



# INFORMATION SHEET—EX PARTE MATTERS

## NOTICE REQUIREMENTS

### **ALL EX PARTE APPLICATIONS** EXCEPT DOMESTIC VIOLENCE AND DISCOVERY MOTIONS.

Notice must be given by telephone or in writing to the self-represented party or to the opposing attorney so that it is received not later than **10:00 a.m.** on the **court day before the ex parte matter will be presented to the judicial officer.** A party may request the notice be waived by writing a declaration signed under penalty of perjury which explains facts showing good cause not to give the notice. A judicial officer may approve a waiver of notice for good cause.

### **EX PARTE APPLICATIONS WHICH INVOLVE DOMESTIC VIOLENCE**

Notice must be given by telephone or in writing to the self-represented party or to the opposing attorney so that it is received not later than **four (4) hours** before the time **the ex parte matter will be presented to the judicial officer.** A party may request the notice be waived by writing a declaration signed under penalty of perjury which explains facts showing good cause not to give the notice. A judicial officer may approve a waiver of notice for good cause.

## ALL EX PARTE APPLICATIONS

1. Notice of the Ex Parte Application must include:
  - a. A statement of the relief being requested from the court (example: a request to continue the trial; a restraining order is requested)
  - b. A statement that the opposing party is entitled to attend the court hearing in person or by an attorney when the Ex Parte Application is presented to the court
  - c. The name and address of the court where the Ex Parte Application will be presented.
    - (1) If a case is *not* previously assigned to a specific judicial officer, the notice must instruct the responding party to appear at a specific time in the Family Law Clerk's Office (7<sup>th</sup> Floor) at Lamoreaux Justice Center, 341 The City Drive South, Orange, California 92868. The Clerk's Office will direct the parties to the appropriate courtroom.
    - (2) If a case is previously assigned to a judicial officer for all purposes, then the notice must instruct the responding party to appear in that Department at a specific time and date.
      - (a) Departments beginning with the letter "C" are located at Central Justice Center, 700 Civic Center Drive West, Santa Ana, California 92701.
      - (b) Departments beginning with the letter "L" are located at Lamoreaux Justice Center, 341 The City Drive South, Orange, California 92868.
2. Ex parte family law discovery motions are governed by rule 3.1203(a) of the California Rules of Court.