



# NOTICE TO ATTORNEYS

Los Angeles Superior Court  
Public Information Office  
Website: [www.LACourt.org](http://www.LACourt.org)  
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Aug. 10, 2015

## CENTRAL FAMILY LAW DIVISION ANNOUNCES CHANGES TO COURTROOM OPERATIONS

Effective immediately, the Los Angeles Superior Court Central Family Law Division at the Stanley Mosk Courthouse, 111 N. Hill St., Los Angeles, 90012 will require all pleadings to be filed directly in the Clerk's Office in Room 426 except as otherwise directed by a judicial officer or court staff, or required by law.

To expedite the timely routing of documents to the proper department, it is recommended that the assigned department number be included on all pleadings submitted for filing. The hearing date should be included if applicable.

To facilitate placing documents in the case file, documents must contain two prepunched holes pursuant to California Rules of Court, rule 2.133. To expedite file maintenance practices, the filing party is encouraged to limit voluminous documents to no more than 3 inches thick.

Please be reminded that phone hours for the office and clerical staff are 8:30 to 10:30 a.m., and 1:30 to 3:30 p.m.

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