

TOP TIP: EFILING EX PARTE DOCUMENTS AT LASC CIVIL COURT

By nature, Ex Parte filings are time sensitive and critical to your case. Knowing the correct procedures for filing documents is vital if you want to avoid a rejection or cancelled hearing. Listed below are the two most frequently asked questions relating to Ex Parte filings. Click here to view a full list of FAQ posted on the court website.

<http://www.lacourt.org/division/efiling/pdf/CIVILEFILINGFAQs1-11-19.pdf>

WHAT IS THE CUT-OFF TIME FOR EFILING MY EX PARTE DOCUMENTS?

- *Ex parte applications must be efiled no later than 10:00 a.m. the day before the ex parte hearing.*
- *Any written opposition to an ex parte application must be efiled by 8:30 a.m. the day of the ex parte hearing.*
- *Opposition to an ex parte application that is efiled by 4:00 p.m. on the same day the ex parte is filed does not require a courtesy copy.*
- *Opposition to an ex parte application that is efiled after 4:00 p.m. requires that a courtesy copy be brought to court the day of the ex parte hearing.*
- *The proposed order shall be included as a separate document in the same envelope as the ex parte application and brought to court the morning of the ex parte hearing.*

IF I EFILE MY EX PARTE APPLICATION, DO I HAVE TO APPEAR?

An applicant for ex parte order must appear, pursuant to California Rules of Court, rule 3.1207

The time deadlines above refer to the time a filing is submitted through the eFiling portal. Keep in mind that you will need to allow yourself time to create and format a text searchable, bookmarked document that complies with the rules of court. If you are utilizing First Legal's concierge eFiling service, our team can bookmark and convert text for you but our cutoff time is 9:00am for ex parte applications or one hour prior to the court deadline for opposition documents.

If you have any questions about eFiling, please contact our eFiling department [here](#), give us a call at 877.399.5562 or use the chat feature within our [portal](#).