



Do You Want to Ask for A Quicker Court Hearing? (Order to Shorten Time)

What is this for?	If you have an important issue that needs to be heard by a Judge in the next week or two (instead of the usual 6 to 8 weeks out), you will need to ask for an Order to Shorten Time (“OST”) along with the regular forms you file to ask for a court hearing.
Step 1: Fill out the forms	Notice of Court Hearing for Request for Order Shortening Time (PL-FL013) (Local Form) Request for Order (FL-300)
Step 2: Make copies	Take each form and make 2 copies. Paperclip (do not staple) the <u>original</u> . The copies may be stapled. Put the copies right behind each original. Note: If you file electronically, copies are not required (see Step 3).
Step 3: File the forms	Get a number ticket for “Family Law” at the kiosk on the 1st floor of the courthouse. File the paperwork with the clerk when your number is called. If you are filing at the Historic Courthouse in Auburn or the Tahoe Courthouse, you do not need to get a ticket. The court will file-stamp all your forms and give you back 2 copies. You will keep a filed copy for your records and have the other copy served on the other party.
eFiling	Alternatively, the Court has the option to file electronically through its eFile Service. For filing and more information, please visit placer.courts.ca.gov and select “ eFiling ” under the Online Services tab. This webpage contains instructions and FAQs to assist with the process. There is a service fee for eFiling paid to the third-party vendor and cannot be waived by the Court. Note: each form must be a separate PDF unless it contains attachments.
Filing fee	The fee for an Order to Shorten Time is \$60, unless you are asking for a new/change in a custody/parenting time order, which is \$85. The court accepts cash, check, Visa, MasterCard, AMEX and Discover Card. If you cannot afford to pay the filing fee, you may apply for a fee waiver by filling out and filing these forms: Request to Waive Court Fees (FW-001) Order on Court Fee Waiver (FW-003)



Cut-off Times	Forms asking for an order to shorten time must be turned in to the filing clerk no later than 9:00 a.m. for a hearing to be scheduled within the next few days. If papers are turned in after 9:00 a.m., the hearing will be scheduled for one more court day later than that.
Step 4: Notify the other party about the hearing	<p>You must notify the other party no later than 10:00 a.m. the court day before the hearing. You can notify the other side by phone, text message, email, or in person. You must notify them of the <u>date, time, and place of the hearing, what the hearing is for (for example, custody and parenting time) and that you are asking for the hearing to be scheduled sooner than usual.</u></p> <p>Also, you must make your best efforts to get a copy of the forms to the other party (for example, by scanning and emailing to the other party, sending by fax, or handing a copy to the other party in person).</p>
Step 5: Fill out the Declaration	<p>Declaration Re: Notice to Opposing Party of Order Shortening Time (PL-FL004) (Local Form)</p> <p>Fill out this form to explain when and how you notified the other party. Make 2 copies and bring the original and copies to the hearing.</p>
Step 6: Go to the hearing	<p>At the hearing, the Judge will decide whether to schedule your hearing sooner than the usual 6 to 8 week timeframe. Once a decision is made, you will be given your forms from the clerk in the courtroom.</p> <p>Look at your Request for Order at the bottom section (“Court Order”). Question 4 will have a date written in. This is the last day you must serve the other party with the Request for Order. Question 5 tells the other party the last day that s/he must file a Responsive Declaration with the court.</p>
Step 7: Serve the other party	<p>You must have a copy of your forms handed (“personally served”) to the other party in person, along with a blank Response (FL-320). If your Request for Order is for support or attorney fees, you must also serve a blank Income and Expense Declaration (FL-150). Copies from eFiling may be printed from your eFiling account.</p> <p>Someone 18 or older must serve the forms for you. You cannot serve the forms yourself.</p> <p>The person who serves the forms to the other party must <i>completely</i> fill out a Proof of Personal Service (FL-330) and give it to you to file.</p>
Step 8: File the Proof of Service	Make 1 copy of the Proof of Personal Service (FL-330) and get a number ticket for “Family Law” at the kiosk on the 1 st floor of the courthouse to file the original and copy. Keep the filed copy for your records.



Next Steps:

Come to your court hearing prepared to tell the Judge why they should make the court orders you've asked for in your forms. Know that you can only ask the Judge to make orders or use information you included in your filing.

Important Things to Know

Definitions

- **Legal Custody:** The parent(s) who makes decisions regarding the health, education and general welfare and well-being of the child(ren).
- **Physical custody:** The parent(s) with whom the child(ren) live or spend considerable time.
- **Parenting Time (Visitation):** The schedule of time that the child(ren) spend time with each parent.
- **Child Support:** Generally calculated based on parenting time and the incomes of each parent. The court has the ability to award child support until the child marries, dies, is emancipated, reaches age 19, or reaches age 18 and is not a full-time high school student, whichever occurs first.
- **Spousal Support:** Money paid to a (ex-)spouse to help them become self-supporting in the future. This is separate from child support. For more information, see [Fam. Code sec. 4320](#).

Additional Forms

You may need to file other forms with your Request for Order. There are specific attachments for custody, spousal support and payment history, for example. If you have questions, please make an appointment with the Self-Help Center.

Are you a veteran of the armed forces?

Parties who have qualifying service in the United States' Armed Forces may self-identify their veteran status using [Notification of Military Status](#) (MIL-100). By doing so, the court will provide the veteran with a list of local veteran resources and the court will forward a copy of the form to the Department of Veteran Affairs who will then contact the veteran. For more information, see [Fam. Code sec. 211.5](#).

Can I Access My Court Case Electronically?

Court users can now receive access to their file/orders electronically by three different methods:

Online Portal: You can come to the courthouse and show ID to gain access;

eFiling: If you check the box on eFiling, you will receive your orders via email; you will also receive portal access if you pay for a filing (so you do not need to come into the courthouse to show ID);

eService: You may consent to receive notice and orders by email. This can be done by submitting Judicial Council Form [EFS-005-CV](#).



Where can I get the forms?

1. Most of the blank forms listed in these instructions can be found **online** at www.courts.ca.gov/forms. The Local Form (Placer County) can be found at <http://www.placer.courts.ca.gov/forms-filing-forms.shtml>.
2. You can get the form packets through the court's **Self-Help Center** or buy them at the **Court Clerk's counter**.

Where can I get help and more information?

- You can hire a private attorney for a free or low-cost consultation.
- If you do not have an attorney, you can get help from the court's Self-Help Center. Schedule a telephone or video appointment online at www.placer.courts.ca.gov and search for **online appointments** on the home page.
- Visit www.courts.ca.gov
 - Click "Self-Help" on the tabs and select "Families & Children" or "Divorce or Separation" in the dropdown menu
- Read:
 - [Information Sheet for Request for Order](#) (FL-300-INFO)
 - [Child Custody Information Sheet—Recommending Counseling](#) (FL-313-INFO)
 - [Information Sheet for Proof of Personal Service](#) (FL-330-INFO)