

Civil and Family Law *Ex Parte* Request Information

Case Name & Number: _____

Pursuant to [Local Rule](#) and the [California Rules of Court](#), a party seeking *ex parte* orders must, no later than **10:00 a.m. one court day before the *ex parte* request is to be reviewed by the court, notify and deliver to all parties or attorneys** the application for *ex parte*/emergency orders, including all declarations, attachments or other documents intended for judicial review. Notice and delivery must be in person, by fax, email, or text message which must include a clear picture of the moving papers.

- **All *ex parte* request paperwork, including the Declaration re. Notice, must be filed with the Clerk's Office in person no later than 10:00 a.m.** the day the *ex parte* request is scheduled to be reviewed by the court. Do NOT turn in papers by email or direct fax.
- The judge will consider the *ex parte* request based on the information provided in the documents that were filed and will issue a ruling by 1:30 p.m. the day the *ex parte* has been set for judicial review.

If the judge needs more information, parties will be notified by a clerk, by e-mail (preferred) or by phone, to appear in court at 4 p.m. that day or another date and time as specified by the clerk.

- The facts stated in the *ex parte* request must be based on the personal observations of the person who signs the declaration. Except in limited circumstances, the court cannot consider a statement by a witness or victim unless that person makes their statement in a written declaration under penalty of perjury.

Opposition: Any opposition to the *ex parte* request must be hand-delivered to the clerk's office, by 10:00 a.m. on the date scheduled for judicial consideration of the *ex parte* request.

Opposition to a request for restraining order only may be emailed to exparte@mendocino.courts.ca.gov

Your request for an *Ex Parte*/Emergency Order has been set for judicial review on:

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Check the ruling on the court's website under [Ex Parte Decisions](#) or 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 and get your paperwork.

You can notify the other party (unless ordered not to have contact) or you may have someone at least 18 years old, and not a party to the case, give notice for you. The person who gives notice must complete local form [MMC-121 Declaration re: Notice upon Ex Parte Application for Orders](#), or, if applicable, [Form FL-303, Declaration Regarding Notice and Service of Request for Temporary Emergency \(Ex Parte\) Orders](#).

If immediate harm could result if notice were given or if giving notice is impossible, you must indicate why notice was not given on your *Declaration re. Notice* form and explain your reasons. A judicial officer reviewing the request may find the reason for not giving notice insufficient and could deny your request.

Hand Deliver to:	UKIAH BRANCH:	TEN MILE BRANCH:
	100 North State Street, Room 107, Ukiah	700 South Franklin Street, Fort Bragg