

Writer's Cases
Los Angeles Superior Court
Special Instructions

- Attach only one main document and as many supporting documents as are applicable in the same transaction.
- You will be unable to locate the cases or documents related to the cases unless a member of your firm is included on the service list of at least one Writer's case. Contact Customer Support at 888-529-7587 if you are unable to locate the cases.
- You can submit the same document in multiple cases by selecting the "File and/or Serve in Multiple Cases" option on the Start a Transaction page, available under the Filing & Service tab.
- Plaintiff parties will not be individually listed under the Service/Notice tab but will simply say "Plaintiffs."
- When specifying your document title (in the Title box under the Documents tab), make sure to include: (1) the name of the party filing the document, (2) the nature of the document, (3) party against whom relief, if any, is sought, and (4) nature of relief sought. For example "Plaintiff John Doe's Motion for Summary Judgment." You may want to copy and paste the title of your document directly from your pleading.
- Underneath the typographical ("/s/ attorney name") signature, every document served electronically must bear the address, telephone number and State Bar number of the authorizing attorney.
- In some e-service cases, the Service/Notice tab will only list parties who can receive service electronically. Click the "All Active Participants" button (located just above the service list) to view all parties in the case, including those who can only receive service via U.S. Mail. If you check the box next to the name of a U.S. Mail recipient, File & Serve will serve that party via U.S. Mail, and additional charges will apply. Requests submitted before 5:30 PM PST will be mailed that day. Requests submitted after 5:30 PM PST will be mailed the following business day (Monday through Friday excluding holidays). If you do not check the box of a U.S. Mail recipient, you will need to serve that recipient by mail, and that recipient's service will not appear on your File and Serve receipt.
- You will not be charged for searching within the case group or for retrieving documents not served on your firm.