

INSTRUCTIONS FOR OBTAINING CLERK OF COURT SIGNATURE ON DOCUMENTS PURSUANT TO A COURT ORDER

When the Court orders the Clerk of 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 of Court signature to Family Law Court Operations Manager at 111 N. Hill Street, Room 426, Los Angeles, CA 90012.

When submitting documents for the Clerk of Court signature, they must be accompanied and comply with the following:

- A conformed copy of the order. If you are submitting documents without a physical court order, please provide a case number and the date the order was filed.
- 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 execute an order that contains vague language with wording such as “sign any and all documents...”
- We cannot execute an order that is contingent upon a party failing to perform a duty, i.e. “If respondent does not sign, then the Clerk of Court is ordered to sign.” The order must describe the action that the clerk is required to perform and describe the document(s) with specificity.

The attorney or litigant must submit a check for fees, payable to the Superior Court of California, County of Los Angeles. The current fee is \$15.00 per signature or initial (GC70629). Please refer to the current Civil Fee Schedule located in the **Forms, Filings and Files** tab on www.lacourt.org, as fees are subject to change. If any of the documents require notarization, the requestor must schedule an appointment and bring in a notary to perform the notarial services.

If you have any questions or need to schedule an appointment, please contact the Family Law Call Center at (213) 633-6363. The court makes every effort to comply with the order within 48 hours of receipt. The submitting party will be notified once the process is completed.