

SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SAN FRANCISCO

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

SEP 04 2018



T. MICHAEL YUEN  
CHIEF EXECUTIVE OFFICER

Judicial Council

August 20, 2018

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

*Re: Notice of Reduced Clerks' Office Hours*

Dear Mr. Hoshino:

Pursuant to Government Code Section 68106, the Superior Court of California, County of San Francisco, is providing this notice of a reduction of hours for its clerks' offices.

Over the past 10 years, the Court's staffing level has decreased by 30 percent. Concurrently, budget allocations and other revenues have been decreasing while workload has shifted with increasing backlogs and new responsibilities. Therefore, the Court has identified measures to mitigate these challenges, including reducing our clerks' office hours by two hours per day.

These limited service days will affect the Court's civil, criminal, traffic, unified family, and juvenile delinquency clerks' offices located at 400 McAllister Street, Room 103 and Room 402; 850 Bryant Street, Room 101 and Room 145; and 375 Woodside Avenue, Room 101. The daily hours of these offices will be 8:30 a.m. to 2 p.m. These reduced hours will allow staff to address backlogs while also continuing to support courtrooms.

More information about the reduction in the Court's clerks' office hours is provided in the enclosed public notice. Please contact me if you have any questions.

Sincerely,

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

T. Michael Yuen  
Chief Executive Officer

Enclosure

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



## NOTICE OF REDUCED HOURS IN SAN FRANCISCO CLERKS' OFFICES

### ANNOUNCEMENT

The Superior Court of California, County of San Francisco, hereby provides public notice, pursuant to Government Code Section 68106, of a reduction of hours for clerks' offices. This reduction in hours is necessary to meet a budget-driven decrease in staffing. Court staffing levels have decreased by 30 percent over the past 10 years.

### REDUCED HOURS

Effective October 22, 2018, all Clerks' Offices will close to the public at 2 p.m. everyday. This is a reduction of two hours per day.

All of the clerks' offices are affected. These clerks' 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.

All clerks' offices will be open from 8:30 a.m. to 2 p.m. Drop boxes will be available outside each main entrance of all clerk's offices between 2 p.m. and 4 p.m. Documents received in the drop box by 4 p.m. will be processed with a same-day filing date.

### 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](mailto:sfcourtbudget@sftc.org). The public comment period will close on October 19, 2018.