

**E-FILING DEMONSTRATION:  
TIPS FOR DV ADVOCATES FILING ON BEHALF OF SRLs**

1. **Preparing your documents for e-filing**

a. **Formatting Requirements**

- i. **Documents must be “final versions.”** If you are using fillable forms, make sure to Print to PDF to flatten into a non-editable version before uploading to preserve all your inputted information.
- ii. **Every distinct document must be a separate PDF.** Unlike the obsolete methods (resource accounts/fax filing), you CANNOT submit one complete package with all of your documents. E.g., DV-100, DV-109, and DV-110 must all be separate documents.
- iii. **Documents must be text searchable.** This is required by [Rules of Court 2.256](#). This means that, unless you have OCR software, you should NOT be filing scanned documents; use type-filled forms or Word documents saved as PDFs whenever possible.
- iv. **Attachments must be bookmarked.** This is required by [Rules of Court 3.1110\(f\)\(4\)](#), *but optional for self-represented litigants*. The easiest way to do this, especially if you do not have a full PDF editing software, is to use Bookmarks and Hyperlinks in Microsoft Word, and Save as PDF.

[\\*Sample guide on Bookmarking.](#)

- b. **E-sign OR sign a physical copy.** E-signature programs (e.g. DocuSign, HelloSign, Lawyaw) are accepted but NOT required. [Rules of Court 2.257](#) says that for documents signed under penalty of perjury, the e-filer is deemed to have signed if they e-sign (including /s/ First Last) OR sign a physical copy. *You do NOT need to upload a scan of the signed physical copy, it only needs to be available for inspection upon request.*
- c. **Include a Fee Waiver if eligible.** Although no fees are charged for DVRO filings, a fee waiver ensures there are no additional e-filing fees charged by the court or EFSP.

## 2. Avoiding errors in E-filing

- a. **Filing location:** check first, and verify address/alternate names
  - b. **New vs. Existing case:** if there is a case number, it is an existing case, even if you have never e-filed before
  - c. **Case category:** for DV, make sure to select Family, not Civil Restraining Orders
  - d. **Filing code:** type of document - make sure it matches the name of the judicial council form
  - e. **Security:** determined by filing code
  - f. **Attachments:** be very cautious not to attach anything that should be a separate form
  - g. **Add all required documents** to a single “envelope” to submit together.
  - h. **Check your e-mail** for documents returned by *BOTH the EFSP and the court resource account* and forward as needed - documents from the court will not automatically be sent to courtesy copy recipients.
  - i. **Supplemental filings:** repeat the process for any additional filings, including Proof of Service
3. **Contact your EFSP or the court** ([FLefilesupport@lacourt.org](mailto:FLefilesupport@lacourt.org)) for troubleshooting assistance. Also refer to the court’s [FAQs](#) and [Judge Riff’s e-filing presentation](#) for more information.
  4. **Contact us** with systematic issues you or your clients are experiencing; we may not be able to solve the issue, but we can hopefully raise it up to the court:

Julia Lee, Legal Aid Foundation of Los Angeles [jolee@lafila.org](mailto:jolee@lafila.org)  
Kate Forrest, Jenesse Center [kforrest@jenesse.org](mailto:kforrest@jenesse.org)