



Media Relations

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

Beginning February 5, in accordance with [California Rule of Court 3.1312 \(c\)](#), 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.

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

- The *Proposed Order Cover Sheet* ([Form EFS-020](#)) and the proposed order, combined into a single PDF document;
- 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.

The above procedure will be included in future proposed changes to Los Angeles Superior Court Local Court Rule 3.4 (a), regarding Mandatory Electronic Filing.