

Rule 2.9.01 Ex Parte Actions in General Civil Cases

- (a) All general civil ex parte matters are heard Monday through Friday, and will be determined on the papers unless the Court orders otherwise.
- (b) Notice to Parties: Notice must be given to the opposing party or their attorney prior to 10:00 a.m. the court day before the ex parte application will be determined by the court. Notice is governed by California Rules of Court Rule 3.1203 et. seq. A declaration regarding notice must be submitted with the ex parte paperwork. Optional Local Form SUPCV 420 may be used.
- (c) Notice to Court: The party seeking ex parte relief must ~~request to be put on the ex parte calendar~~ notify the court of their intent to submit an ex parte application either in-person or by calling the Clerk's Office at (831) 420-2200 by 11:00 a.m. on the court day before the ex parte determination
- (d) Ex Parte Paperwork:
 - 1. All ex parte papers shall be submitted to the Clerk's Office no later than 3:00 p.m. the court day before the ex parte determination. Submission may be in person (if self-represented) or by efile.
 - 2. A copy of the ex parte papers must be provided by the person requesting relief to the other party or their attorney no later than 3:00 p.m. the day before the ex parte determination. The papers may be delivered to the other party in person, by fax or by email. Proof of service must be submitted. This may be done by using the Local Form SUPCV 420.
- (e) Opposition to Ex Parte Request: Objections to the ex parte relief requested shall be submitted to the Clerk's Office and served on the party making the ex parte request as soon as possible after notice is received, but no later than 10:00 a.m. the day of the ex parte determination. Submission to the Clerk's Office may be in person (if self-represented) or by efile. The objection must be served by personal delivery, fax, or email to the other party. Proof of service must be submitted with the objection.
- (f) Request for Appearance at Hearing: If either party requests to appear on the application or opposition, the application or opposition must state this request on the face page of the ex parte application and/or opposition. The court will contact the parties to ~~schedule an~~ notify them of the date of the ex parte hearing on an 8:30 a.m. calendar if the reviewing judge orders one.
- (g) Decisions on Ex Parte Applications: Signed orders will be available after 2:30 p.m. on the day of the ex parte determination or on the day of the ex parte hearing, if ordered.

(Rev. 1/1/00) (Rev. 7/1/04) (Renumbered & Rev.
7/1/07) (Rev. 1/1/11) (Rev. 7/1/13) (Rev. 7/1/14)
(Rev. 7/1/16) (Renumbered 7/1/17) (Renumbered
7/1/20) (Rev. 1/1/23) (Rev 1/1/24) (Rev. 1/1/25)

(Rev. 7/1/25)