

| | |
|---|--------------------------------------|
| ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address): TELEPHONE NO.: _____ FAX NO. (Optional): _____ EMAIL ADDRESS (Optional): _____ ATTORNEY FOR (Name): _____ | <i>FOR COURT USE ONLY</i> |
| SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO CENTRAL DIVISION, CENTRAL COURTHOUSE, 1100 UNION ST., SAN DIEGO, CA 92101 | |
| IN THE MATTER OF <input type="checkbox"/> CONSERVATORSHIP <input type="checkbox"/> GUARDIANSHIP <input type="checkbox"/> TRUST <input type="checkbox"/> ESTATE <input type="checkbox"/> OTHER: _____ | CASE NUMBER _____ |
| EX PARTE COVERSHEET | HEARING DATE & TIME _____ DEPT _____ |

The Ex Parte Coversheet (SDSC Form #PR-136) must be submitted with the following documents at the time of filing:

- (1) **Application/Petition:** If there is a mandatory Judicial Council form for the application/petition, it must be used. Otherwise, the application/petition must be submitted on pleading paper and formatted as set forth in Cal. Rules of Court, rule 2.100 et seq. **The Ex Parte Coversheet (SDSC Form #PR-136) does not suffice as the application/petition.**
- (2) **Declaration of Notice:** A declaration of notice **must** accompany a request for an ex parte order. **Declaration re Ex Parte Notice (SDSC Form #PR-136A)** is available for use. The court will not consider a request to waive notice, when the recipient's address is unknown, unless the declaration includes the information required by Cal. Rules of Court, rule 7.52.
- (3) **Proposed Order:** If there is a mandatory Judicial Council form for the proposed order, it must be used. Otherwise, the proposed order must be submitted on pleading paper and formatted as set forth in Cal. Rules of Court, rule 2.100 et seq.

Hearings and Fees: Guidelines for setting hearings and fees are set forth in SDSC Local Rule 4.7.6. Specific ex parte rules for each department can be found on the court's website at www.sdcourt.ca.gov under Probate Rules/Department Rules.

Petitioner requests that the ex parte application/petition be heard as a: (select one) **DROP** **APPEARANCE**

Note: Contested matters must be heard as an appearance. (SDSC Local Rules, rule 4.7.5.E)

Title of underlying application/petition: _____

Applicant(s)/Petitioner(s): (name and relationship to case subject) _____

Objector(s): (name and relationship to case subject) _____

Reason(s) for urgency: (describe) _____

Judicial Officer's Response / Order(s) to be issued:

- Ex Parte Application/Petition granted.
- Ex Parte Application/Petition denied with prejudice without prejudice.
- Letters expire on: (date) _____.
- Guardian Ad Litem Court Appointed Attorney to be appointed for: (name) _____.
- Court Investigation ordered.
- Set hearing on: (date) _____.
- Other Orders: _____

Date: _____

Reviewing Judicial Officer: (initials) _____