

Re: NOTICE UPON EX-PARTE APPLICATION FOR ORDERS

DATE: _____

FROM: _____

TO: _____

Attached please find copies of an Ex-Parte 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: <ul style="list-style-type: none"><input type="checkbox"/> for cases assigned to Martinez, the Ex Parte window at: 751 Pine Street in Martinez; OR<input type="checkbox"/> for cases assigned to Pittsburg, the DV/Ex Parte window at: 1000 Center Drive in Pittsburg.
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 and pay any required fee.
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.