



Beginning **Monday, February 5, 2024**, the Los Angeles Superior Court has a new mandatory requirement for submitting proposed orders in all civil case types except small claims.

In summary, the court now requires two documents:

1. The proposed order in PDF format; *and*
2. An editable version of the proposed order.

When using the First Legal eFiling portal, simply select one of the document types listed below and you will be prompted to upload a Microsoft Word version of the proposed order.

- ORD010 Order (name extension)
- ORD090 Order for Release of Funds
- ORD120 Order - Dismissal
- ORD195 Order to Deposit (name extension)
- ORD205 Order to Set Aside / Vacate (name extension)
- ORD220 Ex Parte Proposed Order
- STP020 Stipulation and Order (name extension)
- STP045 Stipulation and Order to Vacate Default and / or Default Judgment
- STP070 [Proposed Order] and Stipulation to Continue Trial, FSC (and Related Motion/Discovery Dates) Personal Injury Courts Only (Central District)

Our system will automatically create a separate PDF version for the court. You do not need signatures on the Word version, even when submitting a Stipulation and Order. NOTE: If your stipulation contains exhibits, you can submit an additional PDF, including the proposed order and exhibits. We recommend using the document type called "Notice (name extension)".

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.



800.889.0111



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### **Our Team is Here to Help!**

We recognize the complexities of adapting to these changes and are dedicated to facilitating a seamless transition. Our team of eFiling experts are here to assist, don't hesitate to connect with us!