



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF TEHAMA**

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

FOR IMMEDIATE RELEASE

DATE: April 18, 2011

**NOTICE OF CHANGE OF
TEHAMA SUPERIOR COURT CLERKS' OFFICE HOURS
EFFECTIVE JULY 1, 2011**

**MONDAY THROUGH THURSDAY:
8:00 A.M. – 4:00 P.M.**

**FRIDAY:
8:00 A.M. – 3:00 P.M.**

- ❖ This notices a reduction in hours from 8:00 a.m. to 5:00 p.m. Monday through Friday.
- ❖ This change applies to all three clerks' office locations in the cities of Red Bluff and Corning.
- ❖ A document drop box will be provided at all locations to receive documents after 4:00 p.m. on Monday through Thursday and after 3:00 p.m. on Fridays. All documents dropped on or before 5:00 p.m. will be received and filed the day they are dropped. All documents will be removed from all drop boxes just after 5:00 p.m. daily. 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 18% 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. The slight adjustment to the clerks' office hours announced in this notice will allow staff to eliminate backlog that has accrued in some areas and remain current with 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.