

FOR YOUR INFORMATION

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Issue 20-09

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DCFS e-Filing Process

This is to inform staff about our county's initial implementation of the electronic filing (e-Filing) system.

Background

In 2017, the Los Angeles County Dependency Court transitioned to an electronic filing system for dependency cases known as the Odyssey Case Management System (Odyssey). DCFS will now electronically file court reports using the Court Report Document Management System (CRDMS) also known as the e-Filing system.

What is the e-Filing process?

The e-Filing process is the electronic filing of court documents directly from DCFS to Odyssey.

Below is a summary of the updated responsibilities for all staff impacted by the new e-Filing process:

PHASE 1 – Begins May 15, 2020

PETITION FILINGS:

Who will complete the Scanning of Documents? Intake and Detention Control (IDC) will complete the scanning process for all petitions (including 300, 342, 385 & 387 petitions).

Regional Staff Responsibilities: There are no changes to the petition filing process for regional staff. They will continue to upload the Detention Report and supporting documents to IDC. This includes Amended petitions completed by Dependency Investigation (DI) units.

IDC CSW Responsibilities: IDC CSWs are required to separate all [Level One and Level Two court documents](#) to be e-Filed to Dependency Juvenile Court. CSWs can also print the coversheets and insert the coversheets and children barcodes into the correct position of the Document Packet. The CSW provides the Petition Packet to clerical staff for e-Filing processing.

IDC Clerical Responsibilities: IDC Clerical staff will electronically file the completed petition and supporting documents by generating barcodes, coversheets (from CRDMS) and then scanning and dropping them into the Multi Drive Watch (MDW) network folder for processing into DCFS Documentum (D2) application. Please note that clerical staff will no longer scan reports into the attorney notification system. All reports will be available in Odyssey.

Paper copies: IDC Clerical Staff will continue to make the required hard copy (Petition Packets) for the attorneys, parents, county counsel and court officer. DCFS will no longer make copies for hearing officers because the court's copy will be scanned into CRDMS and uploaded into Odyssey.

NOTE: The timeframes for the submission of court reports remains the same as per existing policy.
[PG 0300-308.07](#)



If you have any questions regarding this release please e-mail your question to:

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PHASE 2 Begins June 18th, 2020

SUBSEQUENT HEARING: JURISDICTIONAL HEARINGS, DISPOSITIONAL HEARINGS, PROGRESS REPORTS, SUPPLEMENTAL REPORTS, .26 REPORTS, ADDENDUM REPORTS, PRIs, STATUS REVIEW HEARINGS, LAST MINUTE INFORMATIONS AND ANY OTHER HEARING WHERE A REPORT IS REQUIRED.

Who will complete the Scanning of Documents? Regional offices are responsible for the scanning of court reports related to all status review hearings. Regional offices are already using D2 to scan reports to the attorney groups.

Regional Staff Responsibilities:

CSWs are required to separate all [Level One and Level Two court documents](#) to be e-Filed to Dependency Juvenile Court. Upon request, clerical staff can provide required coversheets and children barcodes for separation of court documents. CSWs can also print the coversheets and insert the coversheets and children barcodes into the correct position of the Document Packet. The CSW provides the Document Packet to clerical staff for e-Filing processing.

Clerical Responsibilities:

When requested by the CSW, Clerical staff will provide required coversheets and children barcodes for separation of court documents. Clerical staff will scan court documents and electronically file the reports into the MDW folder for e-Filing. Please note that clerical staff will no longer scan reports into the attorney notification system. All reports will be available in Odyssey.

Paper Copies: Clerical Staff will continue to make the required hard copies for the attorneys, parents, county counsel and court officer. DCFS will no longer make copies for hearing officers because the Court's copy is scanned into Odyssey.

NOTE: The timeframes for the submission of court reports remains the same as per existing policy. [PG 0300-308.07](#)

WALK-ON REPORTS

Who will complete the Scanning of Documents? The Juvenile Court Services (JCS) Liaison Unit (Court Liaison Unit) will scan Walk On requests.

Regional Staff Responsibilities: There are no changes to the Walk-On/Set-On process for regional staff. They will continue to email Walk On requests and supporting documents to the Court Liaison Unit. For example: 388 Petitions, Travel Requests, Medical Requests, etc.

Court Liaison CSW Responsibilities: There are no changes to the review procedures for Court Liaison CSWs. After they review and approve Walk-On reports they will insert the coversheets and children barcodes into the correct position of the Walk-On report. The CSW provides the Walk-On Packet to JCS clerical staff for e-Filing processing.



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Court Liaison Clerical Responsibilities: Court Liaison Clerical staff will electronically file the Walk-On/Set-On requests and supporting documents by generating barcodes and cover sheets and then scanning and dropping into the MDW network folder for processing into DCFS D2. Please note that clerical staff will no longer scan reports into the attorney notification system. All reports will be available in Odyssey.

Paper copies: Court Clerical Staff will continue to make the required hard copies for the attorneys, parents, county counsel and court officer. DCFS will no longer make copies for hearing officers because the court's copy is scanned into Odyssey.

Psychotropic Medications Authorizations (PMA)

Who will complete the Scanning of Documents? The DCFS PMA Unit will scan all necessary forms to the Court PMA Desk.

Regional Staff Responsibilities: There are no changes to the PMA process for regional staff. They will continue to email documents to the DCFS PMA Unit.

DCFS PMA Unit Responsibilities: There are no changes to the review procedures for the DCFS PMA Unit. After they review and approve the forms, they will insert the barcode and coversheet and e-file the documents.

Training

The DCFS Business Information Systems (BIS) has created a 13-minute instructional video which details the process of the new e-Filing system. To view the e-Training filing video please click on the following link: [e-Filing System Training](#)

Target Go live Date:

The new e-Filing system will be implemented in two phases as indicated above. Phase 1 impacts IDC while Phase 2 impacts all offices.

All staff are to adhere to the implementation dates as indicated above. Please be advised that the following Policy Guides still apply and must be referenced but they will be updated accordingly and redistributed at a later time:

- [0300-301.05](#), Filing Petitions
- [0300-303.15](#), Writing the Detention Report
- [0300-503.10](#), Writing the Jurisdiction/Disposition Report
- [0300-503.15](#), Writing a Status Review Hearing Report for a WIC Section 364, 366.21(e) or (f), 366.22, or 366.25 Hearing
- [0300-503.16](#) Writing the WIC 366.3 Status Review Hearing Report for Minor Dependents
- [0300-503.17](#) Writing the WIC 366.31 Status Report for NMDs
- [0300-503.94](#), Set-On / Walk-On Procedures
- [C300-022](#), CPU: Processing Court Reports
- [C400-008](#), Processing Intake and Detention Control Petitions

Please note that DCFS is working with the attorney groups to move to a paperless environment



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