single provider for use in each JCCP action.

For existing cases currently registered with other bulletin board providers, those cases will remain with those providers and attorneys will not be required to change.

9. CAN WE CONTINUE TO USE OUR EXISTING EDISCOVERY VENDOR?

For existing cases (and JCCP actions per CMOs), parties may continue to use their existing eDiscovery vendor.

10. HOW DO I CORRECT AN ERROR IN FILING?

Depending on the type of filing, you may file an amended pleading, or apply to the Court for relief or other corrective order. If a motion is filed in error, notify the Court that the motion will not be going forward as scheduled.

11. HOW WILL I KNOW TO WHICH JUDICIAL OFFICER MY CASE IS ASSIGNED?

Provisionally complex cases are assigned to a judicial officer once they are deemed complex. Counsel of record or a self-represented litigant receives judicial officer assignment and notice of complex determination via U.S. Mail. Class Action cases receive judicial assignment upon acceptance of the filing. A notice of case assignment will be returned electronically by the EFSP.

12. WHAT ARE THE FILE SIZE LIMITATIONS FOR EFILING?

13. There is no limit to the number of electronic documents that may be included in an electronic envelope, and there is no limit to the total number of megabytes (MB) per envelope, although there is a limit of 200MB per document. Please note that all the documents in a single envelope must be for the same case and only one lead document (e.g., motion or complaint) may be included. HOW DOES ELECTRONIC FILING WORK?

Electronic filing (efiling) of court documents occurs through an electronic filing service provider (EFSP). The user creates an account and the efile system manages the flow of the documents and fees to and from the Court. The filer will submit the documents to the EFSP for submission to the Court. The Court will accept or reject the documents. The documents are returned to the EFSP for return to the filer through the EFSP's electronic filing portal.

14. WHAT ARE THE TECHNICAL REQUIREMENTS FOR DOCUMENTS BEING ELECTRONICALLY FILED?

Please refer to the "Technical Requirements" section of the operative General Order Re Mandatory Electronic Filing for Civil. This section sets forth all the Court's requirements for the formatting of the documents.

15. HOW DO I SUBMIT DOCUMENTS EXEMPT FROM ELECTRONIC FILING?

Documents exempt from efile can be submitted for filing in the Clerk's Office at the Spring Street Courthouse between the office hours of 8:30 a.m. and 4:30 p.m. or by mail (visit www.lacourt.org for courthouse addresses).

16. WHICH EFSP CAN I USE?

You may use any EFSP listed on the Court's website:

http://www.lacourt.org/division/efiling/civil_providers.aspx.

- There will be a different list for Complex, website will need to be clear

17. ARE MOTIONS AUTOMATICALLY SCHEDULED BY THE ELECTRONIC FILING SYSTEM?

No. Please call the assigned department to reserve a hearing date.

18. CAN I PAY JURY FEES VIA ELECTRONIC FILING?

Yes. The initial fee for the jury demand can be paid via efile by selecting the "Notice of Posting Jury Fees" document type during the efile process. The \$150 fee will be assessed with that document.

Daily jury fees must be paid in the Clerk's Office after the judicial assistant determines the fees and creates an invoice for payment.

19. CAN I PAY COMPLEX FEES VIA EFILING?

Yes. Complex fees may be assessed upon initial filing of the complaint or response. If complex determination is necessary, the fees may be assessed at a later date and will not be payable via efilng.