



**NOTICE TO ATTORNEYS  
San Diego Superior Court  
Probate Division-North**

December 3, 2009

To: Probate customers conducting business at the North County Division

Effective January 4, 2010, the ex parte procedure in North is changing.

1. All ex parte petitions require that the documents be submitted to the business office. A case number will be assigned and the staff will collect the \$40 ex parte fee.
2. All ex parte petitions that request an appearance will be heard Mondays at 1:30 and **Thursdays (this is a change from Wednesdays)** at 2:00. To schedule a hearing, submit your ex parte coversheet, petition and order and request an appointment at the front counter of the business office.
3. All ex parte documentation where an appearance is requested must be submitted to the business office no later than 10:00 a.m. the day of the appearance. The timing of notice to and service of the papers on the other parties is governed by California Rules of Court rules 3.1203 and 3.1206. Note: Appearances will be limited to eight (8) per ex parte day. If all available appearance slots are taken and there is true emergency, every attempt will be made to accommodate the request.
4. Ex partes not requiring a hearing (drops) will be returned within forty-eight (48) hours of receipt. Please include an attorney service slip or a self-addressed stamped envelope with sufficient postage.
5. Please note: the Probate Ex Parte Coversheet (PR-136) must be submitted. The coversheet is available at [www.sdcourt.ca.gov](http://www.sdcourt.ca.gov).

Please call the Probate Division at (760) 201-8482 should you have further questions.