



Superior Court of California County of Riverside

INSTRUCTIONS AFTER THE COURT ELISOR HAS BEEN APPOINTED

The Court ordered that the Clerk of the Court, or his/her designee, sign my documents. What do I do next?

1. Obtain a certified copy of the minute order that appointed the Clerk of the Court (or his/her designee) to sign the document(s). A certified copy of a minute order is \$40.00.

NOTE: For all deeds, please be sure that your minute order contains the legal description of the property and the correct spelling of your name as it appears on the deed.

2. Pay the Elisor fees. There are fees for the Clerk of the Court or his/her designee (known as an Elisor) to sign the document(s). Elisor fees are \$15 per signature and can be paid at any Riverside Superior Court clerk's office.
3. Contact the Riverside Superior Court at the following numbers based on your location:

Banning:	951-572-5395	Moreno Valley:	951-324-5775
Blythe:	760-393-2426	Murrieta:	951-704-7566
Corona:	951-324-5775	Palm Springs:	760-904-6726
Hemet:	951-572-5395	Riverside:	951-777-3163
Indio:	760-393-2426	Temecula:	951-704-7566

4. Provide the Court (hand-delivered, or via email or fax) with the following:
 - Certified Copy of the Minute Order authorizing the Elisor's signature.
 - A true copy of the document(s) to be signed.
 - A receipt showing payment for each Elisor signature required.
 - Contact information where you can be reached to set an appointment.

Once all documents have been reviewed by the Elisor, you will be contacted to set an appointment to have your document(s) signed.

5. On the day of the appointment, bring the original document(s) to be signed and your own notary (if your document is required to be notarized). The Court does not provide notary services. It is the responsibility of the party submitting the document for signature to have a notary present.