

1 COVER SHEET FOR "EMERGENCY" DEFAULT/UNCONTESTED JUDGMENT  
2 FC §2336 (old C.C. §4511)

3 In re Marriage of:

CASE NO.

4 Petitioner:

5 and

6 Respondent:

7 \_\_\_\_\_/

8 The above-entitled case is an emergency situation and the court is requested to expedite the  
9 processing. (check as completed.)

10 \_\_\_\_\_ The emergency is : (attach documentation, if possible) \_\_\_\_\_

11 \_\_\_\_\_

12 \_\_\_\_\_

13 \_\_\_\_\_ There is a deadline date of \_\_\_\_\_ because \_\_\_\_\_

14 \_\_\_\_\_

15 \_\_\_\_\_

16 The following forms are included herein.

- 17 \_\_\_\_\_ 1. Appearance, Stipulation, and Waivers form  
18 \_\_\_\_\_ 2. FC §2336 form  
19 \_\_\_\_\_ 3. Notice of Entry of Judgment form  
20 \_\_\_\_\_ 4. Judgment form  
21 \_\_\_\_\_ 5. Proof of Service of Declaration of Disclosure forms

22 I declare under penalty of perjury under the laws of the State of California that the foregoing is  
23 true and correct. Date: \_\_\_\_\_, at \_\_\_\_\_, California.

24 \_\_\_\_\_  
25 ATTORNEY FOR \_\_\_\_\_

26 The above emergency situation is accepted and the clerk's office is requested to verify the  
27 judgment dates so that the papers can be hand delivered immediately to the appropriate department.

28 \_\_\_\_\_  
LEGAL TECHNICIAN

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

PROCEDURES FOR USE OF EMERGENCY DEFAULT/UNCONTESTED JUDGMENT

In those situations where a true emergency situation exists and there is a need to expedite the default/uncontested judgment then the following procedures will be used.

1. Counsel for a party must fill out the cover sheet stating what the emergency and/or deadline is and the reason for such circumstance. (Please keep in mind the old adage that a failure to prepare on your part does not create an emergency on the court's part.)

2. All of the paperwork plus the coversheet will be submitted to the legal technicians by depositing it into the legal tech's pick up basket in each of the trial departments. After the legal techs have confirmed that, in fact, there is a legitimate emergency and indicated as appropriate on the cover sheet, you must retrieve the forms, hand carry them to the clerk's office so that they can verify the judgment dates. Upon verification of judgment dates and filing of those forms which can be at that point filed, you must return the whole package with the cover sheet to the relevant department.

3. The clerk's office will be instructed that in cases where the legal techs have approved the emergency situation as indicated on the cover sheet to allow you to take the necessary forms back to the appropriate department.

4. There they will be processed as soon as possible under the circumstances which exist at that time. (This does not mean they will drop everything to immediately deal with your papers -- they will deal with them with the same priority as other emergency matters that are being handled.)

Keep in mind that in the event an inordinate amount of defaults start needing emergency status, the procedures will be discontinued when it starts interfering with the other work, such as domestic violence and ex parte applications, which the legal techs handle.