

SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN FRANCISCO

400 McAllister Street, Room 205
San Francisco, CA 94102-4512
Phone: 415-551-5707
FAX: 415-551-5701



T. MICHAEL YUEN
CHIEF EXECUTIVE OFFICER

June 29, 2017

Mr. Martin Hoshino
Administrative Director
Judicial Council of California
455 Golden Gate Avenue
San Francisco, CA 94102

Re: Notification of Limited Service Days for Fiscal Year 2017-18

Dear Mr. Hoshino:

Pursuant to Government Code Section 68106, the Superior Court of California, County of San Francisco, is providing this notice of upcoming limited service days.

The Fiscal Year 2017-18 allocation to the Court based on the workload allocation funding methodology (WAFM) will likely result in a \$5.3 million loss in funding. Therefore, the Court has identified measures to close this shortfall, including limited service days.

These limited service days will affect the Court's civil, criminal, traffic, unified family, and juvenile delinquency clerk's offices located at 400 McAllister Street, Room 103; 850 Bryant Street, Room 101; and 375 Woodside Avenue, Room 101. Specifically, the hours of the clerk's offices every Friday beginning on September 1, 2017 and concluding on June 29, 2018 will be 8:30 a.m. to 1:00 p.m. These reduced hours will allow the Court to implement mandatory staff furloughs, of which we have achieved agreement with our local bargaining units.

More information about our limited service days is contained in the enclosed public notice. Please contact me if you have any questions about our limited service day plan.

Sincerely,

A handwritten signature in blue ink, appearing to read "T. Michael Yuen".

T. Michael Yuen
Court Executive Officer

Enclosure

cc: Hon. Teri L. Jackson, Presiding Judge
Hon. Garrett L. Wong, Assistant Presiding Judge

SUPERIOR COURT OF CALIFORNIA COUNTY OF SAN FRANCISCO



NOTICE OF LIMITED SERVICE DAYS

COURT ANNOUNCEMENT

The Superior Court of California, County of San Francisco, hereby provides public notice of Limited Service Days in 2017-2018, pursuant to Government Code section 68106. The Court will rely on these Limited Service Days to close a \$5.3 million deficit for Fiscal Year 2017-2018, which is the result of a Judicial Branch formula-driven cut in the Court's funding allocation.

LIMITED SERVICE DATES

Effective September 1, 2017, all Clerk's Offices will close to the public at 1 p.m. every Friday through June 29, 2018 on these dates:

- September 1, 8, 15, 22, 29, 2017
- October 6, 13, 20, 27, 2017
- *November 3, 17, 2017 (*November 10 & November 24 are Court holidays)
- December 1, 8, 15, 22, 29, 2017
- January 5, 12, 19, 26, 2018
- February 2, 9, 16, 23, 2018
- *March 2, 9, 16, 23, 2018 (*March 30 is a Court holiday)
- April 6, 13, 20, 27, 2018
- May 4, 11, 18, 25, 2018
- June 1, 8, 15, 22, 29, 2018

All of the clerk's offices are affected. These clerk offices are located at:

- Civil Clerk's Office, 400 McAllister Street, Civic Center Courthouse (CCC), Room 103
- Unified Family Court Clerk's Office, 400 McAllister Street, CCC, Room 402
- Criminal Clerk's Office, 850 Bryant Street, Hall of Justice (HOJ), Room 101
- Traffic Court Clerk's Office, 850 Bryant Street, HOJ, Room 145
- Juvenile Delinquency Clerk's Office, 375 Woodside Avenue, Juvenile Justice Center, Room 101.

On Limited Service Days, all clerk's offices will be open from 8:30 a.m. to 1 p.m. Drop boxes will be available outside each main entrance of all clerk's offices between 1 p.m. and close of business at 4 p.m. Documents received in the drop box by close of business will be processed with a same-day filing date.

From Mondays through Thursdays that are not court holidays, all clerk's offices are open 8:30 a.m. to 4 p.m.

PUBLIC COMMENT

Any person wishing to comment on the Court's plan for these limited service days may provide written comment by emailing sfcourtbudget@sftc.org. The public comment period will close on August 31, 2017.