

**EMERGENCY MOTIONS PROCEDURES
FOR JUDGE THEODOR C. ALBERT**

To obtain a hearing date for a motion on an emergency basis, the movant must file the following documents with the Clerk's Office:

1. Application for an order setting the hearing date for a motion on an emergency basis and a proposed order thereon;
2. Supporting declaration(s) justifying the setting of a hearing on an emergency basis; and
3. Motion, including all supporting papers, for which the movant seeks an emergency hearing.

To expedite the process of obtaining an emergency motion hearing date, Judge's Copies of all the pleadings should be placed in the courtesy copy box outside of Judge Albert's Chambers on 5th floor of the Santa Ana Divisional office, The Ronald Reagan Building, 411 West Fourth Street, Santa Ana, CA 92701-4593.

If the movant is not contacted by the Law Clerk within 48 hours of filing the emergency motion and delivering the pleadings, the movant may call Amna Chaudhary, Judge Albert's Law Clerk, at (714) 338-5432.

(Revised 11/27/13)