ATTORNEY OR PARTY WITHOUT ATTORNEY *(Name & Address)*:	*FOR COURT USE ONLY*
TELEPHONE NO.: FAX NO. (Optional): E-MAIL ADDRESS (Optional): ATTORNEY FOR *(Name):* BAR NO.:	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF ORANGE JUSTICE CENTER: ☐Central – 700 Civic Center Dr. West, Santa Ana, CA 92701-4045 ☐Lamoreaux - 341 The City Drive South, Orange, CA 92868-3205	
PETITIONER/PROTECTED PARTY: RESPONDENT/RESTRAINED PARTY:	
DECLARATION RE: NOTICE OF EX PARTE APPLICATION (FAMILY LAW)	CASE NUMBER:

Use one form for each person to whom notice was given.

I, _____, declare that:
(PRINT NAME)

(Check and complete section 1 below if notice was given to the opposing party regarding the ex parte application. Check and complete section 2 below if notice was not given.)

1. ☐ **I informed the other party** in this action, *(list party)*: _____, that I would be seeking a ☐ temporary restraining order ☐ other ex parte hearing *(specify)* _____.
   a. Date and time informed: _____
   b. How informed:
      (1) ☐ By telephone *(name)*: _____
      (2) ☐ By telephone to the attorney *(name)*: _____
      (3) ☐ By personally informing *(name)*: _____
      (4) ☐ Other: _____
   c. **I informed the person listed above** that he/she should appear at the following location on *(date)* _____ _____ at *(time)* _____ if he/she wished to be heard by the court:
      (1) ☐ Dept. _____ located at Lamoreaux Justice Center, 341 The City Drive South, Orange, CA 92868
      (2) ☐ Dept. _____ located at Central Justice Center, 700 Civic Center Drive West, Santa Ana, CA 92701
      (3) ☐ Family Law Clerk's Office located at Lamoreaux Justice Center, 341 The City Drive South, 7th Floor, Orange, CA 92868 (Give notice to appear in the Family Law Clerk's Office if no courtroom has been assigned.)
2. ☐ **I have not given notice to the other party** in this action for the following reason (Include any attempts made, if you were unable to serve):

_____

_____

_____

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

_____
(SIGNATURE OF DECLARANT)

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 (7th 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.