

**Contra Costa County Superior Court – Unlawful Detainer Ex Parte
Procedure**

Effective November 25, 2024

Effective November 25, 2024, any party submitting an *ex parte* application in an unlawful detainer matter in the Contra Costa County Superior Court shall check in at the civil clerk’s window in the branch to which the matter is assigned at the times set forth below (except for Martinez, as set forth below). This procedure does not apply to requests excepted from the procedures governing *ex parte* applications by the Rules of Court or other applicable law.

The applicant shall notice the application for hearing in the branch to which the matter is assigned on the dates and at the times set forth below.

Branch	Days	Deadline to Check In	Hearing Time	Department
Martinez	Monday through Friday	Do not check in at the clerk’s window – go directly to Dept. 57. Must appear and present <u>at</u> 1:30 p.m.	1:30 p.m.	57
Pittsburg	Monday through Friday	10:00 a.m.	10:30 a.m.	54
Richmond	Monday through Friday	1:00 p.m.	1:15 p.m.	50

The Pittsburg clerk’s office will file the *ex parte* application and collect the fee when the papers are presented at check-in. In Martinez and Richmond, following the hearing, the applicant shall immediately file all papers with the court and pay all filing fees due irrespective of the outcome of the application.