



**NOTICE TO ATTORNEYS
San Diego Superior Court
Probate Division-North**

April 13, 2012

TO: All probate customers conducting business at the North County Division

Effective Monday, April 30, 2012: the Probate ex parte procedure in North County is changing.

1. All ex parte petitions require that the documents be submitted to the Probate Business Office. A case number will be assigned, and the staff will collect the \$40 ex parte fee.
2. All ex parte petitions that request an appearance will be heard **Tuesday at 8:30am or Thursday at 8:30am**. To schedule a hearing, please submit your Ex Parte Coversheet & Instructions Form (PR-136), petition and order, and request an appointment at the front counter of the Probate Business Office.
3. When an appearance is requested, all ex parte documentation must be submitted to the Probate Business Office no later than 10:00am the court-day before the ex parte appearance date. The timing of notice to and service of the papers on the other parties is governed by California Rules of Court rules 3.1203 and 3.1206.
4. Please note: The Probate Ex Parte Coversheet & Instructions Form (PR-136) must be submitted. This form is available at www.sdcourt.ca.gov.

If you have any further questions, please call the Probate Division, at (760) 201-8482.