

1. Go to the court website: <https://www.lacourt.org/division/efiling/efiling2.aspx>
2. Scroll down and choose Juvenile Dependency Court, then choose a servicer.

JUVENILE DEPENDENCY EFILING

Effective October 5, 2020, the Superior Court of Los Angeles County will implement mandatory e-filing for all non-adoption documents filed by litigants and/or agencies represented by attorneys in Juvenile Dependency.

First Amended General Order re Mandatory Electronic Filing for Juvenile Dependency (Non-Adoptions) (08/19/2020)

View Electronic Filing Service Providers

General Order re Mandatory Electronic Filing for Juvenile Dependency (04/24/2020)

Juvenile Dependency e-filing FAQ (9/29/2020)

Juvenile Dependency e-filing Document List

3. This part is confusing because there are a lot of them and how do you choose? It seems like most of them are just a different way to pay to access the same portal. I went with Legal E-File: <https://california.legalefile.com/ca/>
4. Create an e-file account and log in.

Legal e-File

California E-Filing News

QUESTIONS: Please visit our [help site](#) for e-filing answers.

Important! If you already have an e-filing account, please use your existing login here.

Email

Password

Login

[Forgot Password / Unlock Account](#)
[Re-send Activation Link](#)

or

Sign Up

5. Choose File on Existing Case

The screenshot shows the Legal e-File dashboard. The top navigation bar includes links for E-Filing, Settings, Reports, Account, Support, and Logout. The left sidebar contains a menu with options: Dashboard, Initiate a New Case, File on Existing Case, Create Serve Only, Filing Status (with a '2' badge), Notifications, and Recent Cases. The 'Recent Cases' section is highlighted with a purple arrow and the text 'Cases previously filed on appear here'. The main content area is titled 'Dashboard' and features a 'Start a New Filing' section with two buttons: 'Initiate a New Case' and 'File on Existing Case', the latter of which is circled in green. Below this is a 'Help Articles on Getting Started' section with links to various guides. A 'Live Chat' button is visible in the bottom right corner.

6. Input the case number on your child's case to pull up the correct file

The screenshot shows the 'File on Existing Case' workflow screen. The top navigation bar is the same as in the previous screenshot. The left sidebar is also the same. The main content area is titled 'Filing 0100700 - RESERVED'. It contains a green box with the instruction 'File on Existing Case - Complete the below filing steps and submit to file your documents.' Below this is a section titled '1. Select Case - Choose your case, or click add a case to retrieve your case from the court's system.' This section contains a dropdown menu labeled 'Case *' with the text 'Click or type to select' and a search icon. The dropdown menu is circled in purple. Below the dropdown is a link 'Add a Case'. The next section is '2. Add Documents - Define, select, and upload the documents that make up your filing.' It includes a text input field for 'Select case type / case to load available document types.' The final section is '3. Security & Optional Services - Choose a security level, and any needed options for each document.' A 'Live Chat' button is visible in the bottom right corner.

7. Attach documents - find what you want to file in the drop-down menu, then attach.

2. Add Documents - Define, select, and upload the documents that make up your filing.

Document Type	Document Description	File Name
Click or type to sel Ex Parte - Application Exhibit List Interlineated Petition JV-323 Notice of Intent to Remove Child JV-324 Notice Of Emergency Removal JV-325 Objection to Removal JV-326 Proof Of Notice JV290 Caretaker Information Form JV300 Notice of Hearing on Selection Permanent Plan JV321 Request for Prospective Adoptive Parent Designation JV322 Confidential Information - Prospective Adoptive Parent Joinder Letter - From Educational Rights Attorney Letter - Re: Counseling/Progress Status (Mo/Fa/Mi/O) Letter Of Guardianship (D)	Enter Document Descript	Click to Upload

8. Add yourself as a case party. Technically you are not a party to the case unless you have been granted de-facto parent status but there's not an option for that.

4. New Case Parties - Enter the required parties.

[Add Party](#)

9. I filed on behalf of myself, as if I were my own pretend attorney because the system isn't really set up for pro-se (people representing themselves) filings.

5. Filing Party - Choose the party or parties you are filing on behalf of. If using a keyboard, select parties with the enter key instead of the spacebar.

☐	Party Name	Role	Party Type	Attorney Info
☐	DCFS	Petitioner	Business	
☐		Court Appointed Special Advocate	Individual	Add Attorney
☐		Father	Individual	Add Attorney
☐		Father	Individual	Add Attorney
☐		Mother	Individual	Add Attorney
☐		Minor	Individual	
☒		Other	Individual	Add Attorney

this is me once I added myself as a party

10. I let the automatic thing determine who should be served the filing and checked all boxes.
11. Pay and submit filing. The processor will email you notification that the filing has been received by the court.

8. Filing Fees - Select a payment method to pay estimated fees.

Service Fees	Estimated
Odyssey eFileCA EFM Fee	\$3.50
Provider Service Fee (Legal eFile)	\$3.99
Los Angeles County Court Transaction Fee	\$2.25
Payment Service Fee	TBD
Grand Total	\$9.74

Select Payment Account *

[Choose Payment Method] 

 [Confirm Fee Calculation](#)

 [Add New Payment Method](#)