

Dependency Motions during Reduced Operations

1. Orders to be signed from the Monday and Wednesday Calendars
 - a. These matters should be scheduled on the **Dependency Calendar Orders** session which will be an administrative calendar every week Wednesday and Friday at 12:00 pm.
 - b. Use the “Notice of Proposed Dependency Calendar Order” form to schedule. File the proposed order(s) with a cover sheet so that the Court can print and sign the Order.
 - c. For the Monday Dependency calendars: file by 5:00 pm Tuesday that week.
 - d. For the Wednesday Dependency calendars: file by 5:00 pm Thursday that week.

2. Agreed Ex Parte Motions
 - a. These matters should be scheduled on the **Dependency Agreed Orders** session which will be an administrative calendar every week on Wednesday and Friday at 12:00 pm. All requests for either Judge can be scheduled on both those days.
 - b. Use the “Notice of Agreed Ex Parte Motion” form to schedule– this form identifies the motion types that may be presented through this process
 - c. File and Serve Notice, Motion, Declaration, and Proposed Order by 5:00 pm the day before the scheduled Dependency Agreed Orders session. Proposed Order(s) should have a cover sheet so that the Court can print and sign the Order.
 - d. Assigned judicial officer will review. If able to address on the materials submitted through written ex parte process, court admin will process. If judge determines not able to address on the materials submitted, court admin will contact you.

3. Motions to Shorten Time
 - a. File and Serve Motion, Declaration, and Proposed Order;
 - b. Declaration must address efforts to seek agreement between parties, including efforts to contact other parties, and any information regarding other parties’ reasons for objecting (if known);
 - c. After filing and serving, email everything to court admin.

NOTE: The notice needs to be filed separately, the motion should be filed separately, and the cover sheet and proposed orders should be filed together. If there are multiple orders for one case, they can all be attached behind one cover sheet. Even if there are multiple siblings, there could be one cover sheet with all the case numbers listed on the proposed order(s). Court Administration will make copies to put in each case file after orders are signed.

If everything is submitted correctly and your motion is granted, the order(s) will be signed and filed with the Clerk’s Office. Check Odyssey for the signed order(s). DO NOT contact court administration to see if the order was signed, unless it has been 5 working court days and the Order is not in Odyssey. The Court will make every effort to consider proposed orders within 2 working court days of presentation.

In the alternative, the Clerk’s Office can present Ex Parte Orders for you. Click [here](#) for more information on that process.