

**If you have an Ex Parte Order that needs a
Judge's Signature:**

Option 1:

Pay the \$30 Ex Parte Fee and provide copies of the order.

- The Clerk will present your order with the complete case file to the Judge.
- If filed by 10am, your order may be available to pick up after 3pm the same day, depending on court schedules.
- The Clerk will conform all copies you leave including date, Judges signature, and any changes to document.

Option 2:

Pay no fee and leave no copies.

- The Clerk will **not** give the court the file.
- It may take up to (5) business days before the Clerk can confirm your order has been signed and is available for copies.
- Any copies left will not be returned.
- Orders requiring a court date will have to be scheduled at least (2) weeks from the date you leave it.

Certified Copies: The clerk's office will provide certified copies of order if payment is provided at time order is presented. No ex parte fee is required.

