



## Superior Court of California County of San Bernardino

### 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 make sure their orders are followed. If someone refuses to sign a deed or legal document needed to carry out a court order, the court can appoint an Elisor to sign the document for them.

An Elisor is someone the court appoints to sign documents when a party refuses or otherwise fails to do so, even though the court has ordered it.

#### **APPOINTMENT OF ELISOR:**

**REQUEST FOR ORDER OR JUDGMENT:** To have an Elisor appointed, a court order or judgment must be obtained from the court. This request for order or judgment must include at least one supporting declaration that clearly lists the documents the Elisor is being asked to sign.

- a. The declaration must include the following information:
  - i. The title and date of the court order that the request for Elisor is based on.
  - ii. The title of the document(s) the Elisor is to sign.
  - iii. If the documents involve real property (such as the sale of a house), the declaration must include the legal description, Assessor's Parcel Number (APN), and property address.
  - iv. If the documents involve a vehicle, proof of registration and the legal title must be included.

**NOTE:** For any other documents, please contact the court for specific instructions.

#### **MANDATORY LANGUAGE IN PROPOSED ORDER OR JUDGMENT:**

##### **1. THE PROPOSED ORDER OR JUDGMENT MUST INCLUDE THE FOLLOWING:**

- a. It must name "The Clerk of the Court or Clerk's Designee" as the Elisor. The order or judgment cannot list the name or job title of a specific court employee.
- b. It must clearly state the name of the party the Elisor is signing on behalf of, along with the full title or clear description of each document the Elisor is being appointed to sign.
- c. Mandatory Additional Requirements: The original documents must be brought to the Elisor for signature.

**ORDER OR JUDGMENT GRANTED:**

1. If the court grants the order or judgment, the party must contact the district's Administrative Assistant and submit a copy of all Elisor-related documents, along with any supporting materials, for review before an appointment can be scheduled. The court will review the documents and then reach out to schedule a date for the Elisor signing. On the day of the appointment, all areas requiring initials and signatures must be clearly flagged. ***The Elisor signing will not be scheduled until the documents are reviewed.***

If the Elisor needs to sign documents that require notarization, it is the party's responsibility to arrange for the Notary Public's presence at the courthouse at the scheduled date and time and pay any fees assessed by the Notary Public. The court does not determine whether notarization is necessary, that decision is entirely up to the party. The court also does not recommend or endorse any specific Notary Public.

2. **COURT FEES:**

The fee for each Elisor signature is \$15.00, which must be paid on the day of the appointment before any documents are signed. There is no fee for initials. For more information, please refer to the [Court's Fee Schedule](#).

**CONTACT INFORMATION FOR THE SAN BERNARDINO SUPERIOR COURT:**

Barstow District – 760-718-3684

Joshua Tree District – 760-974-3020

Needles District – 760-269-4962

Rancho Cucamonga District Civil – 909-285-3753 or 909-285-3743

San Bernardino District Family Law – 909-521-3136

San Bernardino District Civil – 909-708-8615

Victorville District Civil – 760-269-4869