

## Emergency Temporary Custody

## Litigant Checklist

This is a checklist of Steps to Follow. Check off a step when you have finished it.

- 1. Find out: Is there a Court Order saying who has custody of the child?**
- 2. Get a copy of the most recent custody order, if there is an order.**
- 3. Fill out forms checked below. Do not sign them yet.**

- |  |   |
|--|---|
| <input type="checkbox"/> Ex Parte Motion and Affidavit           | <input type="checkbox"/> Emergency Filing Order |
| <input type="checkbox"/> Change of Custody                       | <input type="checkbox"/> Accelerated Hearing    |
| <input type="checkbox"/> Establishing Custody and Parenting Time | <input type="checkbox"/> Paternity              |
| <input type="checkbox"/> Third Party Custody                     | <input type="checkbox"/> Divorce                |
| <input type="checkbox"/> Fee Waiver                              | <input type="checkbox"/> Motion to Intervene    |

- 4. Get completed forms reviewed at Self Help Center.**
- 5. Sign the forms in front of a notary or court clerk.**
- 6. If you have an Emergency Filing Order** take all your completed forms to the Signing Judge. If you do not have an Emergency Filing Order, skip to Step#7. The Signing Judge is available Monday through Friday 8:30-9:30 am and 1:30-2:00 pm. The signing judge name and location is posted at the Family Court Filing Counter each day. If you have a FeeWaiver, ask the Judge to sign your fee waiver and the Emergency Filing Order.

**If the Judge signed your Emergency Filing Order :**

- 1. Make a copy of the signed order for you to keep.** There is a copy machine on the 1<sup>st</sup> floor of the Family Justice Center.
- 2. Get a Court File Opened.** Take the original, signed Emergency Filing Order and all your other completed forms to Court Administration, 6<sup>th</sup> Floor, Family Justice Center. Use the hall phone and tell staff you have an Emergency Filing Order signed by a Judge. Someone will come for your papers. You must pay the filing fee at this time unless the Judge signed a Fee Waiver (you are low-income.) You may wait up to 1 hour while computer entries are made and a file is opened. You will be told which Judge has your case and your case number. The file will be sent to the Judge.
- 3. Write your case number on all your court forms.**
- 7. Take all your forms to the Judge/Referee assigned to your case.** Use the hall phone to call the Judge's clerk. Tell the clerk you have an Ex Parte Order. Give the clerk all of your court forms. The clerk may ask you to wait while the Judge considers your request for temporary custody.
- 8. Serve the other parent/parties.** The other parent or parties must get copies of the court orders and other papers you plan to file. Go back to the Self Help Center if you have questions about how to do this.

**If the Judge will not sign your papers, or you have any questions, you can return to the Self Help Center for more help.**

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Last Revised 8-05