

INFORMATION TECHNOLOGY ALERT

ITA ITA ITA ITA ITA ITA ITA ITA ITA ITA

Issue 21-03

Date: 02/24/21

Adobe e-Sign for Court Report

This FYI is to inform staff that effective **February 23, 2021**, the Department is implementing Adobe e-Sign to allow for the electronically signing of Court Reports.

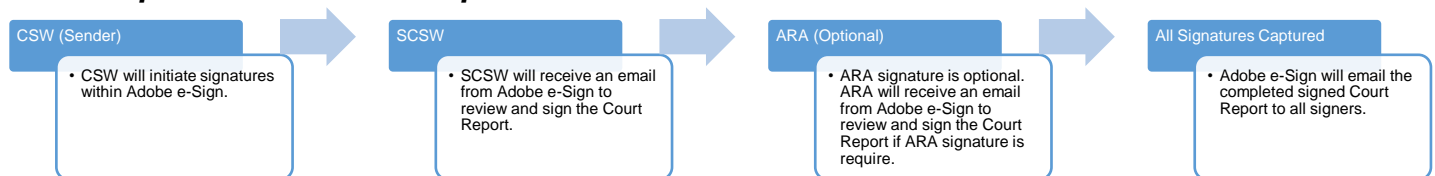
BACKGROUND:

The new electronic filing system at the Dependency Court has made it necessary for the Department to implement a process that digitally captures signatures on Court Reports. The Business Information Systems Division has partnered with Adobe to create a method to facilitate this process. The Adobe e-Sign software enables Court Reports to be signed and submitted electronically via a workflow process.

HOW IT WORKS:

The primary function of Adobe e-Sign is to capture digital signatures. This digital signature process is in compliance with all County rules and regulations and acceptable by LA Superior Court. The Adobe software does not allow for changes to any document once the signature process has begun. Therefore, CSWs and SCSWs must ensure that the grammar and content of the Court Report is final (**e.g., spellcheck, formatting, acronym usage**) before initiating the e-signature process in Adobe.

Court Report Workflow Participants



ADDITIONAL RESOURCES

To assist with training on this new process, please refer to the resources below:

- 1) Adobe e-Sign for Court Reports User Guide: https://mylakids.dcfslacounty.gov/wp-content/uploads/2021/01/Adobe_Sign_Court_Report_Guide_Final.pdf
- 2) Training video link for Adobe e-Sign: Video Tutorial <https://vimeo.com/473624306/a6821bfd18>



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

certtech@dcfs.lacounty.gov

(right click to open footer section and access link)

QUESTIONS/SUPPORT:

- 1) For questions regarding the Adobe e-Sign process/workflow for Court Reports, please refer to the list below to contact the Service Bureau (SB) Administrator for your bureau/location.

Administrator

Maricruz Curiel
Belinda Marquez
Denise Pichon
Jaclyn Del Rosario
Roxanna Rice
Lisa Streeter
Malena French
Clara Lee
Albert Diaz
Kristi Yoshikawa
David Hinson
Regina De La Pena
Loretta Carrillo

Bureau/Location

Santa Fe Springs (SB1)
Compton (SB1)
Admin (SB1)
Admin (SB1)
Pasadena (SB2)
Wateridge (SB2)
Santa Clarita (SB2)
Admin (SB2)
Admin (SB2)
Lancaster (SB3)
Palmdale (SB3)
Admin (SB3)
Admin (SB3)

- 2) For technical questions regarding Adobe e-Sign, please send your inquiries to:
DCFS_Adobe_Sign_Support@dcfs.lacounty.gov
- 3) For access to the Adobe e-Sign software, please create a ticket via the e-Service Portal on LAKIDS:
<https://sms.isd.lacounty.gov/CherwellPortal/>



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

certtech@dcfs.lacounty.gov

(right click to open footer section and access link)