



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF MERCED**

www.merced.courts.ca.gov

627 West 21st Street Merced, CA 95340

Phone (209) 725-4100

LINDA ROMERO SOLES
COURT EXECUTIVE OFFICER
and
JURY COMMISSIONER

October 31, 2014

PUBLIC NOTICE

Effective 11/3/14 the following procedure will be implemented in Department 7 with regard to all ex-parte matters filed:

1. **All** ex-parte matters submitted to the Family Law Department will be filed with the Clerk's office before being placed on calendar.
2. If the request is being made **with notice**, the party making the request is obligated to give notice as required by law to the opposing party or attorney no later than 10:00 a.m. the day prior to the date set for hearing and must complete and file with the court the local form entitled "Declaration in Support of Ex-Parte Application for Orders" stating the manner and time of notice to the opposing party or attorney. This completed form must be on file with the clerk's office no later than 2:00 p.m. the day prior to the hearing or the matter will be taken off calendar.
3. Per California Rules of Court, the party seeking ex-parte relief is also obligated to provide a copy of their Request for Temporary Emergency Orders to the opposing party or attorney as soon as possible prior to the ex-parte hearing.
4. If the request is being made **with notice** the parties should not attach the temporary order form (FL-305) to their Request for Order. If the request is being made **without** notice to the other party or attorney a proposed temporary Order should be attached to the Request for Order.
5. The Clerk's office will set only two matters per day for ex-parte hearing on the Court's calendar.
All ex-parte hearings will be noticed for 8:45 a.m..