



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF TEHAMA**

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**\*\*\*PUBLIC NOTICE\*\*\*  
PURSUANT TO GOVERNMENT CODE 68106**

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FOR IMMEDIATE RELEASE

DATE: June 18, 2013

**NOTICE OF CHANGE OF  
TEHAMA SUPERIOR COURT OFFICE HOURS**

**EFFECTIVE MONDAY, AUGUST 26, 2013**

The court clerks' office and all other court administration and court business offices will open one hour later and close for one hour, between 12:00 p.m. and 1:00 p.m., Monday through Friday.

The following schedule will apply:

**MONDAY THROUGH THURSDAY**

**9:00 A.M.—12:00 P.M. and 1:00 P.M. – 4:00 P.M.**

**FRIDAY**

**9:00 A.M. – 12:00 P.M. and 1:00 P.M. – 3:00 P.M.**

- ❖ This notices a reduction in hours from 8:00 a.m. to 4:00 p.m. Monday through Thursday and 8:00 a.m. to 3:00 p.m. Friday.
- ❖ This change applies to all Red Bluff Court Office locations as our Corning Branch will close 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 20% 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.