

**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 to the Judge.
- Orders may take 24 to 48 hours to be signed and processed. We do not notify you when an order is signed.
- 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 present your order to the Judge.
- 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 need to be scheduled at least (2) weeks from the date you leave it.

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