

Family Law Ex Parte Update

As of **April 15, 2020**, if you need to file an Ex Parte Application in the Family Law Division of the L.A. Superior Court, you will need to submit your paperwork to a specific email address (which the court calls a 'Resource Account'). Using these accounts, litigants can file ex parte applications and oppositions by email, and also pay required fees, if any.

Parties and counsel do not need to appear in person to present ex parte applications and oppositions. If attendance is needed, it may be made by CourtCall: <https://bit.ly/2Wk4c0W>

Follow these steps to file your Ex Parte Application:

- Complete Judicial Council Form MC-005: <https://bit.ly/2VwXeWS>. The form, *Facsimile Transmission Cover Sheet*, is used to transmit Family Law Ex Parte Applications via email as well.
- If a litigant has previously been granted a fee waiver no fees will be required to submit the Ex Parte Application or Opposition. Otherwise, you will need to include payment information in the space provided in MC-005.
- The required documents for a family law ex parte Application are set forth in CRC 5.151: <https://bit.ly/358hh1i>. Attach your papers to the completed MC-005 form and **if you are filing in the Stanley Mosk courthouse**, email it to SMC-ExParte@lacourt.org . Resource Accounts for **other courthouses** in Los Angeles County are included at the end of this memo.
- In the email subject line, include the case number and case name.
- The deadlines for ex parte papers remain the same (LASC Local Rule 5.3: <https://bit.ly/2KqWbSe>)
- Rules concerning notice remain the same (CRC 5.165: <https://bit.ly/2XZLWw4>) Parties are encouraged to electronically transmit their ex parte papers to other parties to the case and to state in their application papers that they did so.

Parties will receive notice of the Court's order on the ex parte application, within one court day of the Court's ruling, from the same Resource Account (email).

The Court may require the parties to send the order electronically to all other parties and file a proof of service.

District Resource Accounts for Courthouses within LA Superior Court:

Antelope Valley Courthouse ATP-ExParte@lacourt.org

Chatsworth Courthouse CHA-ExParte@lacourt.org

Compton Courthouse COM-ExParte@lacourt.org

Long Beach Courthouse LBC-ExParte@lacourt.org

<u>Pasadena Courthouse</u>	PAS-ExParte@lacourt.org
<u>Pomona Courthouse</u>	POM-ExParte@lacourt.org
<u>Santa Monica Courthouse</u>	SAM-ExParte@lacourt.org
<u>Stanley Mosk (Downtown LA)</u>	SMC-ExParte@lacourt.org
<u>Torrance</u>	TOR-ExParte@lacourt.org
<u>Van Nuys – East</u>	VNE-ExParte@lacourt.org
<u>Whittier</u>	WHI-ExParte@lacourt.org