



**SUPERIOR COURT OF CALIFORNIA  
County of Sacramento**

**Public Notice - Civil Division  
Civil Law and Motion - Ex Parte Hearings**

Effective June 1, 2020, all Ex Parte Applications for the Civil Law and Motion Departments shall be reserved by appointment only. All ex parte hearings may be conducted remotely.

**Ex Parte Reservation Information:**

Ex Parte hearings must be reserved in advance with the clerk of the assigned Civil Law and Motion Department no later than 10:00 a.m. one court day prior to the requested ex parte hearing date.

Please have the following information available when contacting the department clerk to schedule an ex parte hearing:

- The name and direct phone number of the attorney who will be appearing on behalf of the moving party.
- The name or names and phone numbers of opposing parties. If the information for the opposing party is not available at the time the reservation is being placed, the moving party will be responsible for ensuring that the court has this information prior to the ex parte hearing.

The moving party must notify all opposing parties of the ex parte hearing reservation no later than 10:00 a.m. on the court day prior to the hearing.

To obtain an ex parte reservation for Department 53 please contact the clerk at (916) 874-7858. To obtain an ex parte reservation for Department 54 please contact the clerk at (916) 874-7848.

**Filing Information:**

All Ex Parte Applications, supporting documents, appropriate civil filing fees, oppositions and replies shall be submitted for filing no later than 4:00 p.m. one court day prior to the ex parte hearing. All documents and fees shall be submitted to the Civil Law and Motion Filing drop box located on the first floor of the Hall of Justice at 813 6th Street, Sacramento, CA 95814.