



SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN MATEO

HALL OF JUSTICE  
400 COUNTY CENTER  
REDWOOD CITY, CALIFORNIA 94063-1655

JOHN C. FITTON  
COURT EXECUTIVE OFFICER  
CLERK & JURY COMMISSIONER

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[www.sanmateocourt.org](http://www.sanmateocourt.org)

December 1, 2010

Ms. Christine Patton  
Director, Bay Area Northern Coastal Regional Office  
Judicial Council of California  
Administrative Office of the Courts  
455 Golden Gate Avenue  
San Francisco, CA 94102

Re: Notification Pursuant to Government Code Section 68106

Dear Ms. Patton:

Within the Northern Branch of the Superior Court located at 1050 Mission Road in South San Francisco there is a small satellite office that handles certain family law, probate and civil filings. Please accept this letter as notice that the Superior Court of San Mateo County intends to close this satellite office effective January 31, 2011. We will re-direct specific domestic violence and civil harassment restraining order filings to our Criminal Clerk's Office at the same Northern Branch location, with the remaining satellite office filings re-directed to the Family Law, Civil and Probate Clerk's Offices at the Hall of Justice in Redwood City. All remaining court divisions and functions at the Northern Branch will continue to be open and operational.

Unprecedented and ongoing reductions in State court funding have necessitated the reduction of over 20% of our court's workforce. The Court has worked diligently over the past year to continue to meet the essential needs of court users and litigants while reducing expenses to stay in line with our authorized level of funding. Steps the court has already taken to combat the shortfall have been considerable and include among other things, renegotiating service contracts, consolidating trial court services, reducing employee wages due to the mandated court closures and increased benefit contributions and significant reductions to our workforce by way of both layoffs and attrition. With fewer employees to handle the work of the court, we must take steps to balance our essential court workload and strive to become more efficient all the while remaining cognizant of maintaining the essential level of service and access to the public. Given the fiscal reality facing the court, we are strategically consolidating our operations by re-directing the staff and some of the services previously provided by the satellite office at the Northern Branch.

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Effective January 31, 2011, all family law, civil and probate filings previously submitted to the Northern satellite office will need to be submitted to the appropriate clerk's office in the Hall of Justice located at 400 County Center in Redwood City. We will continue to process domestic violence and civil harassment restraining orders at the Northern Branch with those functions being transferred to the Criminal Clerk's Office. Hearings normally scheduled for the Northern Branch will not be impacted and will continue to be heard at the South San Francisco location.

Please contact me if you have any questions about this subject. I can be reached at (650) 599-1763.

Sincerely,

A handwritten signature in black ink, appearing to read 'John C. Fitton', written over a light blue horizontal line.

John C. Fitton  
Court Executive Officer

cc: Stephen M. Hall, Presiding Judge  
Beth Labson Freeman, Presiding Judge Elect  
Rodina Catalano, Deputy Court Executive Officer  
Susan Maxwell, Court Services Manager

# IMPORTANT PUBLIC NOTICE

(Pursuant to Government Code section 68106)

## **Family Law/Civil/Probate Satellite Office located within the Northern Branch**

Many courts statewide continue to face extreme financial challenges due to a third consecutive year of funding cuts from the State. The unprecedented and ongoing reductions in State court funding have necessitated the reduction of over 20% of our court workforce. These significant resource reductions have required us to consolidate operations in order to maintain essential court services and appropriate staffing support in our divisions.

Within the Northern Branch of the Superior Court located at 1050 Mission Road in South San Francisco there is a small satellite office that handles certain family law, probate and civil filings. Effective January 31, 2011 the Superior Court will consolidate and relocate some of the clerk's office services offered at this satellite office. All remaining court divisions and functions at the Northern Branch will continue to be open and operational.

On January 31, 2011, all family law, civil and probate filings previously submitted to the Northern satellite office will need to be submitted to the appropriate clerk's office in the Hall of Justice located at 400 County Center in Redwood City. We will continue to receive and process domestic violence and civil harassment restraining orders at the Northern Branch with those functions being transferred to the Criminal Clerk's Office in the same building. Hearings normally scheduled for the Northern Branch will continue to be heard at the South San Francisco location. The Criminal Clerk's Office will continue to be open from 8 am to 4 pm Monday through Friday.

This information is also available on our website at [www.sanmateocourt.org](http://www.sanmateocourt.org).

Thank you for your cooperation and understanding.