

Top Tips - eFiling Ex Parte Documents at LASC Civil Court

First Legal has created this Top Tip Series to educate, raise awareness, enhance skills, reduce errors, and improve efficiencies by highlighting a single subject that directly relates to your daily work.

By nature, Ex Parte filings are time sensitive and critical to your case. Knowing the correct procedures for filing documents is vital if you want to avoid a rejection or cancelled hearing. Listed below are the two most frequently asked questions relating to Ex Parte filings. Click [here](#) to view a full list of FAQ posted on the court website.

What is the Cut-Off Time for eFiling my Ex Parte Documents?

Ex parte applications must be efiled no later than 10:00 a.m. the court day before the ex parte hearing. Any written opposition to an ex parte application must be efiled by 8:30 a.m. the day of the ex parte hearing. A printed courtesy copy of any opposition to an ex parte application must be provided to the Court on the day of the ex parte hearing

If I eFile my Ex Parte Application, Do I have to appear?

An applicant for ex parte order must appear, pursuant to California Rules of Court, rule 3.1207

The time deadlines above refer to the time a filing is submitted through the eFiling portal. Keep in mind that you will need to allow yourself time to create and format a text searchable, bookmarked document that complies with the rules of court. If you are utilizing First Legal's concierge eFiling service, our team can bookmark and convert text for you but our cut-off time is 9:00am for ex parte applications or one hour prior to the court deadline for opposition documents.

First Legal is a litigation support company of individuals united in the common purpose of service. We are a network of experts who feel and act like an extension of our client's teams. We believe in practicing with integrity, delivering on our promises, and being personally accountable. If you are interested in establishing an information governance structure at your organization, [please get in touch](#), and we would be happy to help.

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