

About One Legal

One Legal is the only online service you need to file and serve in California. Through one simple online platform file in every Superior Court in the state and arrange service of process anywhere in the U.S.



One Legal and LACBA

Los Angeles County Bar Association members are eligible for a 15% discount on concierge services and 10% discount on all other One Legal services. Sign up at www.onelegal.com/lacba

How to prepare your office for electronic filing

eFiling in Los Angeles Superior Court

Most of the largest Superior Courts in California are moving to require electronic court filing, including Los Angeles Superior Court. According to current plans you'll have to eFile in all major civil case types by 2019.

Case type	Voluntary	Mandatory
Probate	Now	Now
Family	Sept. 2018	Oct. 2018
Limited Civil	Nov. 2018	Dec. 2018
Unlimited Civil (inc. complex cases)	Nov. 2018	Dec. 2018
Small Claims	TBA	TBA

**Dates not yet confirmed and subject to change.*

Essential office technology

To realize the efficiency gains that eFiling and eService make possible, you'll need to equip your office with the right technology. Here are the basics:

High speed internet

When you eFile, you must upload your documents to your EFSP. You'll also need to download court-returned documents and documents that have been electronically served. To avoid headaches and potentially missed deadlines, you'll want fast, reliable internet.

Web browser and email address

For the best eFiling experience use one of the "big three" web browsers — Chrome, Internet Explorer, or Firefox. Services like One Legal work well in most browsers, but that isn't always true for other EFSPs or government

websites. Sometimes security patches aren't released for older versions, so make sure you're fully up to date.

A scanner

Sometimes you'll need to make PDFs from documents that you only have on paper — these you'll have to scan. Consumer scanners are designed for scanning family photos and are therefore set to a very high color resolution. Look for a professional office scanner that allows you to adjust the resolution. 300dpi is minimum accepted by the courts and will ensure that your scans are sufficient quality but not too large.

[How to choose a scanner for your office \[a buyer's guide\] >>](#)

A good, fast, laser printer

Sometimes you'll need to print out a large filing you've received by eService. In these scenarios, you'll want a cheap, fast, and reliable printer — choose a laser rather than a two-page a minute inkjet.

Professional PDF software

Up until now, you may have managed with the free Adobe Acrobat Reader. However, to meet eFiling requirements in California, you'll sometimes need to edit and manipulate your PDF files before submission.

You're required to bookmark exhibits, redact confidential information, and render image-based PDFs text searchable. These tasks will require professional PDF software. These days, this isn't as expensive as you might think. Adobe Acrobat, the market-leader, costs just \$14.99 per user per month. Other options are available.

[Check out our guide to choosing the right PDF software for your firm >>](#)

A reliable eFiling service provider

Of course, all of your investments will be wasted if — at the final hurdle — your eFiling service provider lets

you down. You have a choice of several EFSPs. So, how do you choose the best for your firm? In our three decades of experience we've found learned that you should look for:

- High quality [customer support](#) who can help you find information and are quickly available.
- Comprehensive services beyond eFiling, like physical court filing (for courts that don't have eFiling yet), service of process, and courtesy copy delivery, and bonus offerings like [concierge services](#).
- Clear, simple billing with features like disbursements of all court fees upfront on your behalf, a single invoice per filing, and easily searchable statements.

How to ready your team for eFiling

There can be a learning curve when you first switch from preparing filings on paper to managing the process online. Therefore, it's important for staff who will be responsible to get familiar with the rules and systems ahead of time.

Appoint an office expert

One simple tip for ensuring a smooth transition to eFiling is to appoint at least one staff member as an in-house expert who can offer guidance and support to others in the firm.

This designated person should review all training materials and attend webinars in advance. They can use this experience to put together a checklist of mandatory training materials and events for their colleagues.

Review guides, tutorials, and trainings

Before eFiling becomes mandatory, take time to get acquainted with its basic terminology and processes. Look for online webinars with eFiling specialists ([such as those offered by One Legal](#)).

During the voluntary phase of the eFiling launch, bar and paralegal associations will organize training events and showcase preferred EFSPs, such as One Legal.

Choose an EFSP early and use them throughout the office

When you eFile, you must choose a service provider — like One Legal — for sending your documents to court and managing your cases. In California, there are several to choose from with different features and levels of service.

Whichever EFSP you choose, it's smart to standardize across the office. This way, if issues or questions arise, colleagues can support each other. If someone needs to step in to cover a filing when a co-worker is on vacation, they'll know the system.

[Learn more about choosing a provider that suits your firm >>](#)

Start placing filings online before it's required

In Los Angeles, eFiling will be voluntary for the first month of the implementation. During this period, eFiling is available but not mandatory. We recommend taking advantage of the court's permissive period to find your preferred EFSP, learn the system, and iron out any internal issues.

How to stay up to date with the latest developments

Stay informed about upcoming implementations, other eFiling news, and get the latest advice on how to ensure your filings are accepted by following [@OneLegal](#) on Twitter or [subscribing](#) to our weekly blog digest.