

HONORABLE W. MICHAEL HAYES

Ex Parte Information For Department C24

P. O. Box 838
Santa Ana, CA 92702-0838
714 834-2200
<http://www.occourts.org>

- Ex parte applications are heard at 8:45 A.M. on Monday, Tuesday, Wednesday and Thursday. Requirements pursuant to Rules 3.1200 through 3.1207, California Rules of Court shall apply.
- **MOVING PARTY MUST SECURE A DATE FOR HEARING BY TELEPHONING THE CLERK OR COURTROOM ASSISTANT AT (714) 834-5092, BY 9:00 A.M.** the day before the Ex parte Application is expected to be heard and prior to notifying opposing parties. (Please be prepared to give the case number, case name, nature of the application, telephone number and identity of the moving party.)
- Moving party **SHALL** notify all parties no later than 10:00 A.M. the court day before the ex parte appearance.
- The fee required for each Ex parte Application must be paid in the Superior Court Clerk's Office (Central Justice Center, First Floor, Room D110) prior to delivering the application papers to Department C24.
- Ex parte Applications must be delivered to Department C24, **NO LATER THAN 3:00 P.M.**, the day before the Ex parte Application is to be heard.
- Ex Parte Applications must be in writing and include all of the following:
 - Application containing the case caption and stating the relief requested;
 - Declaration in support of the application;
 - Declaration based on personal knowledge;
 - Points and Authorities;
 - **PROPOSED ORDER.**
- Parties shall submit on their moving/opposition papers unless the Court invites oral argument. All oppositions must in writing. If a Trial is continued the continuance fee must be submitted with the order.

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