

Re: NOTICE OF EX PARTE REQUEST FOR ORDERS

DATE: _____

FROM: _____

TO: _____

Attached please find copies of an Ex Parte (Emergency) Request for Orders.

Pursuant to Local rule 5.2(b), I am hereby giving you 24 hours' notice of my intent to submit an Ex Parte request to the Court. If you wish to respond:

STEP 1	You have <u>24 hours</u> from the time you receive these documents to complete the attached Responsive Declaration to Request for Order (FL-320) and deliver it during regular court hours to: The Ex Parte window in the Spinetta Family Law Center, 751 Pine Street in Martinez
STEP 2	After the Ex Parte application has been processed, you can pick up your response at the Ex Parte window during business hours. You should then file the Response.
STEP 3	Serve copies by mail on all the other parties in your case.

Court hours are Monday through Friday, 8:00 am to 3:00 pm, excluding holidays.