

TOP TIP: REFERS TO AND WHAT TO DO!

If you have filed more than a few documents through the Los Angeles civil court eFiling portal you will have undoubtedly been asked to select a “Refers To” party.

“Refers To” is the opposing party or parties affected by the document you are filing. Simply

Refers To

Party +

[Choose Option]

Appleway LLC (Defendant)

Westcore Properties AC, LLC (Plaintiff)

select that party from the drop down menu. If your filing affects more than one party, click on the blue “+” button and add all additional parties. When in doubt, select all opposing parties.

If your party isn’t listed, depending on the document type selected, you may have the option to add them. If not, you can make a comment to the clerk explaining that your intended party wasn’t on the list.

If you have any questions about eFiling, please contact our eFiling department [here](#), give us a call at 877.399.5562 or use the chat feature within our [portal](#).