

Rule 721 Appointment of Elisor:

- A. Where one of the parties will not or cannot execute a document necessary to carry out a court order, the clerk of the court, or their authorized representative or designee, may be appointed as an elisor to sign the document.
- B. A court order for the appointment of an elisor must be made by a Request for Order. The request may be made by ex parte application pursuant to Local Rule 704. The Request for Order must include at least one supporting declaration with a list of the exact documents the elisor is being asked to sign. The request must be accompanied by a proposed order.
- C. Mandatory Information. ~~in~~ Supporting declaration(s) must include all the following:
 1. A copy of the court order upon which the request to appoint an elisor is based.
 2. A description of the good faith efforts to meet and confer to resolve the issues informally.
 3. Specific facts establishing the necessity of the appointment of an elisor, including the reason, by a person with personal knowledge, why each document requires the elisor's signature.
- D. Mandatory Language. The proposed order must include all the following:
 1. Designate "The Clerk of the Court or Clerk Designee" as the elisor. The order cannot state a name or title of a specific court employee.
 2. Name of the party on whose behalf the clerk is signing. Name must appear exactly as shown on the document to be signed for whom the elisor is being appointed.
 3. Name the exact title that accurately identifies each document to be signed.
- E. Mandatory Additional Requirements:
 1. Copies of all documents to be signed must be attached to the proposed order.
 2. The original documents presented to the elisor for signing must be identical to the copies of the documents attached to the proposed order.

(Adopted effective January 1, 2023)