



SUPERIOR COURT OF CALIFORNIA
COUNTY OF TULARE

VISALIA DIVISION – ADMINISTRATION

Stephanie Cameron
Court Executive Officer/Jury Commissioner

ELISOR SIGNING INFORMATION SHEET

What is an Elisor?

In California, courts have the power under the Code of Civil Procedure section 128(a)(4) to compel obedience to its judgments, orders, process and to the orders of a judge out of court, in an action or proceeding pending therein. This code ensures that orders are followed.

If someone refuses to sign a deed or legal document needed to carry out a court order, the court can appoint the Clerk of the Court, or her designee, to act as an Elisor to sign the document on behalf of the party who cannot or will not sign.

Appointment of Elisor:

To have an Elisor appointed, you must file a Request for Order (FL-300) asking the court for an order for the appointment of an Elisor.

The Request for Order must include at least one supporting Declaration that clearly states the following:

- a. The title and date of the court order that the request for Elisor is based on;
- b. The title of each document the Elisor is being asked to sign; and
- c. If the documents involve real property (such as a house), the declaration must include the legal description of the real estate, including the Assessor's Parcel Number (APN) and property address.

You must also attach to the Declaration copies of the exact documents to be signed by the Elisor, because if the order is granted, the Elisor will only sign the exact same document as the one attached to the Request for Order.

Mandatory Language in Finding and Order After Hearing:

If your motion for the appointment of an Elisor is granted, the court's order must be contained in a Finding and Order After Hearing.

The Finding and Order After Hearing must include the following:

- a. It must name "The Clerk of the Court or Clerk's Designee" as the appointed Elisor;
- b. It must clearly state the name of the party the Elisor is signing on behalf of;
- c. It must include the full title or clear description of each document the Elisor is being appointed to sign.

Visalia Division
221 S Mooney Blvd.
Visalia, CA 93291
(559) 730-5000

Juvenile Justice Center
11200 Ave. 368
Visalia, CA 93291
(559) 738-2300

Pretrial Facility
36650 Rd. 112
Visalia, CA 93291
(559) 783-2400

South County Justice Center
300 E. Olive Ave.
Porterville, CA 93257
(559) 782-3700

Dinuba Division
640 S. Alta Ave.
Dinuba, CA 93618
(559) 595-6400



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Finding and Order After Hearing and Documents to be Signed by Elisor must be taken to Court Administration in Room 303:

Once the motion has been granted and the Finding and Order After Hearing is filed with the court, you must contact Court Administration in Room 303 of the Visalia Courthouse to submit a copy of the Findings and Order After hearing and a copy of the documents the court has ordered the Elisor to sign, with all areas requiring signatures and initials clearly flagged. *These documents must be submitted for review before an appointment with the Elisor can be scheduled.*

Once the documents have been reviewed, Court Administration will contact you to schedule a date and time for the Elisor to sign.

The fee for each Elisor appointment is \$40.00, which must be paid in the Civil Division, Room 201 of the Visalia Courthouse *prior to* the appointment. The payment receipt must be verified any time prior the appointment. For more information, please refer to GC70626(a)(6) and the Court's Fee schedule.

On the day of your appointment with the Elisor, if the Elisor needs to sign documents that require notarization, it is your responsibility to arrange for a Notary to be present and to pay any fees assessed by the Notary. The court does not determine whether notarization is necessary, that is your responsibility. The court will not recommend or endorse any specific Notary Public.

Note: If the following language is not included on documents signed by the Elisor that need to be filed with the County Recorder, the County Recorder may reject your document(s) for filing:

- *Stephanie Cameron, Tulare County Superior Court, Court Executive Officer, Elisor for _____, (name of party for whom she is signing for will be reflected)*
- Case number should be reflected within the document

Please contact Court Administration for further information.

Contact Information for Court Administration:

221 S. Mooney Blvd., Room 303
Visalia, CA 93291
Rocio Felipe – 559-730-5000 ext. 1359
Kimberlyn Stutte – 559-730-5000 ext. 1110

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