

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

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_Notice.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

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_Notice.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.

END OF ACTION PLAN