

## **PROCEDURES FOR OBTAINING CLERK'S SIGNATURE ON DOCUMENTS PER COURT ORDER**

When the court orders the Clerk of the Court to execute documents on behalf of a party, the signing of those documents is performed at the Stanley Mosk Courthouse. Please direct all documents for the Clerk's signature to one of the Family Law Managers, at 111 N. Hill Street, Room 426, Los Angeles, CA 90012.

When submitting documents for signature, they must be accompanied by the following:

- The original court order if the order has not been imaged. We cannot accept certified or conformed copies of the order. If you are submitting documents without a physical court order, please provide a case number and the date of the order.
- The order must name each document to be signed. A deed must state the type of deed (Grant Deed, Interspousal Transfer Deed, etc.) and include the address and legal description. Escrow documents must be listed separately (i.e. Escrow Instructions dated....., Disclosure regarding Real Estate Agency Relationship, Hazards Report, etc.) In lieu of naming each document, copies of the document may be attached to the order as exhibits. We cannot sign an order that is vague, with wording such as "sign any and all documents..."
- We cannot sign an order that is contingent upon a party not performing their duty, i.e. "if respondent does not sign, then the clerk of the court is ordered to sign." The order must be specific that the clerk sign the document.

The attorney or litigant must submit a check for fees, payable to the Los Angeles Superior Court. The current fee is \$15.00 per signature or initial (GC70629). If any of the documents require notarization, an additional \$10.00 is needed for each notarization. The entire fee may be paid on one check.

We make every effort to complete the signings within 24 hours of receipt. If the order and documents are sent from another court location, they could take a week to be received. The submitting party will be notified once it is completed.

If you have any questions, please contact a manager at 213-633-0629 or 213-633-0630.