

## Ex Parte Procedures for Probate Ex Partes in Santa Monica Court

Effective 4-23-07

1. All Ex Partes Petitions, Orders, Declarations of Urgency and Declarations of Ex Parte Notice are to be filed in the Clerk's Office, the Ex Parte fee paid and a filed stamped conformed copy of each document **dropped off** to the Probate Examiner in Room 233 no later than Thursday of each week.
2. If the originals are not to be filed until the morning of the hearing then a completed draft of the Ex Parte Petitions, Orders, Declarations of Urgency and Declarations of Ex Parte Notice **are to be faxed or dropped off** to the Probate Examiner in Room 233 no later than Thursday of each week.
3. The Ex Parte documents will be reviewed as time permits and the attorney will be notified as soon as possible when the Ex Parte matter will be heard or whether it will be set on the regular probate calendar.
4. The Ex Parte documents should contain the information needed for a determination as to whether the matter should be heard Ex Parte.
5. If a draft of each of these documents is not delivered to the Probate Examiner by Thursday morning, the Ex Parte request will not be considered until the original of each of these documents are filed.

**NOTE:** A declaration of URGENCY must accompany each Ex Parte Petition.

6. Requests for the appointment of a PVP attorney and requests for the forms on which to make such requests are to be faxed to the Probate Examiner at her fax number of (310) 587-3381.
7. To avoid confusion and delay all communications to the Probate Examiner concerning an Ex Parte matter is to be done by fax to fax number (310) 587-3381.