SUPERIOR COURT OF CALIFORNIA
COUNTY OF TEHAMA

PUBLIC NOTICE
PURSUANT TO GOVERNMENT CODE 68106

FOR IMMEDIATE RELEASE   **DATE: September 25, 2013**

NOTICE OF CHANGE OF
TEHAMA SUPERIOR COURT OFFICE HOURS

EFFECTIVE MONDAY, NOVEMBER 25, 2013

The following schedule will apply:

MONDAY THROUGH FRIDAY

10:00 AM to 2:00 PM

- ❖ **This notices a reduction in hours from 9:00 AM to 4:00 PM Monday through Thursday and 9:00 AM to 3:00 PM Friday; and also being closed Monday through Friday from 12 PM to 1 PM.**

- ❖ **This change applies to all Red Bluff Court Office locations as our Corning Branch closed as of July 1, 2013.**

- ❖ **A document drop box will be provided at all locations to receive documents during the hours the court is closed to the public. All drop boxes will be checked throughout the day and at 8:00 a.m. each court business day. Documents will be received and filed the day they are dropped. Any document dropped after 5:00 p.m. will be received and filed the following court business day.**

- ❖ **The Tehama Superior Court has taken this action due to ongoing budget cuts and a reduced work force. Through attrition, the court clerks' office staff has been reduced by approximately 25% over the past three years, with no replacements being hired due to fiscal constraints. The number of filings that the court has received in the same period, however, has remained constant. This adjustment to the court's public office hours announced in this notice will allow staff to eliminate backlog that has accrued in multiple areas of the court and give necessary time and attention to new work.   It also will allow all employees to participate in meetings and trainings, facilitating internal communication and allowing staff to keep abreast of any changes in law or policies and procedures, which is necessary to ensure a continued high level of service for all court users.**

Public comments may be sent to gsetter@tehamacourt.ca.gov
or mailed to: Tehama Superior Court, Attn: Gina Setter, CEO, 633 Washington Street, Red Bluff CA, 96080