

**MINUTES OF THE MEETING OF THE APPELLATE COURTS SECTION  
OF THE LOS ANGELES COUNTY BAR ASSOCIATION**

Tuesday, October 3, 2017  
4:30 p.m. to 6:30 p.m.  
Court of Appeal  
Second Appellate District  
Employee Lounge on Third Floor  
300 S. Spring Street  
Los Angeles, California 90013

**“TrueFiling & E-filing Essentials for State and Federal Courts”**

Panelists: Joseph Lane, Clerk/Executive Officer of 2DCA  
Ben Shatz and Bess Hubbard, Manatt, Phelps & Phillips, LLP

Attendees: George W. Abele, Elizabeth S. Anthony, Sarvenaz Bahar, Robin M. Bernstein-Lev, Beverly J. Bickel, Maureen Boucher, Kent J. Bullard, Stephen M. Caine, Gary J. Cohen, Douglas J. Collodel, Robert Cooper, Jean M. Costanza, Maria Cruz, Dawn Cushman, Russell Alan Dalton, Cassidy C. Davenport, Orly Degani, Mark S. Devore, Tracy Felton Dodds, Susan Donnelly, Thomas P. Dunlap, Paul D. Eisner, Sarah Fiskin, Dylan Ford, Cydney Swofford Freeman, Javier Garza, Michael Goodman, Walter Gordon, Felicia Kahn Grant, Thomas M. Hall, Brock T. Hammond, Mark Harvis, Reid S. Honiyo, Rickita Hudson, Christine Huynh, Subrenia Ivory, Margaret I. Johnson, Barbara A. Jones, Robert L. Kern, Jens B. Koepke, Tim Lamoureux, Felix E. Leatherwood, Matthew S. Levinson, James S. Link, Richard Scott Lysle, Richard M. Macias, Marina Maynez, Joanna McCallum, Jeffrey A. Miller, Tom Moore, Nick J. Mostert, Gina A. Osorio, Brad S. Pauley, Myra Rios, Glenn Rubin, Marketa Sims, Julia C. Shear Kushner, Randall A. Spencer, Mike Theberge, Rose Trenado, Hiroko Jewel Ushimaru, Michael M. Walsh, J. Alan Warfield, Roy G. Weatherup, Joseph Zimring

**The Program**

The written program materials included some printed tutorials on how to prepare briefs and appendixes in Adobe Acrobat Pro for e-filing, various local rules for e-filing in the California Supreme Court and Court of Appeal, and several news articles about e-filing in the California and United States Supreme Courts.

During the program, Ben Shatz began by covering the status of e-filing in the Supreme Court of the United States and in the federal circuit courts, including the Ninth Circuit. Next he covered e-filing in the California Supreme Court, including the rules governing e-filing in the California Rules of Court. Ben then discussed the local e-filing rules for various districts of the Court of Appeal, including the Second District's formatting requirements and guidelines.

Next, David Leasure from Image-Soft, the company that owns TrueFiling, presented a webinar covering various aspects of electronic filing using TrueFiling, the system required by the California Supreme Court and Court of Appeal. He discussed and answered attendees' questions about the following main topics: creating a TrueFiling account; filing to an existing case; initiating a case; settings, such as password settings; and "important extras," such as the quick-start guide and the support page.

Ben Shatz then resumed his discussion of the Second District's formatting guidelines, and he and Joseph Lane answered attendees' questions. It was noted that the Second District will begin using TrueFiling on October 30, 2017.

Finally, Bess Hubbard demonstrated and answered questions regarding how to prepare briefs and appendixes in Adobe Acrobat Professional for e-filing.

Approved on January 3, 2018

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Kent J. Bullard  
Secretary, Appellate Courts Section