



SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN MATEO
HALL OF JUSTICE
400 COUNTY CENTER
REDWOOD CITY, CALIFORNIA 94063-1655

JOHN C. FITTON
COURT EXECUTIVE OFFICER
CLERK & JURY COMMISSIONER

(650) 363-4516
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October 31, 2011

Ms. Althea Lowe-Thomas
Acting Regional Administrative Director
Bay Area Northern Coastal Regional Office
Judicial Council of California
Administrative Office of the Courts
455 Golden Gate Avenue
San Francisco, CA 94102

Re: Notification Pursuant to Government Code Section 68106

Dear Ms. Lowe-Thomas:

The Superior Court of California, County of San Mateo is providing notice of a reduction in hours for all Clerks' Offices. Currently, the hours of the Clerk's Offices are 8:00 a.m. to 4:00 p.m. (in Traffic, 7:30 a.m. to 4:00 p.m. Mondays through Thursdays and 8:00 a.m. to 4:00 p.m. on Fridays). Effective Tuesday, January 3, 2012, the hours of the Civil, Family Law, Juvenile, Probate, Records, and Small Claims Clerk's Offices shall be 8:30 a.m. to 3:30 p.m. Monday through Friday and the hours of the Traffic and Criminal Clerk's Offices shall be 8:00 a.m. to 3:30 p.m. Monday through Friday. Drop boxes will be available at each court location to receive documents after 3:30 p.m. and documents dropped off between 3:30 p.m. and 4:00 p.m. will be deemed filed that day.

The Clerk's Offices are at the following locations:

Hall of Justice
400 County Center
Redwood City, CA 94063

Youth Services Center
222 Paul Scannell Drive
San Mateo, CA 94402

Traffic and Small Claims Annex
500 County Center
Redwood City, CA 94063

Northern Courthouse
1050 Mission Road
South San Francisco, CA 94080

Central Courthouse
800 N. Humboldt Street
San Mateo, CA 94401

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This reduction in Clerk's Office hours will provide time for court staff to prepare court calendars and process cases in as timely a manner as possible.

This action is made necessary due to the severe and ongoing court revenue reductions from the State. The current year's reduction brings the cumulative cuts of 30% to the judicial system over the last three fiscal years.

Unprecedented and ongoing reductions in State court funding have necessitated the reduction of approximately 24% of our court's workforce to-date and significant additional reductions will be required to live within the limits of our reduced funding. The Court has worked diligently to continue to meet the essential needs of court users and litigants while reducing expenses to stay in line with our authorized level of funding. Steps the Court has already taken to combat the shortfall have been considerable, including renegotiating service contracts, consolidating trial court services, reducing employee's wages due to the mandated court closures, increased benefit contributions and significant reductions in our workforce through both attrition and layoffs. With significantly fewer employees to handle the work of the court, we must continually take steps to balance our essential court workload as we strive to become even more efficient and operate within our means.

Please know that we remain committed to serving the public and our justice partners to the best of our ability, given our limited staffing and resources. If you have any questions regarding this change, please contact me at (650)363-4516.

Sincerely,

John C. Fitton
Court Executive Officer

Notice

Superior Court of California, County of San Mateo

Effective January 3, 2012

all Clerk's Offices will close at 3:30 P.M.

The opening hours for the Clerk's Offices will be as follows:

- The Civil, Family Law, Juvenile, Probate, Records, and Small Claims Clerk's Offices will open at 8:30 a.m.
- The Criminal and Traffic Clerk's Offices will open at 8:00 a.m.

Drop boxes will be available at each court location to receive documents after 3:30 p.m. Documents dropped off between 3:30 p.m. and 4:00 p.m. will be deemed filed that day.

These new hours are the result of unprecedented budget cuts and will continue indefinitely. With the recent reduction, this year's budget for the judicial branch, as passed by the California Legislature, has been reduced by 30 percent and the San Mateo Superior Court workforce has been reduced by 24 percent. Please know that we remain committed to serving you to the best of our ability given our limited staffing and resources.