



SHERRI R. CARTER  
EXECUTIVE OFFICER / CLERK OF COURT

111 NORTH HILL STREET  
LOS ANGELES, CA 90012-3014

## *Superior Court of California* *County of Los Angeles*

November 22, 2021

To: Family Law Attorneys, Legal Aid Agencies, and Electronic Filing Service Providers

### **TIPS FOR SUCCESSFULLY EFILING YOUR FAMILY LAW DOCUMENTS WITH THE COURT**

The Superior Court of California, County of Los Angeles implemented mandatory electronic filing (efiling) of Family Law documents as set forth in the [General Order re Mandatory Electronic Filing in Family Law](#), issued by the Presiding Judge on Sept. 17, 2021. The Court's Family Law Division wishes to inform the public of the top reasons the Court was unable to process certain documents submitted during the first week post-deployment. The common reasons documents submitted for efilings are rejected include:

- **Incorrect filing code** - Most errors involved the selection of the wrong filing code. Be as specific as possible when selecting your filing type. You may refer to the [document list](#) posted on [www.lacourt.org](http://www.lacourt.org) to see a complete list of options.
- **Incorrect filing fees** - Filers neglected to add the \$30 court reporter fee when filing Requests for Order (RFO) or did not include first appearance fees for a person appearing in a case for the first time.

Review the fees applied to your filing and add any additional applicable fees before submitting your filing.

- **Filings not submitted as a separate PDF for each document to be filed** – As examples, two RFOs were submitted as one, or an RFO and Income and Expense Declaration were submitted as one PDF. Each

document to be filed must be submitted as a separate PDF. Conversely, attachment forms to an RFO may not be filed as a separate document, and shall be submitted as a bookmarked attachment to the RFO.

- **Submission of exempt documents** - Filers submitted exempt documents, like judgments, via the efilng portal which were returned with instruction to conventionally file.
- **Errors with incorrect case type** - Take care to select the appropriate type when submitting your new case based on the petition type that you are submitting for filing.

The available case types are as follows:

Approval of Minor's Contract
Civil Harassment Prevention
Consent for Minor to Marry/Establish Domestic Partnership
Custody Order-Juvenile-Final Judgment
Dissolution w/ Minor Children
Dissolution w/o Minor Children
DV Prevention w/ Minor Children
DV Prevention w/o Minor Children
Elder/Dependent Adult Abuse Prevention
Establish Parental Relationship
Gun Violence Restraining Order
Habeas Corpus - Hague Convention
Joint Petition for Summary Dissolution
Legal Separation w/ Minor Children
Legal Separation w/o Minor Children
Nullity w/ Minor Children
Nullity w/o Minor Children
Other Family Law
Reciprocal Case
Register Out-of-State or Tribal Protective/Restraining Order
Release of Confidential Marriage License/Certificate
School Violence Prevention
Surrogacy
Workplace Violence Prevention

- **Errors in selecting the wrong court location** – Be sure to identify the correct court location.
- **“New Filing” vs. “Existing Case”** - Only select “New Filing” when it is a new case. If you are filing a new document for a current case, please select “Existing Case” or the system will treat it as if it is a new case and issue a new case number.
- **Document alignment** - Ensure images of documents filed are right side up when attached.

Questions related to efilings should be directed to your Electronic Filing Service Provider, your [local Clerk’s Office](#) for court-related procedures, or through email until Jan. 15, 2022, at [FLfilesupport@lacourt.org](mailto:FLfilesupport@lacourt.org).

Sincerely,

A handwritten signature in black ink that reads "Anaruth Gonzalez". The signature is written in a cursive, flowing style.

Anaruth Gonzalez,  
Director, Region 2  
Family Law, Probate & Mental Health

c: Deni Butler, Chief Deputy of Operations