

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

SEP 15 2021

Sherri R. Carter, Executive Officer/Clerk

By Rosalinda Mina, Deputy  
Rosalinda Mina

SUPERIOR COURT OF THE STATE OF CALIFORNIA  
FOR THE COUNTY OF LOS ANGELES

IN RE LOS ANGELES SUPERIOR COURT ) GENERAL ORDER  
- MANDATORY ELECTRONIC FILING )  
FOR COMPLEX CIVIL )

IT IS HEREBY ORDERED effective September 20, 2021 at 12:01 a.m., all documents filed by parties represented by attorneys in Complex Civil matters must be filed electronically. All electronically filed Limited, Unlimited and Complex Civil documents are subject to the most recent **General Order Re Mandatory Electronic Filing for Civil.**

All electronically filed Complex Civil documents are also subject to the following:

**a) Fees and Costs for Electronically Filed Documents**

- 1) Absent a fee waiver order, all fees due upon the filing of a 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 motion fees.
- 2) If a motion is electronically filed that relates to multiple cases, only one motion fee will be assessed. However, if multiple motions that relate to multiple cases are electronically filed, a fee for each separate motion will be collected at the time of the electronic filing.

**b) Judicial Council Coordination Proceedings Filings**

- 1) For Judicial Council Coordination Proceedings (JCCP) cases, all electronically filed documents must reflect the JCCP action number and at least one underlying case number.
- 2) A filing party must have authority or standing to file in the referenced case.

- 1           3) Add-On Petitions to Coordinate
- 2           a. An add-on petition to coordinate cases already filed in Los Angeles Superior Court
- 3           with a JCCP assigned to Los Angeles County does not need to include a copy of the
- 4           Los Angeles Superior Court complaint(s). There will be no fee assessed at the time
- 5           of the electronic filing for the add-on petition.
- 6           b. An add-on petition to coordinate newly filed Los Angeles Superior Court cases with
- 7           a JCCP assigned to Los Angeles County must include a copy of the new Los Angeles
- 8           Superior Court complaint(s). The first paper filing fee(s) will be assessed at the time
- 9           of the electronic filing for the add-on petition.
- 10          c. An add-on petition to coordinate cases originally filed in any county other than Los
- 11          Angeles with a JCCP assigned to Los Angeles County must include a copy of the
- 12          out-of-county complaint(s). There will be no fee assessed at the time of the electronic
- 13          filing for the add-on petition.
- 14          d. If there are any outstanding appearance or complex fees for the coordinated case, this
- 15          issue will be addressed at the hearing on the petition.
- 16          4) For any motion electronically filed on one case and applied to multiple cases, the
- 17          submitting party must include a list of cases to which the motion will apply. This list
- 18          must be submitted with the motion as a separate document in the same electronic
- 19          envelope. See Template A, which is attached to this order.
- 20          5) For actions in which a single pro hac vice motion fee is charged pursuant to a court order,
- 21          the submitting party must electronically file the application in a single case and submit a
- 22          list of all cases to which this fee will apply.
- 23          6) The court has approved providers of “bulletin board” or integrated informal
- 24          communications, which can be found on the court’s website. Efilers in each JCCP must
- 25          choose a single provider, which is one of those approved providers.
- 26          c) ***Bulk Party List Requirement for all Cases with 25 or More Parties.*** Efilers in cases with
- 27          25 or more parties must include an electronic Bulk Party List with each filing. The Bulk
- 28          Party List must be an Excel or CSV (comma-separated values) file and must include

columns for first name/organization name, middle name, last name, suffix, AKA/DBA type, AKA/DBA first name, AKA/DBA middle name, AKA/DBA last name, and AKA/DBA suffix formatted as illustrated in Template B, which is attached to this order.

This General Order applies to documents filed within the Civil Division of the Los Angeles County Superior Court.

**THIS ORDER IS EFFECTIVE IMMEDIATELY, REPLACES AND SUPERSEDES GENERAL ORDER NUMBER 2019-GEN-004-00 DATED JANUARY 9, 2019, MANDATORY ELECTRONIC FILING FOR COMPLEX CIVIL AND WILL REMAIN IN EFFECT UNTIL FURTHER NOTICE.**

DATED: September 15, 2021



*Eric C. Taylor*  
ERIC C. TAYLOR  
Presiding Judge

TEMPLATE A

1 Attorney Name(s)  
2 Attorneys' Business Address  
3 City, State and Zip Code  
4 Phone | Fax  
5 Email  
6 State Bar Number

7 SUPERIOR COURT OF CALIFORNIA  
8 COUNTY OF LOS ANGELES

9 PLAINTIFF'S NAME,

10 Plaintiff,

11 v.

12 DEFENDANT'S NAME,

13 Defendant(s)

) Case No.: BC 7654321

) JCCP No.: 11111

) *[Use electronic document name, "Notice  
(name extension)" from the Document Name  
List]* NOTICE: LIST OF CASES TO  
) WHICH MOTION APPLIES

) DATE:

) TIME:

) DEPT:

) JUDICIAL OFFICER:

16  
17 *[List case numbers to which motion applies here, as indicated in the example below.]*

18 List of cases to which the above motion shall apply:

19 BC1234567 Plaintiff vs. Defendant

20 BC7891234 Plaintiff vs. Defendant

21 SC1234567 Plaintiff vs. Defendant

22 SC8910221 Plaintiff vs. Defendant

23 30-2021-01172963-CU-PA-CJC Plaintiff vs. Defendant

24 30-2019-01172963-CU-PA-CJC Plaintiff vs. Defendant

25  
26  
27 Date: \_\_\_\_\_

\_\_\_\_\_  
Attorney Name

28  
NOTICE: LIST OF CASES TO WHICH MOTION APPLIES

## TEMPLATE B

First Name / Organization Name	Middle Name	Last Name	Suffix	AKA / DBA Type (AKA / DBA)	AKA / DBA First Name / Organization Name	AKA / DBA Middle Name	AKA / DBA Last Name	AKA / DBA Suffix
Taya	Adamovna	Doe		Tay				
Armina	Tyne	Doe						
Matthew	River	Doe		Matt				
Michael	Bern	Doe		Mike	Bern Enterprises, LLC			
Nathan	Howard	Doe						
Nolen		Doe						
Renita		Doe						
Madeleine		Doe						
Aaron	Asher	Doe	Jr.					
Maya	Rose	Doe						
Braxton	Christopher	Doe						
Caden	Richard	Doe						
Thomas		Doe	Sr.					
Riky		Doe						
Madelyn	Steven	Doe		Maddy				
Humbert	Cayden	Doe						
Ernesto	Lee	Doe						
Edward		Doe		Eddie				
Damian	Ed	Doe						
Merhavia	M.	Doe						
Aaron	Rose	Doe	Jr.					
Simon	Alberto	Doe						
Miles	Honor	Doe						
Maci	Anne	Doe						
Eva	Louise	Doe						
Jasmine	Elizabeth	Doe						
Nikita	Vidalia	Doe	Esq.					
Alexis	Sinay	Doe						
Mayra	Joshua	Doe						
Sebastien	Scott	Doe						
Rotem	James	Doe	Phd.					
Eleanor	Anne	Doe						
Idan	Michelle	Doe						
Nayellil	R.	Doe						
Athena	L.	Doe						
Meilani	Anthony	Doe						
Rebecca		Doe						
Feliz		Doe						
Lucas		Doe						
Lauren	Joshua	Doe						
Hudson	Eleanor	Doe						