

PROCEDURES FOR OBTAINING CLERK'S SIGNATURE ON DOCUMENTS PER COURT ORDER

When the court orders the Clerk of the Court to execute documents on behalf of a party, the signing of those documents is performed in the Central District. Please direct all documents for the Clerk's signature to one of the Family Law Administrators at 111 North Hill Street, Room 426, Los Angeles, CA, 90012.

When submitting documents for signature, they must be accompanied by the following:

- The **original** court order to execute the documents. We cannot accept certified or conformed copies of the order. It is safest to send the order with the case file, but the file is not necessary.
- The order must name each document to be signed. A deed must state the type of deed (Grant Deed, Interspousal Transfer Deed, etc) and include the address and legal description. Escrow documents must be listed separately (i.e. Escrow Instruction dated..., Disclosure Regarding Real Estate Agency Relationship, Hazards Report, etc.) In lieu of naming each document, copies of the document may be attached to the order as exhibits. We cannot sign an order that is vague, with wording such as "sign any and all documents."
- We cannot sign an order that is contingent upon a party not performing their duty, i.e. "if the respondent/defendant does not sign, then the clerk of the court is ordered to sign." The order must be specific that the clerk sign the document.

The attorney or litigant must submit a check for the fees, payable to **Los Angeles Superior Court**. The current fee is \$15.00 per signature or initial (G.C. §70629). If any of the documents require notarization, an additional \$10.00 is required per notarization. The entire fee may be paid on one check.

If the documents are submitted via mail, please indicate how they are to be returned upon completion. Please advise if they will be picked up. If they are to be returned by mail, please include a self-addressed, stamped envelope.

We make every effort to complete the signings within 24 hours of receipt. If the order and documents are sent from another court location, allow an additional week processing time.

If you have any questions, please contact a Family Law Administrator at 213-974-5543.