

**Ex Parte:** The words “ex parte” mean “from one side only” in Latin. In practice, ex parte motions are for matters that have not been previously scheduled to be heard by the Court. These might include requests for restraining orders, emergency child support orders, appointment of a temporary conservator, restoration of a former name, or similar matters.

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### **Family Law: Ex Parte Applications**

Where to Submit	<p>Spinetta Family Law Center 751 Pine Street, Martinez, CA 94553 Window #10 Hours: Monday through Friday 8:00 am to 3:00 pm</p> <p><b><u>For cases assigned to Pittsburg Court ONLY:</u></b> Pittsburg Courthouse 1000 Center Drive, Pittsburg, CA 94565 Hours: Monday through Friday 8:00 am to 3:00 pm Closed Noon to 1:00 pm</p>
Notice Requirements	<ul style="list-style-type: none"> <li>- By Mail</li> <li>- By Facsimile</li> <li>- In Person</li> </ul> <p>See <a href="#">Local Rule 5.2</a> for details</p>

### **Probate Law: Temporary Conservatorships**

*Note: General conservatorship petition must be filed prior to submission of temporary petition.*

Where to Submit	<p>Wakefield Taylor Courthouse 725 Court Street, Martinez, CA 94553</p> <p>Probate File Examiners Offices Room 210</p>
Hours to Submit	<p>Monday through Friday 8:00 am - 10:00 am (Paperwork must show the matter scheduled at 9:30 am)</p>
Notice Requirements	<p>Proposed Conservatee: By <b>personal service</b> at least 5 Court days before hearing</p> <p>2<sup>nd</sup> Degree Relatives: By <b>mail</b> at least 5 court days before hearing</p> <p>If notice is not provided as described above, Judicial Council forms <a href="#">GC-112</a> &amp; <a href="#">GC-115</a> are required.</p>

## **Probate Law: Temporary Guardianships**

Where to Submit:	Wakefield Taylor Courthouse 725 Court Street, Martinez, CA 94553  Probate File Examiners Offices Second Floor, Room 210
Hours to Submit	8:00 am to 10:00 am  (Paperwork must show the matter scheduled at 9:30 am)
Notice Requirements	<b>Personal service</b> on parents 5 court days in advance or fully executed <a href="#">GC-211</a> waiving notice of hearing.

## **Probate Law: General Probate Matters**

Where to Submit:	Wakefield Taylor Courthouse 725 Court Street, Martinez, CA 94553  Probate File Examiners Offices Second Floor, Room 210
Hours to Submit	8:00 am to 10:00 am  (Paperwork must show the matter scheduled at 9:30 am)
Notice Requirements	24 hour notice before 9:30 am by telephone, facsimile or e-mail

## **Civil Law: Ex Parte Applications**

Where to Submit	Wakefield Taylor Courthouse 725 Court Street, Martinez, CA 94553  Department 17 – Hon. Barry Goode, Room 301  <i>Ex parte papers are to be brought directly to Dept. 17 on the day of the hearing.</i> (possible re-assignment for consideration)
Hearing Dates	Monday – Friday, between the hours of 10:00 a.m. and 11:30 a.m.
Notice Requirements	24 hour notice pursuant to <a href="#">CRC 3.1200-3.1207</a>  Must provide written declaration reflecting the specific time notice was given and place for appearance