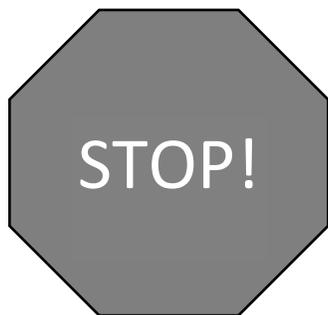


Family Law Ex Parte Instructions



Ex parte hearings are for EMERGENCIES or URGENT situations that can't wait for a regular hearing. They are also used to ask for an "order shortening time," which if granted means your hearing will be scheduled more quickly. The judicial officer hearing your case will decide if your case qualifies for emergency orders.

Case Number:

EX PARTE HEARING DATE:

HEARING TIME:

DEPARTMENT:

For the party ASKING for ex parte/emergency orders:

You must give notice of the ex parte hearing date, time, and location to the other party or lawyer by **10:00 AM** on:

You must also:

1. Give the other party or lawyer a copy of all your paperwork, including a copy of this form, as soon as possible. **If you are the petitioner and the respondent hasn't been served with your petition (form FL-100 or FL-200) and summons (FL-110 or FL-210), you must have those papers served on the respondent before your ex parte hearing.**
2. Fill out Solano County local form 5006-FL, Judicial Council form FL-303, or a declaration that contains the same information as form FL-303 to tell the court when and how you told the other party or lawyer about your ex parte. If you think you have a very good reason for not telling the other party or lawyer about the hearing, you can use one of these same forms to explain why you didn't give notice. **Bring this form to your hearing.**

SEE THE BACK SIDE OF THIS PAGE FOR DETAILED INSTRUCTIONS ON HOW TO GIVE NOTICE AND COMPLETE THESE STEPS.

For the party RESPONDING to the ex parte/emergency orders request:

You must:

1. Come to the hearing if you want the court to consider your side of the story.

Family Law Ex Parte Instructions

1. Step One: Bring Your Paperwork to the Court

Go to the clerk's office and tell them you would like an ex parte hearing. You'll need to give your paperwork to the clerk and pay your filing fees. If you think you cannot afford the filing fees, you can ask for a fee waiver. Your paperwork should include (1) a *Request for Order* form (FL-300) that explains what you're asking for and why and (2) a *Temporary Emergency (Ex Parte) Orders* form (FL-305) for the court to use in making orders. Depending on what you're asking for, other forms might be needed too.

2. Step Two: Give Notice to Opposing Party/Lawyer

Tell the other party, or their lawyer if they have one, that you are asking the court to make ex parte/emergency orders. You must tell them the hearing date, time, location, and what you are going to ask the court to order. You can tell them in person or by telephone, voicemail, fax, overnight mail, or by using a private company that does overnight delivery service. You can also use email to tell a lawyer about the ex parte. If the other party does not have a lawyer, you can tell the other party by email only if they agree to it. You must tell the other party or lawyer about your ex parte by the deadline listed on the front page.

3. Step Three: Serve Your Paperwork on Opposing Party/Lawyer

As soon as possible before the ex parte hearing, you must give (1) a copy of all your paperwork and (2) a copy of this *Family Law Ex Parte Instructions* form to the other party or lawyer. If you are the petitioner and the respondent hasn't been served with your petition (form FL-100 or FL-200) and summons (form FL-110 or FL-210), you must have those papers served on the respondent before your ex parte hearing.

4. Step Four: Fill Out your Notice Form

Fill out Solano County local form 5006-FL, Judicial Council form FL-303, OR a declaration that contains the same information as form FL-303 to tell the court when and how you told the other party or lawyer about your ex parte.

If you think you have a very good reason not to give notice, you can ask the court to waive it. Use Solano County local form 5006-FL, Judicial Council form FL-303, or a declaration that contains the same information as form FL-303 to ask for that waiver.

IMPORTANT: BRING THE NOTICE FORM TO YOUR HEARING!

5. Step Five: Go to Your Hearing

Be on time for your hearing! Allow plenty of time to find parking and to go through security.