Procedure for Obtaining Temporary Immediate Family Law Orders in Nevada City Branch

ALL FORMS SHALL BE EITHER TYPEWRITTEN OR HANDWRITTEN IN SUCH A MANNER THAT WILL PRODUCE CLEAR AND PERMANENT COPIES.

1. **OBTAIN THE APPROPRIATE FORMS,** either from the clerk's office Family Law ex parte packet, or online at http://nccourt.net/forms/form-packets.shtml. These forms **must** be completed prior to presenting to the court to open your case.

The following forms are **required** to open your case:

FL-303	Declaration Regarding Notice and Service of Request for Temporary Emergency (Ex Parte) Orders
FL-300	Request for Order
FL-305	Temporary Emergency (Ex Parte) Orders

Forms FL-303 and FL-300 must be filled out completely. Only the header on form FL-305 needs to be filled out. All filings must have the case number filled out on the first page where indicated.

2. **YOU CHOOSE YOUR OWN HEARING DATE.** Hearings will be at 8:30 a.m. in Department 3 or Department 5 on the 2nd floor of the Nevada County Superior Courthouse.

You must notify the person you are requesting orders again of the scheduled hearing no later than 10:00 a.m. the court day before the hearing. This notification only needs to be by telephone. The notification must include the following:

What the hearing is for: (e.g. "modification of custody")
Where: Nevada City Courthouse, 2nd Floor, Department 3 or 5
When: Date and time you chose

3. **FILE THE COMPLETED FORMS WITH THE CIVIL CLERKS' OFFICE AT THE COURTHOUSE BY 4:00 P.M. THE COURT DAY PRIOR TO YOUR CHOSEN DATE.** Filing fees will be due upon presentation, including payment for the ex parte hearing and any secondary hearing if the Court deems it necessary. Should a second hearing not be scheduled, the clerks' office will return or void/destroy the check as requested by the party. Failure to pay the second fee will result in the hearing being removed from calendar.

Fees are as follows:

Custody and/or Visitation issues	$85.00
Non-custody and/or Visitation issues	$60.00