



FAMILY LAW RESTRAINING ORDER FILING INFORMATION

For assistance with form completion any party who is not represented by an attorney may call (213) 830-0845 to reach the Self-Help Center or visit the Self-Help website at <http://www.lacourt.org/selfhelp> to access form completion guided programs.

Once forms have been completed, litigants may present for filing a Restraining Order Request or Response in any of the following four options. All Requests and Responses, no matter how presented, will be processed within three hours the same court day if submitted in proper form.

Although the Court will endeavor to process all requests as quickly as possible, papers submitted after 3:00 p.m. may not be processed or available until the next business day.

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

FILING OPTIONS:

- (1) **IN PERSON:** Documents may be brought to the Court's Clerk's Office filing window by appointment only. An appointment may be requested by contacting the clerk's office in advance of bringing the filing to the Court. A second appointment later in the day will also be given to obtain the processed paperwork. (The Court discourages this method because of the current pandemic.) The phone number to schedule an appointment is listed below.
- (2) **DROP BOX:** Litigants may deposit documents in the Clerk's Office filing drop-box located outside the courthouse. Litigants using the Clerk's Office's drop-box should include an email address, or self-addressed stamped envelope for a copy of the processed paper work. If an envelope or return email 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.
- (3) **BY FAX:** A litigant may fax file the documents and the processed paperwork will be returned by fax.
- New** (4) **BY EMAIL:** Litigants may now file such documents by email to the designated court location. The processed paperwork will be returned to the litigant by email.

Litigants Using the Fax or Email options must:

- Include in the email subject line the case number (if you have one) and case name if using Email.
- Attach their papers to a completed Judicial Council Form MC-005 (including payment information, if applicable). **Fees are not required for Domestic Violence Restraining Order Requests or Responses.**
- Print copies of the filed documents, and any other service documents returned by the Clerk, to serve upon the other party.
- Print and deliver a copy of any Restraining Order to the local Sheriff's Department for personal service upon the other party (if a litigant requests personal service by the Sheriff's Department.) Visit www.civil.lasd.org for a list of locations. Please note, that the Sheriff's Department does not perform personal service if the order indicates service by mail is an option.

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

At any time, a copy of a Restraining Order will be emailed to a person making a telephone request to the Clerk's office.

RESTRAINING ORDER EMAIL & FAX FILING ADDRESSES & PHONE NUMBERS		
<u>Antelope Valley Courthouse</u> ATP-ExParte@lacourt.org Fax: (562) 753-0441 Phone: (661) 483-5500	<u>Long Beach Courthouse</u> LBC-ExParte@lacourt.org Fax: (562) 753-0921 Phone: (562) 256-3100	<u>Stanley Mosk</u> SMC-ExParte@lacourt.org Fax: (213) 633-1955 Phone: (213) 830-0800
<u>Chatsworth Courthouse</u> CHA-ExParte@lacourt.org Fax: (562) 753-0347 Phone: (818) 407-2200	<u>Pasadena Courthouse</u> PAS-ExParte@lacourt.org Fax: (562) 753-0465 Phone: (626) 396-3300	<u>Torrance</u> TOR-ExParte@lacourt.org Fax: (562) 637-0731 Phone: (310) 787-3700
<u>Compton Courthouse</u> COM-ExParte@lacourt.org Fax: (562) 753-0958 Phone: (310) 761-4300	<u>Pomona Courthouse</u> POM-ExParte@lacourt.org Fax: (562) 753-0655 Phone: (909) 802-1100	<u>Van Nuys - East</u> VNE-ExParte@lacourt.org Fax: (562) 753-0315 Phone: (818) 901-4600
<u>Inglewood Courthouse</u> ING-ExParte@lacourt.org Fax: (562) 753-0387 Phone: (310) 419-1300	<u>Santa Monica Courthouse</u> SAM-ExParte@lacourt.org Fax: (562) 753-0581 Phone: (310) 255-1840	<u>Whittier</u> WHI-ExParte@lacourt.org Fax: (562) 753-0560 Phone: (562) 968-2699