

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
[Case Number]
[Judge's Name]
[Court Name]
[Court Address]
[City, State, Zip Code]

Re: Request for Ex Parte Order

Dear [Judge's Name],

I am writing to submit a request for an ex parte order regarding [briefly describe the matter, e.g., temporary custody, financial relief, etc.]. I am the [Your Relationship to the Case, e.g., plaintiff, petitioner] in the case [Case Number].

In this matter, [provide a brief explanation of the circumstances that warrant an ex parte order, emphasizing urgency and potential harm].

[Explain the need for urgency, what the ex parte order will address, and why a notice the opposing party is not feasible.]

I respectfully request that the Court grant the following relief:

1. [List the specific relief sought, e.g., temporary custody of the child.]
2. [Additional relief, if applicable.]

I have attached [list any supporting documents such as affidavits, declarations, or evidence] to support this request.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature (if submitting by mail)]

[Your Printed Name]

[Your Title if applicable]

Enclosures: [List any documents attached]

cc: [List other parties, if applicable]