

Family Law Ex Parte/Emergency Orders Request Information

Case Name: _____

Pursuant to the Local Rules of Court: **“The application for ex parte/emergency orders, including all declarations, attachments, and other documents intended for judicial review, shall be delivered to the opposing party or attorney by hand, fax, or email no later than 10:00 a.m. one (1) day before the application is scheduled to be reviewed by the court.”**

Moving papers, including judicial form # FL-303 *Declaration re: Notice and Service of Request for Temporary Emergency Orders*, must be filed with the Superior Court Clerk’s Office **before 10:00 a.m.** the day the *ex parte* has been set for judicial consideration.

DO NOT submit moving papers by e-mail or direct fax.

The judge will consider your *ex parte* request based on the information provided in the documents that you have filed and will issue a ruling **by 1:30 p.m.** the day the *ex parte* has been set for judicial consideration. If the judge needs more information parties will be notified by the Clerk, by e-mail (preferred) or by phone, to appear in court at 4 p.m. that day. If the judge does not require more information, parties can pick up their order at the Clerk’s Office at 1:30 p.m. For other options to receive the order, please see the Local Rules of Court.

Your request for a Family Law Ex Parte/Emergency Order has been set for judicial consideration on:

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Return to the Clerk’s Office at 1:30 p.m. on the day of your of *ex parte* to find out the judge’s ruling on your matter.

You, or someone 18 years or older and not a party to the case, can notify the other party of this matter. Whoever gives notice must complete and sign judicial form # FL-303 *Declaration re: Notice and Service of Request for Temporary Emergency Orders*. If immediate harm could result if notice were given or if giving notice is impossible, you must indicate why notice was not given under #3(b) on judicial form # FL-303. A judicial officer reviewing the request may find the reason(s) for not giving notice insufficient and could therefore deny your request.

Any opposition to the *ex parte* request must be faxed, e-mailed, or hand delivered to the Clerk’s Office by 10:00 a.m. on the date scheduled for judicial consideration of the *ex parte* request.

Hand Deliver to:	UKIAH BRANCH: 100 North State Street, Room 107, Ukiah	TEN MILE BRANCH: 700 South Franklin Street, Fort Bragg
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Fax to:	UKIAH BRANCH: (707) 463-6850	TEN MILE BRANCH: (707) 961-2611
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E-mail Address:	exparte@mendocino.courts.ca.gov
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