



HOW TO FILE AN EX PARTE APPLICATION COVERSHEET

Important Information:	Government Code Section 68082 prohibits the Court Clerk from giving legal advice. This includes advice on how to fill out documents. Please seek the advice of an attorney.	
Assistance: Self-Help Center/Family Law Facilitator's Office	The Family Law Facilitator's Office provides free assistance with Dissolutions. Before visiting in person , please check the Facilitator's monthly schedule on the Court's website for walk-in clinic and call-in hours: https://eldorado.courts.ca.gov/ .	
	West Slope Family Law Facilitator's Office 2850 Fairlane Court, Ste 120 Placerville, CA 95667 (530) 621-5098 selfhelp@eldorado.courts.ca.gov	South Lake Tahoe Family Law Facilitator's Office 1354 Johnson Blvd., 1 st Floor South Lake Tahoe, CA 96150 (530) 573-3066 sltselfhelp@eldorado.courts.ca.gov
Instructions:	Step 1: Read the Information Sheet for Ex Parte Policies and Procedures carefully. • <u>West Slope</u>: Local Form F-27-INFO • <u>South Lake Tahoe</u>: Local Form F-28-INFO Step 2: Complete the forms in blue or black ink, or electronically. Step 3: Make two (2) copies of all forms (original plus 2 copies). Copies are not required if you file electronically. Step 4: File the documents with the Clerk's Office.	
Judicial Council and Local Forms:	• FL-300 Request for Order • FL-305 Temporary Emergency (Ex Parte) Orders • Ex Parte Application and Declaration for Orders and Notice • <u>West Slope</u>: Local Form F-27 • <u>South Lake Tahoe</u>: Local Form F-28 For additional forms and information, please visit the California Courts' website at: https://www.courts.ca.gov/ , or contact the Facilitator's Offices listed above.	
Filing Fees:	• \$85 If you cannot afford to pay the filing fee, you may apply for a fee waiver by filling out and filing the following forms: • FW-001 Request to Waive Court Fees • FW-003 Order on Court Fee Waiver (Superior Court)	
Filing Locations:	West Slope Building C 2850 Fairlane Court, Ste 120 Placerville, CA 95667 (530) 621-5047 https://eldorado.courts.ca.gov/	South Lake Tahoe South Lake Tahoe Branch 1354 Johnson Blvd. South Lake Tahoe, CA 96150 (530) 573-3075 https://eldorado.courts.ca.gov/
eFiling:	Documents may be filed electronically (eFiled) in accordance with Local Rule 7.08.00 . For information about eFiling, please visit the Court's website at: https://www.eldorado.courts.ca.gov/online-services/efiling .	
Additional Information:	Please read the Information Sheet for Ex Parte Policies and Procedures carefully before filing your documents. • <u>West Slope</u>: Local Form F-27 • <u>South Lake Tahoe</u>: Local Form F-28	