



LOS ANGELES COUNTY PROBATE EFILEING GUIDE

First Legal has created this resource to assist our clients with electronic eFiling. The information contained within this guide was extracted from the official court website, local rules, and the vast experience of our concierge eFiling team.

System Information

- **System**
 - Odyssey
- **Mandatory**
 - Probate, Mental Health

Helpful Links

- **Probate Website**
 - [LA Court](#)
- **Probate Doc Name List**
 - [eFilingDropDownMenu.pdf \(lacourt.org\)](#)
- **Probate FAQ**
 - [Efiling_FAQ.pdf \(lacourt.org\)](#)
- **Probate Case Access**
 - <https://www.lacourt.org/casesummary/ui/index.aspx?casetype=civil>
- **Courthouse Locations**
 - [JTI Court Code Abbreviations .xlsx](#)

Filing Requirements

- **MB Size Limits**
 - 25 MB per document
 - 35 MB per submission
- **Formatting**
 - Bookmark
- **Exceptions List**
 - Peremptory Challenges (PC); any filings related to a Peremptory Challenge (i.e. Notice of ruling re PC, Notice of withdrawal of PC etc.)

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Filing Requirements, cont.

- **Exceptions List**
 - Bonds/Undertakings/Warrants
 - Settlement Conference Briefs/Mandatory Settlement Conference Statements
 - Note: Only eFiled w/ Minute Order from Judge mandating
 - If mandated, submit as "Brief (name extension)"
 - Full Notice of Lodgment (NOL) document
 - Note: Submit only the pleading of the document; full version of NOL with exhibits to be submitted over-the-counter
 - Note: Can only file full NOL when mandated by Judge; when mandated, will be advised must eFile full document
 - Under Seal
 - Note: Can only file when mandated by Judge
 - If mandated, submit as normal applicable/matching document type and leave note to Clerk re document filed under seal
 - Document must state being filed under seal on caption

Submission Requirements

- **Appeals Fee**
 - Notice of Appeal: \$100+\$775 submitted/captured via eFiling
 - Doc type to adv \$100 appeal fee: Appeal – Notice of Appeal/Cross Appeal Filed - \$100.00 (Appeals)
 - Adv \$775: Court Fees Tab->Add Additional Fee, select "Court of Appeal Deposit – each" \$775
 - If you have multiple appeals, change the quantity – if only one appeal, leave at 1

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Under Seal

- Can ONLY be submitted by mandate/order from the Judge
- If mandated, submit as normal applicable/matching document type and leave note to Clerk re document(s) filed under seal
 - It's a plus to have the Minute Order or Date to also reference in Note to Clerk

Court Reporter Fees

- N/A

Case Initiation

- Must include Probate Case Coversheet, PRO-010

Drop-Off Ex Parte

- Select "Ex Parte Petition" as the document type
- Preface the description with "DROP-OFF EX PARTE"[rest of description]
- Note: Drop-offs do not require an appearance by parties, but can do take longer for the Judge to review/process

Fees

- Petition/Accounting/Ex Parte: Requires \$435.00 fee
- Opposition/Objection/Response/Reply to Petition/Accounting/Ex Parte: Requires \$435.00 fee
- Opposition to Ex Parte Application: Requires \$60.00 fee

Petition for Guardianship - Child Information Attachment

- GC-210(CA) Child information Attachment is to be attached to the GC-210 Petition for Guardianship

For any questions or comments about the information provided, please connect with us [here](#). We also welcome your suggestions for other information that can improve this resource!