

# Superior Court

*Notice to the Bar and Public*

March, 2022

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**ATTENTION Law Offices Personnel:** Please assure **ALL** staff, attorneys and, non-attorneys are aware of the contents of this notice.

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## EX PARTE CALENDAR

Effective immediately, the Ex Parte Calendar will be permanently discontinued. We will welcome walk-ins throughout the work day. Those who walk into the lobby and drop off their Ex Parte documents at the front counter will not be charged a fee. Those who either mail in or send in Ex Parte documents via messenger, will be required to pay the \$30.00 Ex Parte fee.

- Walk-in Ex Parte documents dropped off prior to 12:00 p.m., will be reviewed and considered by end of day.
- Walk-in Ex Parte documents dropped off after 1:00 p.m., will be reviewed and considered by noon the following day.
- Messenger Ex Parte documents will be processed throughout the day, depending on our ability to check the messenger box.
- Mail in Ex Parte documents will be processed upon receipt, at the time mail is processed.
- Letters in Probate and Guardianship matters will be prepared on a first come, first serve basis, as time permits.
- As always, emergency orders will always take priority.

**\*\*\* Please note that it is always possible that circumstances beyond our control may occur, which may affect the timelines stated above.\*\*\***