



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF MERCED**  
www.merced.courts.ca.gov

**AMANDA TOSTE**  
COURT EXECUTIVE OFFICER

## 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.

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 Merced Superior Court clerk's office.
3. Contact the Merced Superior Court at (209) 725-4172.
4. Provide the Court, to the attention: All Executive Assistants (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.