



Media Relations
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CORRECTED VERSION – DISREGARD NOTICE DISTRIBUTED EARLIER TODAY

NEW ELECTRONIC FILING PROCEDURE FOR PROPOSED ORDERS IN CIVIL DIVISION CASES EFFECTIVE FEBRUARY 5

Beginning February 5, all parties electronically filing (efiling) proposed orders for Civil Division cases, except for small claims cases, must submit the proposed order as both a Portable Document File (PDF) and as a separate editable word-processing file, such as a Microsoft Word document, in the same efiling envelope.

Specifically, parties submitting proposed orders in applicable cases must efile the following documents at the same time:

- The proposed order in PDF form – the *Proposed Order Cover Sheet* ([Form EFS-020](#)) **is not required**;
- An editable version of the proposed order.

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