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Superior Court of California, County of Los Angeles

# NOTICE TO ATTORNEYS

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FOR IMMEDIATE RELEASE:  
June 11, 2020

## FAMILY LAW RESTRAINING ORDER FILING VIA RESOURCE ACCOUNT EMAIL ADDRESSES

**Effective June 15, 2020**, Family Law litigants may file and present for ruling Restraining Order Applications and Responses via Resource Account email addresses, providing litigants and attorneys with another alternative to coming to court to file or present these papers. This new option expands on the current ability to file ex-parte applications, oppositions and fee payments via the Resource Account.

Litigants and attorneys are encouraged to use this remote filing capability which aligns with the Court's *Here For You | Safe For You* initiative to reduce the number of courthouse visitors to assist with social distancing efforts.

Litigants now will have four methods for filing a Request for Restraining Order (including a request for a Temporary Restraining Order), a Request to Renew Restraining Order and a Response to either such Request as follows:

- 1) **NEW** – The documents may be submitted via a Court Resource Account email address (included below). **The processed paperwork, namely, the conformed and service copies of the documents**, will be returned to the litigant by email from the Resource Account.
- 2) The documents may be fax filed and the processed paperwork will be returned by fax.
- 3) The documents may be placed in a drop-box located outside the courthouse. The litigant will pick up the processed paperwork from another document receptacle located near the drop-box later in the day.

**-MORE-**

## FAMILY LAW RESOURCE ACCOUNTS

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- 4) The documents may be submitted in person at the Clerk's Office filing window. **This method will require an appointment made in advance and a second appointment for later in the day** to obtain the processed paperwork. **(The Court discourages this method due to the current pandemic.)**

Litigants using the Resource Account method must:

- *Include* in the email subject line the case name and case number (if they have one);
- *Attach* their papers to a completed Judicial Council Form MC-005 - Facsimile Transmission Cover Sheet (Fax Filing), including payment information, if applicable. **Note: Fees are not required for Domestic Violence Restraining Order Requests or Responses.**
- *Print* copies of the filed (processed) documents, and any other service documents returned by the Clerk, to serve upon the other party;
- *Print and deliver* a copy of the Restraining Order to the local Sheriff's Serving Branch Office for personal service upon the other party (if the litigant has requested personal service by the Sheriff's Department). Information regarding Sheriff's Office locations can be found at [www.civil.lasd.org](http://www.civil.lasd.org). Please note the Sheriff's Department will not personally serve if *service by mail* is an authorized option in the order.

Litigants using the Clerk's Office drop-box method should:

- Include an email address or self-addressed stamped envelope for a copy of the processed paperwork to be returned.
  - If an envelope or return email address is not provided, copies may be picked up from the designated box located next to the drop box. Documents will remain available for pick up for five business days.

All Requests received before 3 p.m., no matter how they are submitted, will be processed within three hours if submitted in proper form. Although the Court will endeavor to process all requests as quickly as possible, papers submitted after 3 p.m. may not be processed or available until the next business day.

People whose papers cannot be returned to them the same day, or served the same day, and **who are in need of an immediate order of protection**, should contact law enforcement to seek an Emergency Protective Order.

Litigants always have the option to call the Clerk's Office to request an email copy of a Restraining Order.

The Court, and not the parties, will arrange to have a Restraining Order entered into the California Law Enforcement Telecommunication System (CLETS).

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**FAMILY LAW RESOURCE ACCOUNTS  
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**DISTRICT RESOURCE ACCOUNTS AND PHONE NUMBERS**

<b><u>Antelope Valley Courthouse</u></b> <a href="mailto:ATP-ExParte@lacourt.org">ATP-ExParte@lacourt.org</a> (661) 483-5500	<b><u>Pomona South Courthouse</u></b> <a href="mailto:POM-ExParte@lacourt.org">POM-ExParte@lacourt.org</a> (909) 802-1100
<b><u>Chatsworth Courthouse</u></b> <a href="mailto:CHA-ExParte@lacourt.org">CHA-ExParte@lacourt.org</a> (818) 407-2200	<b><u>Santa Monica Courthouse</u></b> <a href="mailto:SAM-ExParte@lacourt.org">SAM-ExParte@lacourt.org</a> (310) 255-1840
<b><u>Compton Courthouse</u></b> <a href="mailto:COM-ExParte@lacourt.org">COM-ExParte@lacourt.org</a> (310) 761-4300	<b><u>Stanley Mosk</u></b> <a href="mailto:SMC-ExParte@lacourt.org">SMC-ExParte@lacourt.org</a> (213) 830-0800
<b><u>Inglewood Courthouse</u></b> <a href="mailto:ING-ExParte@lacourt.org">ING-ExParte@lacourt.org</a> (310) 419-1300	<b><u>Torrance</u></b> <a href="mailto:TOR-ExParte@lacourt.org">TOR-ExParte@lacourt.org</a> (310) 787-3700
<b><u>Governor George Deukmejian (Long Beach) Courthouse</u></b> <a href="mailto:LBC-ExParte@lacourt.org">LBC-ExParte@lacourt.org</a> (562) 256-3100	<b><u>Van Nuys East</u></b> <a href="mailto:VNE-ExParte@lacourt.org">VNE-ExParte@lacourt.org</a> (818) 901-4600
<b><u>Pasadena Courthouse</u></b> <a href="mailto:PAS-ExParte@lacourt.org">PAS-ExParte@lacourt.org</a> (626) 396-3300	<b><u>Whittier</u></b> <a href="mailto:WHI-ExParte@lacourt.org">WHI-ExParte@lacourt.org</a> (562) 968-2699

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