

EX PARTE POLICIES AND PROCEDURES
DEPARTMENT C14
(As Posted on the Court Website)
Revised May 28, 2014

Dates and Times

Ex parte applications are accepted Monday, Wednesday, Thursday and Friday at 8:30 a.m. ****EFFECTIVE AUGUST 2014 NEW HEARING DATES**** Ex parte applications will be accepted Tuesday, Wednesday, Thursday and Friday at 8:30 am

Procedure

The moving party must reserve a date for submission of the ex parte application by telephoning the clerk or courtroom assistant at (657) 622-5214, by 9:00 a.m. the day before the ex parte application is submitted. Please be prepared to give the case number, case name, nature of the application, telephone number, and identity of the moving party.

Absent exceptional circumstances, the moving party must notify all parties no later than 10:00 a.m. the court day before the ex parte appearance. Absent exceptional circumstances, ex parte applications must be served by FAX on the opposing party or parties and electronically filed with the court *no later than* 2:00 p.m. the day before the application is to be heard.

The court will decide the matter in chambers on the application/opposition papers, except in rare instances where the Court invites oral argument or other discussion. Opposing parties must submit any written opposition electronically and provide a courtesy copy to the court no later than 8:30 a.m. the day of the ex parte appearance.

Court Expectations

Lawyers should heed in particular the following rules:

- Court Rules of the Superior Court, County of Orange
- California Rules of Court, rules 3.1200-3.1207

Ex parte Applications must be in writing and include all of the following:

- Application in proper pleading format stating, among other things, the relief requested, the legal grounds for the requested relief, and strong reasons why the court should grant immediate emergency relief to avoid imminent irreparable harm
- Competent (e.g., based on personal knowledge) declaration(s) in support of the application
- Points and authorities
- Proposed order

Sincerely,

Franz E. Miller
Judge Presiding, Department C14