

# Ex Parte Filing Action Plan - Mom's Estate

**Date:** November 7, 2025

**Case:** 21435809 (Los Angeles County Probate Court)

**Status:** Files corrected, waiting for Anuar to submit OR Eric files himself

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## PROVEN FRAMEWORK (From Top 2% Pro Per Litigants)

### COMPLETE FILING CHECKLIST

#### Required Documents:

1.  Ex Parte Application (01\_Ex\_Parte\_Application.pdf) - CORRECTED Nov 6
2.  Declaration with Exhibits (02\_Declaration\_with\_Exhibits.pdf) - CORRECTED Nov 6
3.  Declaration for Good Cause Exception to Notice  
(03a\_Declaration\_for\_Good\_Cause\_Exception\_to\_Note.pdf) - CORRECTED Nov 6
4.  Memorandum of Points and Authorities (04\_MPA.pdf) - CORRECTED Nov 6
5.  Proposed TRO/OSC (05\_Proposed\_TRO\_OSC.pdf) - CORRECTED Nov 6
6.  Petition 850 (06\_Petition\_850.pdf) - CORRECTED Nov 6
7.  Probate Case Cover Sheet (07\_Probate\_Case\_Cover\_Sheet.pdf) - CORRECTED Nov 6

#### Formatting Requirements (California Rules of Court 2.111):

- Margins: At least 1 inch (top, bottom, both sides)
- Font: Not smaller than 12-point
- Spacing: Double-spaced (except code sections, quotations, footnotes)
- Page numbering: Consecutively numbered at bottom
- Exhibits: Attached as separate, clearly marked documents, bookmarked if e-filing
- Title page: Court name/address, case number, party names, document title

#### Notice Requirements:

-  Serve all persons entitled to notice **no later than 10:00 AM the day before hearing**
-  Email notice only valid with written consent filed in court
-  Notify parties of "non-appearance" and "ruling on the papers" unless court orders hearing

#### Filing Deadline:

-  File by **10:00 AM the day before** desired hearing (or at least 24 hours prior via drop box)
-  Select "ex parte" as document type when e-filing

#### **Page Limit:**

-  Application/opposition may not exceed **10 pages** (excluding attachments)
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## **COMMON REJECTION REASONS & SOLUTIONS**

### **1. Insufficient Factual Showing**

**Problem:** Not providing detailed, credible facts establishing urgency/irreparable harm

**Solution:** Attach specific, factual declaration with supporting evidence

**Eric's Status:**  SOLVED (02\_Declaration\_with\_Exhibits.pdf includes detailed facts)

### **2. Failure to Give Proper Notice**

**Problem:** Not serving all required parties, not showing proof, or serving too late

**Solution:** Carefully follow local/statutory notice rules, document every step with declarations and proof of service

**Eric's Status:**  NEEDS VERIFICATION (Check if notice requirements apply to this ex parte)

### **3. Missing or Improperly Formatted Documents**

**Problem:** No proposed order, missing captions, omitted bookmarks, exceeding page limits

**Solution:** Use checklist and model documents on judicial council/law library samples

**Eric's Status:**  SOLVED (All 7 documents corrected Nov 6, formatting fixed per CRC 2.111)

### **4. Documents Not Compliant with CRC 2.111 Formatting**

**Problem:** Incorrect margins, font size, spacing, page numbering

**Solution:** See Formatting Requirements above

**Eric's Status:**  SOLVED (Clerk said "refer to CRC 2.111 on how to format first page" - Eric corrected this Nov 6)

### **5. Application Filed After Deadline**

**Problem:** Late filing deferred to next available day

**Solution:** File as early as possible, confirm deadlines with local court rules

**Eric's Status:**  AT RISK (Files ready Nov 6, but Anuar hasn't confirmed submission as of Nov 7)

## 6. Notice by Email Only Without Consent

**Problem:** Email notice not valid without written consent

**Solution:** Serve via acceptable means or obtain/submit party's written consent

**Eric's Status:**  NEEDS VERIFICATION (Check if notice requirements apply)

## TIMELINE EXPECTATIONS

Step	Typical Timing	Eric's Status
Serve/Notice parties	No later than 10:00 AM the day before hearing	 NEEDS VERIFICATION
File ex parte packet	By 10:00 AM the day before (or at least 24 hours prior via drop box)	 WAITING FOR ANUAR (or Eric files himself)
Court ruling	Usually within 1-2 court days (decided "on the papers" without appearance, outcome sent by email/mail)	 PENDING FILING
Distribution (effectuation)	Depends on relief requested; emergency orders effective upon signature	 PENDING APPROVAL

### REALISTIC TIMELINE (If Filed Today):

- **Nov 7 (Thu):** File ex parte packet by 10:00 AM
- **Nov 8-9 (Fri-Sat):** Court ruling (1-2 court days)
- **Nov 10-15 (Sun-Fri):** Distribution process begins (if approved)
- **Nov 15-22 (Fri-Fri):** Distribution received (\$5K-20K)

**TOTAL: 8-15 days from filing to distribution**

## IMMEDIATE ACTION PLAN (NEXT 24 HOURS)

## **OPTION A: Wait for Anuar (RISKY)**

### **Timeline:**

- Nov 7, 8:00 AM: Follow up with Anuar (email + phone call)
- Nov 7, 5:00 PM: If no response, prepare to file yourself
- Nov 8, 8:00 AM: File yourself if Anuar still hasn't responded

**Risk:** Loses 1-2 days, may miss optimal filing window

## **OPTION B: File Yourself TODAY (RECOMMENDED)**

### **Timeline:**

- Nov 7, 8:00 AM: Verify all 7 documents are CRC 2.111 compliant
- Nov 7, 9:00 AM: Verify notice requirements (if any)
- Nov 7, 10:00 AM: E-file all 7 documents (select "ex parte" as document type)
- Nov 7, 11:00 AM: Confirm filing accepted
- Nov 7, 12:00 PM: Email Anuar: "Filed myself to keep things moving, thanks for your help"

**Benefit:** Gains 1-2 days, maximizes chance of approval before weekend

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## **FILING INSTRUCTIONS (FOR ERIC TO FILE HIMSELF)**

### **Step 1: Verify Documents (30 minutes)**

1. Open all 7 PDFs (01-07)
2. Check first page of each:
  - Court name/address listed
  - Case number 21435809
  - Party names (Eric B Jones, Judy Brakebill Jones Trust)
  - Document title
3. Check formatting:
  - 1-inch margins (all sides)
  - 12-point font or larger
  - Double-spaced (except quotes/footnotes)
  - Page numbers at bottom
4. Check page count:

- Application ≤ 10 pages (excluding attachments)

## Step 2: Verify Notice Requirements (15 minutes)

1. Review ex parte application for notice language
2. Check if "good cause exception to notice" applies (03a document)
3. If notice required:
  - Serve all parties by 10:00 AM day before hearing
  - File proof of service
4. If notice exception applies:
  - Proceed to filing (no service required)

## Step 3: E-File Documents (30 minutes)

1. Go to Los Angeles County Probate Court e-filing portal
2. Log in with Eric's account
3. Select case 21435809
4. Upload all 7 documents:
  - 01\_Ex\_Parte\_Application.pdf
  - 02\_Declaration\_with\_Exhibits.pdf
  - 03a\_Declaration\_for\_Good\_Cause\_Exception\_to\_Note.pdf
  - 04\_MPA.pdf
  - 05\_Proposed\_TRO OSC.pdf
  - 06\_Petition\_850.pdf
  - 07\_Probate\_Case\_Cover\_Sheet.pdf
5. Select "ex parte" as document type for each
6. Submit filing
7. Save confirmation email/receipt

## Step 4: Confirm Filing Accepted (15 minutes)

1. Check email for filing confirmation
2. If rejected, review rejection notice
3. If accepted, note hearing date/time (if any)
4. Set calendar reminder for court ruling (1-2 court days)

## Step 5: Email Anuar (5 minutes)

Plain Text

Subject: Ex Parte Filed - Case 21435809

Anuar,

I filed the ex parte application myself today to keep things moving. All 7 corrected documents were submitted via e-filing portal at [TIME].

Filing confirmation: [ATTACH RECEIPT]

Thanks for your help getting the documents formatted correctly. I'll keep you posted on the court's ruling.

Eric

## SUCCESS METRICS

### Immediate (24 Hours):

- Ex parte packet filed by 10:00 AM Nov 7
- Filing confirmation received
- Anuar notified

### Short-Term (1-2 Court Days):

- Court ruling received (approved or denied)
- If approved: Distribution process begins
- If denied: Understand reason, prepare to refile

### Medium-Term (7-15 Days):

- Distribution received (\$5K-20K)
- Funds deposited in Eric's account
- \$11K runway extended to \$16K-31K

## ZAPIER AUTOMATION (SET UP AFTER FILING)

## Gmail → Google Sheets

**Trigger:** New email from Los Angeles County Probate Court

**Action:** Add row to "Ex Parte Tracking" sheet with:

- Date received
- Subject line
- Status (filed, approved, denied, distributed)
- Amount (if distribution notice)

## Google Calendar → Gmail

**Trigger:** 1-2 court days after filing

**Action:** Send reminder email to Eric:

- "Check for ex parte ruling - Case 21435809"
- Include link to court e-filing portal
- Include link to Priority Dashboard

## Google Sheets → Google Docs

**Trigger:** Ex parte approved (manual update in sheet)

**Action:** Generate distribution tracking document:

- Approval date
- Expected distribution date (7-15 days)
- Amount (\$5K-20K)
- Next steps (wait for check, deposit, update runway)

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## BOTTOM LINE

**RECOMMENDATION: FILE YOURSELF TODAY (OPTION B)**

**Why:**

- Files are ready (corrected Nov 6)
- Anuar hasn't responded in 24+ hours
- Every day of delay = 1 day later distribution
- Eric has all documents and knows the process

**Timeline if Filed Today:**

- Nov 7: File by 10:00 AM
- Nov 8-9: Court ruling
- Nov 15-22: Distribution received (\$5K-20K)

**Timeline if Wait for Anuar:**

- Nov 7: Wait for response
- Nov 8: Anuar files (if responds)
- Nov 9-10: Court ruling
- Nov 16-23: Distribution received (\$5K-20K)

**Difference: 1-2 days = \$0 revenue impact, but reduces stress/uncertainty**

**ACTION: File yourself at 10:00 AM today, email Anuar confirmation.**

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**END OF ACTION PLAN**