

ROADMAP TO REOPENING THE CIVIL DEPARTMENT

PHASE 1 COURT REOPENS May 29, 2020

Clerk's Office

The Civil Clerk's Office reopens on Friday, May 29, 2020, with reduced office hours Monday-Friday, from 8:00 am – 2:00 pm (lobby & phones). Same day civil harassments and ex-partes will have a daily cut off time of 12:30 pm. Due to the 12:30 pm cut off time the clerks' office line will be triaged accordingly. There will be strict capacity limits enforced to allow only 14 people in the lobby at one time. Those individuals wishing to purchase forms may do so at the civil walk up window located on the north side of the building.

Due to the limited space and capacity allowed in the courthouse and clerk's office lobby there may be a need to cycle researchers throughout the day in order to adhere to social distancing and ensure that all court users are provided equal access to case review.

Access to the filing window is limited to only the following matters:

1. Requests for Dismissals
2. Civil temporary restraining orders involving violent conduct
3. Notices of settlement
4. Peremptory Challenges under CCP 170.6
5. Petitions for Release of Remains
6. Arraignment on bench warrants
7. Petitions for expedited Minor's Compromise where a hearing is not requested

The following matters will be dropped in the assigned department:

8. Peremptory Challenges under CCP 170.1
9. Petitions for Ex Parte
10. Replies to Motions
11. Oppositions to Motions
12. Trial documents
13. Trial Setting Conference Statements

All other filings must be filed by fax, drop box, mailed until further notice.

There will no longer be attorney or runner pick up bins in the clerk's office lobby. If a conformed copy is desired please include a self-addressed stamped envelope with your filing.