

Request Form

For Submission of Agreed Ex Parte Motions

Case Number:	
Case Name:	
Assigned Judge:	<input type="checkbox"/> Judge Chris Lanese <input type="checkbox"/> Judge Christine Schaller

Date Submitted: (Please time stamp this form)	
Submitted by:	
Email address of Person submitting*:	
MOTION BEING PRESENTED: (The following motions are allowed, please select what you are presenting)	<input type="checkbox"/> Motion for Out of State Travel (agreed and/or no parent contact) <input type="checkbox"/> Motion for Driver's License <input type="checkbox"/> Motion for Surgery <input type="checkbox"/> Motion Regarding Medication (other than psychotropic) <input type="checkbox"/> Motion for Name Change <input type="checkbox"/> Motion for Paternity Testing <input type="checkbox"/> Motion to Return Home (agreed) <input type="checkbox"/> Motion for Default <input type="checkbox"/> Motion for Additional Hours (Youth Attorneys) <input type="checkbox"/> Other Motion: (Please Specify)

Court declines the motion:

Court Administration emailed party on:

<input type="checkbox"/>	Parties shall present the motion ex parte in court (where the parties can answer the court's question(s) about the motion)
<input type="checkbox"/>	Parties shall note the motion on a dependency calendar (for more complex motions)
<input type="checkbox"/>	Paperwork submitted is incomplete (e.g. missing motion, declaration, or signatures of all parties on proposed order, etc.)

Please provide a Judge's copy of your Motion, Declaration, and the Original Proposed Order to Court Administration and leave in the "Agreed Ex Parte Motions in Dependency Cases" bin. Make sure the paperwork has a date and time stamp on it.

If everything is submitted correctly and your motion is granted, the Order will be signed and filed with the Clerk's Office. Please check Odyssey for the signed Order. DO NOT contact Court Administration to see if the Order was signed. The Court will make every effort to consider proposed orders within 2 working court days of presentation.

This process is not mandatory. Parties may continue to present agreed ex parte motions in court during dependency calendars.

* If you submitted something not permitted in this process or if the court denies your request, Court Administration will email you and hold the documents for you for 24 hours.