

## Temporary Orders Request

Your request for Emergency or Temporary Orders has two parts – (1) a request for Temporary Orders pending further hearing and (2) a hearing on whether Temporary Order should continue.

### **Before going to court:**

Pick a court date to file your Application for Temporary Orders.

Provide notice to the other party no later than 10:00 am on the court day prior to the date you selected.

Let them know that

- you will be filing an Application for Temporary Orders on that date, and
- they can check after 3:00 pm to find out if the court grants the request.

Complete your Application for Temporary Orders. You will need the following:

[NAPA-002 Declaration re Notice of Ex Parte Hearing](#)

[FL-300: Request for Orders](#)

[FL-305: Temporary Orders](#)

[FL-320: Response \(Leave Blank\)](#)

[FL-330: Proof of Personal Service](#)

Make 2 additional copies of completed forms.

### **On the date you selected:**

File your Application and copies by 10:00 am with the clerk.

The clerk will send your application to the Judge for a decision.

The court will either

- grant or deny your Application and issue Orders, or
- require you to appear in person the next court day at 11:30 am to provide additional information.

The decision will be posted at 3:00 pm Monday through Thursday or 1:00 pm on Friday at [www.napa.courts.ca.gov](http://www.napa.courts.ca.gov) on the Family Law Ex Parte Status Information page.

If Orders are granted, copies of your Application and Orders will be available after 3:00 pm Monday through Thursday or 1:00 pm on Friday.

Have someone other than you personally serve the other party a set of endorsed copies plus a blank **FL-320 Response** form.

Have the person who served the papers complete the **FL-330 Proof of Personal Service** form.

Return the Proof of Service to the clerk.

If ordered, contact Family Court Services at (707) 299-1240 to complete orientation/mediation.

Attend your next hearing.

\*You may apply for a fee waiver by filing an original and 1 copy of the following:

[FW-001: Request to Waive Court Fees](#)

[FW-003: Order on Court Fee Waiver](#)

If you have specific questions about these forms, please contact the Napa Family Law Facilitator's Office at (707) 299-1137.