

## Effective January 3, 2017

The Superior Court Clerk's Office and Public Phone Lines will be open Monday – Friday (excluding Court holidays) from 8:00 a.m. to 4:00 p.m.

SAN JOAQUIN County Superior Ct.

### Drop Box

- Documents **MAY** be placed in the drop box between 4:00 p.m. and 5:00 p.m. only (after the clerk's office is closed).
- Documents placed in the drop box after 4:00 p.m. or on a Court Holiday will be deemed filed the next Court business day.

(Pursuant to California Rules of Court 2.210)

- The Drop Box is not accessible after 5:00 p.m. as the building is closed at this time.
- Make sure your documents are complete, dated, signed and that they are legible.
- Make sure to include the proper fees when necessary payable by check or money order. **NO CASH** should be placed in the drop box.
- Please include a self-addressed, stamped envelope for the return of your copies or they will be placed in the pick-up boxes located inside the office lobby.