



## Judicial Council of California Administrative Office of the Courts

455 Golden Gate Avenue · San Francisco, California 94102-3688

[www.courtinfo.ca.gov](http://www.courtinfo.ca.gov)

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# REPORT TO THE JUDICIAL COUNCIL

For business meeting on August 31, 2012

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Title

Government Code Section 68106: Public  
Notice by Courts of Closures or Reduced  
Clerks' Office Hours (Gov. Code, § 68106—  
Report No. 14)

Agenda Item Type  
Information Only

Date of Report  
August 22, 2012

Submitted by

Mary M. Roberts, General Counsel  
Nancy E. Spero, Senior Attorney  
Office of the General Counsel

Contact

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[nancy.spero@jud.ca.gov](mailto:nancy.spero@jud.ca.gov)

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### Executive Summary

Government Code section 68106 directs (1) trial courts to notify the public and the Judicial Council before closing courtrooms or clerks' offices or reducing clerks' regular office hours, and (2) the council to post all such notices on its website and also relay them to the Legislature. This is the 14th report to date listing the latest court notices received by the council under this statutory requirement; since the previous report, six superior courts—those of Plumas, San Bernardino, Fresno, Placer, Lake, and Napa Counties—have issued new notices.

### Previous Council Action

In 2010, the Legislature enacted a Judiciary Budget Trailer Bill with fee increases and fund transfers for the courts that also added section 68106 to the Government Code.<sup>1</sup> Section 68106 requires trial courts to notify the public and the Judicial Council in advance of any closures or reductions in service, and the council in turn to post all such notices on its website and report them to the Legislature. Since the enactment of section 68106, a total of 35 courts have issued

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<sup>1</sup> Sen. Bill 857; Stats. 2010, ch. 720, § 13. Attachment A contains the full text of Government Code section 68106, as amended effective January 1, 2011, and June 27, 2012.

notice under its requirements.<sup>2</sup> The Judicial Council has received 13 prior informational reports listing such notices as they have been received.

### **Notices Received From Six Courts Since Last Report**

This is the 14th report provided to date on trial court notices submitted under Government Code section 68106. Since the previous report, the Judicial Council has received new notices of closures or reduced hours from six trial courts:

- Effective October 1, 2012, the Superior Court of Plumas County will close its Greenville court location, currently open Thursdays and Fridays from 8 a.m. to 4 p.m. All current and future traffic and small claims cases will be processed and heard thereafter at the Quincy Courthouse.
- Effective October 1, 2012, the Superior Court of San Bernardino County will reduce hours of operation for its Needles district clerks' office—currently open Monday through Friday of the second full week of each month from 8:00 a.m. to 4:30 p.m.—to Tuesday and Wednesday from 8:00 a.m. to 4:30 p.m. and Thursday from 8:00 a.m. to 3:00 p.m. of the second full week of each month. The office will be closed on all other business days.
- The Superior Court of Fresno County will close the main Fresno Downtown Courthouse and the B.F. Sisk Courthouse—including the self-help center—and consolidate its clerks' offices into the M Street Courthouse and the Juvenile Justice Campus on these specified dates in 2012: November 21 and December 24, 26–28, and 31. Clerks' office hours of operation in the consolidated locations on these dates will remain 8 a.m. to 4 p.m.
- Effective October 1, 2012, the Superior Court of Lake County will close public counters and telephones at all court locations daily at 1 p.m. The court will also close all clerks' offices and courtrooms for 16 days in Fiscal Year (FY) 2012–2013: October 5; November 2 and 19–21; December 7, 24, and 26–28; January 4; February 1; March 1; April 5; May 3; and June 7. There will be no staff available and no drop box service in Clearlake on the closure days, and any emergency matters or filings must be handled in Lakeport. For routine filings, a drop box will be available in Lakeport from 8 a.m. to 5 p.m.
- The Superior Court of Placer County will have eight limited service days in FY 2012–2013: November 20 and 21; December 24, 26, 27, 28, and 31; and April 26. On limited service days, all courtrooms and clerks' offices will be closed except Department 13 in Auburn. Drop boxes will permit same-day filings at all court locations that would ordinarily accept filings on those days, with documents placed in a drop box before 4 p.m. received as filed on the date deposited. Court staff will accept urgent noncriminal

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<sup>2</sup> All courts' notices are listed and posted at [www.courts.ca.gov/12973.htm](http://www.courts.ca.gov/12973.htm). Some courts have given more than one notice.

filings on these dates from 8 a.m. to 4 p.m., and if emergency circumstances so warrant, the court will hear such matters in Department 13.

- Effective September 7, 2012, the Superior Court of Napa County will close all its courthouses at 2:30 p.m. every Friday through the end of calendar year 2013 and reduce its clerks' office hours to 8 a.m. to 4 p.m. Monday through Thursday and 8 a.m. to 2 p.m. on Friday. A drop box for same-day filings will be available whenever the clerks' offices are closed during normal business hours. The court will also close all its courthouses on December 24 and 31 in 2012 and 2013.

### **Mandate in Government Code Section 68106**

In providing fee increases and fund transfers for the courts in the Judiciary Budget Trailer Bill in 2010, the Legislature expressly declared its intention that trial courts remain open to the public on all days that are not judicial holidays and that access to court services for civil litigants be preserved to the extent practicable. Statements in Government Code section 68106 affirmed this intent, and the recent amendment of the statute strengthened it.

Section 68106 imposes the following requirements on trial courts and the Judicial Council:

- Trial courts must provide written notice to the public at least 60 days before closing any courtroom or closing or reducing the hours of clerks' offices, although "[n]othing in this section is intended to affect, limit, or otherwise interfere with regular court management decisionmaking, including calendar management and scheduling decisions."<sup>3</sup> The trial court is to provide this notice "by conspicuous posting within or about its facilities, on its public Internet Web site, by electronic distribution to individuals who have subscribed to the court's electronic distribution service, and to the Judicial Council . . . ."<sup>4</sup> The notice must describe the scope of the closure or reduction in hours, state the financial constraints or other reasons that make the closure or reduction necessary, and invite public comment.<sup>5</sup> Courts expressly are *not* obligated to respond to comments received.<sup>6</sup> If a court changes its plan "as a result of the comments received or for any other reason" during the 60-day notice period, it must "immediately provide notice to the public" by posting and distributing "a revised notice" using the procedure previously described, including distribution to the council.<sup>7</sup> The change in plan does not require notification, however, beyond the original 60-day period.<sup>8</sup>
- The Judicial Council must, within 15 days of receiving a notice from a trial court, "conspicuously" post the notice "on its Internet Web site" and forward a copy to the chairs and vice-chairs of both houses' Committees on the Judiciary, the chair of the Assembly Committee on Budget, and the chair of the Senate Committee on Budget and Fiscal Review.<sup>9</sup>

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<sup>3</sup> Gov. Code, § 68106(c).

<sup>4</sup> *Id.*, § 68106(b)(1).

<sup>5</sup> *Id.*, § 68106(b)(1), (2)(A).

<sup>6</sup> *Id.*, § 68106(b)(2)(B).

<sup>7</sup> *Id.*, § 68106(b)(3).

<sup>8</sup> *Id.*, § 68106(b)(2)(A).

<sup>9</sup> *Id.*, § 68106(b)(3).

## **Implementation Efforts**

The Administrative Office of the Courts (AOC), which carries out the directives of the Judicial Council, notified all trial court presiding judges and court executive officers of the enactment of this statutory mandate, and the AOC's Office of the General Counsel (OGC) offered legal guidance to help courts comply with the requirements of the statute. Trial courts have been requested to e-mail any such notices to Debora Morrison, OGC Senior Attorney, who has provided legal review of the courts' notices since Government Code section 68106 first took effect in 2010. On January 11, 2012, OGC also issued a memorandum to all presiding judges and court executive officers statewide to summarize the amendments to section 68106 that took effect on January 1, 2012, and explain their impact. OGC has not issued a similar memorandum for the most recent amendment, as it did not change requirements for the courts.

To fulfill the Judicial Council's obligations under section 68106, the AOC has placed on the home page of the California Courts website a prominent link to the Limited Court Service Days page ([www.courts.ca.gov/12973.htm](http://www.courts.ca.gov/12973.htm)), which contains a summary of Government Code section 68106 and all notices from trial courts about closures of courtrooms or clerks' offices and reductions in clerks' office hours. Since the previous report to the council, the notices from the Plumas, San Bernardino, Fresno, Placer, Lake, and Napa courts detailed above in this report have been added to the web page. The AOC has also forwarded the notices from these courts to the designated legislative leaders.

## **Attachments**

1. Attachment A: Government Code section 68106, effective June 27, 2012
2. Attachment B: Notice from the Superior Court of Plumas County—July 23, 2012,
3. Attachment C: Notice from the Superior Court of San Bernardino County—July 24, 2012
4. Attachment D: Notice from the Superior Court of Fresno County—July 27, 2012
5. Attachment E: Notice from the Superior Court of Lake County—July 31, 2012
6. Attachment F: Notice from the Superior Court of Placer County—August 1, 2012
7. Attachment G: Notice from the Superior Court of Napa County—August, 14, 2012

Government Code section 68106, as amended effective June 27, 2012, by budget trailer legislation.<sup>10</sup> Latest amendments are indicated by underline and interlineations.

(a) (1) In making appropriations for the support of the trial courts, the Legislature recognizes the importance of increased revenues from litigants and lawyers, including increased revenues from civil filing fees. It is therefore the intent of the Legislature that courts give the highest priority to keeping courtrooms open for civil and criminal proceedings. It is ~~therefore~~ also the intent of the Legislature that, to the extent practicable, in the allocation of resources by and for trial courts, access to court services for civil litigants be preserved ~~in the allocation of resources by and for trial courts,~~ budget cuts not fall disproportionately on civil cases, and the right to trial by jury be preserved.

(2) Furthermore, it is the intent of the Legislature in enacting the Budget Act of 2010, which includes increases in civil and criminal court fees and penalties, that trial courts remain open to the public on all days except judicial holidays, Saturdays, and Sundays, and except as authorized pursuant to Section 68115.

(b)(1) A trial court shall provide written notification to the public by conspicuous posting within or about its facilities, on its public Internet Web site, and by electronic distribution to individuals who have subscribed to the court's electronic distribution service, and to the Judicial Council, not less than 60 days prior to closing any courtroom, or closing or reducing the hours of clerks' offices during regular business hours on any day except judicial holidays, Saturdays, and Sundays, and except as authorized pursuant to Section 68115. The notification shall include the scope of the closure or reduction in hours, and the financial constraints or other reasons that make the closure or reduction necessary.

(2)(A) The notification required pursuant to paragraph (1) shall include information on how the public may provide written comments during the 60-day period on the court's plan for closing a courtroom, or closing or reducing the hours of clerks' offices. The court shall review and consider all public comments received. If the court plan for closing a courtroom, or closing or reducing the hours of clerks' offices, changes as a result of the comments received or for any other reason, the court shall immediately provide notice to the public by posting a revised notice within or about its facilities, on its public Internet Web site, and by electronic distribution to individuals who have subscribed to the court's electronic distribution service, and to the Judicial Council. Any change in the court's plan pursuant to this paragraph shall not require notification beyond the initial 60-day period.

(B) This paragraph shall not be construed to obligate courts to provide responses to the comments received.

(3) Within 15 days of receipt of a notice from a trial court, the Judicial Council shall conspicuously post on its Internet Web site and provide the chairs and vice chairs of the Committees on Judiciary, the Chair of the Assembly Committee on Budget, and the Chair of the

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<sup>10</sup> Sen. Bill 1021; Stats. 2012, ch. 41, § 22.

Senate Committee on Budget and Fiscal Review a copy of any notice received pursuant to this subdivision. The Legislature intends to review the information obtained pursuant to this section to ensure that California trial courts remain open and accessible to the public.

(c) Nothing in this section is intended to affect, limit, or otherwise interfere with regular court management decisionmaking, including calendar management and scheduling decisions.

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF PLUMAS**

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

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July 23, 2012

Currently the Greenville court location of the Superior Court of California, County of Plumas is open Thursday through Friday from 8:00 a.m. to 4:00 p.m., excluding court holidays. The Greenville telephone line is answered Monday through Friday 8:00 a.m. to 4:00 p.m.

**Effective October 1, 2012 the Greenville court location of the Plumas Superior Court will be closed. All current and future traffic and small claims cases will be processed and heard at the Quincy Courthouse, 520 Main St., Quincy, CA 95971. Telephone (530) 283-6232 or (530) 283-6305.**

The court finds this action necessary due to the continuing and ongoing budget reductions to the judicial branch. The most recent budget reduction to the local trial courts in the current fiscal year has demanded that the Plumas Court examine all phases of its operation and make reductions in both staffing and service levels.

We apologize for the inconvenience this may cause. If you would like to submit comments on the closure of the Greenville court location, please submit them in writing to Deborah Norrie, Court Executive Officer, Plumas Superior Court, 520 Main St., Room 104, Quincy, CA 95971.





**Superior Court of California  
County of San Bernardino**

Stephen H. Nash  
Court Executive Officer

**303 West Third Street, Fourth Floor  
San Bernardino, CA 92415-0302**

(909) 708-8767  
Fax: (909) 708-8784

July 24, 2012

Ms. Jody Patel, Interim Administrative Director  
Administrative Office of the Courts - Judicial Council of California  
455 Golden Gate Avenue  
San Francisco, CA 94102

**RE: NOTIFICATION PURSUANT TO GOVERNMENT CODE §68106**

Dear Ms. Patel:

In accordance with Government Code § 68106, the Superior Court of California, County of San Bernardino provides notice of reduction of hours of operations as follows:

**Needles District**

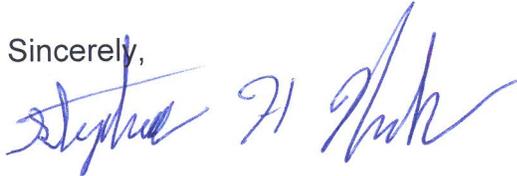
The Needles clerk's office is currently open 8:00 a.m. to 4:30 p.m. each Monday, Tuesday, Wednesday, Thursday and Friday of the second full week of each month. On all other days of the month, the Clerk's Office public service hours are 8:00 a.m. to 1:00 p.m. each day, excluding court holidays.

Effective October 1, 2012, the public service hours for the Needles District clerk's office will be 8:00 a.m. to 4:30 p.m. Tuesday and Wednesday during the second full week of each month, and 8:00 a.m. to 3:00 p.m. Thursday during the second full week of each month. The Needles District clerk's office will be closed on all other days.

These measures are being implemented as part of the Court's efforts to reduce operating costs consistent with substantial reductions to operating funds.

A copy of the public notice is attached.

Sincerely,



Stephen H. Nash  
**COURT EXECUTIVE OFFICER**

SHN/ajh

Enclosures

cc: Hon. Ronald M. Christianson, Presiding Judge  
Hon. Marsha Slough, Assistant Presiding Judge



**Superior Court of California, County of San Bernardino**

**PUBLIC NOTICE**

**Clerk's Office – Needles District**

**PURSUANT TO GOVERNMENT CODE SECTION 68106 AND  
RULE 10.620 OF THE CALIFORNIA RULES OF COURT**

**FOR IMMEDIATE RELEASE**

**DATE: July 27, 2012**

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**NOTICE OF REDUCTION IN  
CLERK'S OFFICE HOURS AND DAYS OF OPERATION**

The Superior Court of California, County of San Bernardino, intends to reduce the number of days and hours of operation for the clerk's office of the Superior Court located in Needles, California. The Court has taken this action due to severe ongoing budget reductions.

The Needles District clerk's office is presently open 8:00 a.m. to 4:30 p.m. Monday through Friday of the second full week of each month, and open 8:00 a.m. to 1:00 p.m. all other business days except court holidays.

Effective October 1, 2012, the public service hours for the Needles District clerk's office will be 8:00 a.m. to 4:30 p.m. Tuesday and Wednesday during the second full week of each month and 8:00 a.m. to 3:00 p.m. Thursday during the second full week of each month. The Needles District clerk's office will be closed on all other days.

Drop boxes are provided to receive documents during the court hours/days the clerk's offices are closed.

This notice has been posted on the Court's website at [www.sb-court.org](http://www.sb-court.org).

All public comments must be sent via e-mail to the Presiding Judge of the Superior Court at [needles@sb-court.org](mailto:needles@sb-court.org)

Comments must be received by September 28, 2012.

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*Superior Court of California  
County of Fresno*

CHAMBERS OF  
GARY D. HOFF  
Presiding Judge

1100 VAN NESS AVENUE  
FRESNO, CALIFORNIA 93724-0002  
(559) 457-6354  
FAX (559) 457-1709

July 27, 2012

Ms. Jody Patel  
Interim Director of the Courts  
Administrative Office of the Courts – Judicial Council of California  
455 Golden Gate Avenue  
San Francisco, California, 94102

Re: Temporary Consolidation of Services – Notification Pursuant to Government  
Code §68106

Dear Ms. Patel:

Due to a diminished caseload during the holidays and severe budget reductions, the Fresno Superior Court intends to close the main and B.F. Sisk Courthouses temporarily and consolidate the Clerk's Offices into the M Street Courthouse and the Juvenile Justice Campus on the following dates in 2012: November 21; December 24, 26, 27, 28, and 31. This temporary closure will also include the Self-Help Center.

These changes are a result of the Court's strategic planning for operational efficiency during the slower holiday season. The temporary relocation of departments from the main and B.F. Sisk Courthouses to the M Street Courthouse on these days will provide the Court the opportunity to better utilize staff resources during the fiscal year, while implementing a 12-day mandatory furlough program.

The Court will have employees available to assist the public for Traffic, Civil, Small Claims, Probate, Family Law, Family Support, and Criminal to ensure equal access to justice is not compromised. Our Court facility located at the Juvenile Justice Campus will also be open to serve court-users for Juvenile Delinquency and Dependency matters. Our organization will keep the Clerk's Office hours of operation intact during this timeframe, which will remain 8:00 AM to 4:00 PM. Court employees who are assisting the public during this time will also be able to perform all normal Clerk's Office duties, with no change in the scope of services provided.

Pursuant to Government Code §68106, this Court has solicited for public comment in writing regarding the Court's plan for closing the Clerk's Office and reducing operations as set out above. A copy of the public notice is attached.

Ms. Jody Patel  
July 27, 2012  
Page 2

Thank you again for your continued courtesy and cooperation.

Sincerely,



Hon. Gary D. Hoff  
Presiding Judge

GDH:kpa

Attachment



## Superior Court of California, County of Fresno

### FOR IMMEDIATE RELEASE

DATE: July 26, 2012

RE: FRESNO COUNTY SUPERIOR COURT TEMPORARY CONSOLIDATION OF SERVICES DURING THE 2012 HOLIDAY SEASON

Due to severe budget reductions and a diminished caseload during the holidays, the Fresno Superior Court intends to close the main and B.F. Sisk Courthouses (including the Self-Help Center) temporarily and consolidate the Clerk's Offices into the M Street Courthouse and the Juvenile Justice Campus only on the following days:

- November 21, 2012, the Wednesday before Thanksgiving
- December 24, 2012, Christmas Eve
- December 26, 27, 28, 2012, the Wednesday, Thursday, and Friday after Christmas
- December 31, 2012, New Year's Eve

#### CLERK'S OFFICE

For Clerk's Office services on the above dates, the Fresno Superior Court will have at least one window open at the M Street Courthouse, 2317 Tuolumne Street, for each of the following departments: Traffic, Civil/Small Claims, Probate, Family Law/Family Support, and Criminal. The Clerk's Office at the Juvenile Justice Campus (located at 3333 East American Avenue) will remain open for juvenile related matters (both Delinquency and Dependency). The Clerk's Office hours on those days will remain 8:00 AM to 4:00 PM. Each case specific window will be open and available to perform all normal Clerk's Office duties.

These changes are a result of the Court's strategic planning for operational efficiency during the slower holiday season. The temporary relocation of departments from the main and B.F. Sisk Courthouses to the M Street Courthouse on these days will provide the Court the opportunity to better utilize staff resources during the fiscal year, while implementing a 12-day mandatory furlough program.

#### COURTROOMS

The following courtrooms **WILL** be open:

- Departments 95 and 96 at the North Annex Jail (located at 1265 M Street) for adult arraignment hearings, domestic violence and restraining order matters, and urgent cases with statutory timeframe limitations.
- Department 99A at the Juvenile Justice Campus (located at 3333 East American Avenue) for all juvenile delinquency and dependency matters including arraignment hearings and urgent cases with statutory timeframe limitations.
- Department 97C at the M Street Courthouse (located at 2317 Tuolumne Street) for traffic and criminal infraction walk-in arraignments, and will assist Department 95, 96, and the Juvenile Justice Campus should a need arise. This department will also process emergency orders.
- Departments 97A and 97B as standby trial courtrooms at the M Street Courthouse (located at 2317 Tuolumne Street) for adult criminal trials, should they need to proceed due to a statutory timeframe limitation.

All other courtrooms will be closed during these days.

Pursuant to Government Code §68106, any interested person or entity who wishes to comment in writing regarding the Court's plan for closing the Clerk's Office and reducing operations as set out above may do so via one of the following ways by September 26, 2012:

E-mail: [Infodesk@fresno.courts.ca.gov](mailto:Infodesk@fresno.courts.ca.gov) -OR- Correspondence: ATTN: Administration  
1100 Van Ness Avenue  
Fresno, CA, 93724

It is the Court's intention to consolidate services as outlined in this notice. However, the Court strongly encourages public input and alternate options. The Court will consider all submitted comments before finalizing its decision. Union leaders have been notified of this information and have agreed to the proposal. If any changes result from the comments received, the Court shall immediately provide notice of the change.





*Superior Court*  
State of California  
County of Lake  
255 N. Forbes Street  
Lakeport, California 95453  
707-263-2374

MARY E. SMITH  
\_\_\_\_\_  
COURT EXECUTIVE/CLERK  
JURY COMMISSIONER  
\_\_\_\_\_

July 31, 2012

Judicial Council of California  
c/o Ms. Jody Patel  
Regional Administrative Director  
455 Golden Gate Avenue,  
San Francisco, CA 94102

Re: Notification of Court Closures  
Pursuant to Government Code section 68106

Dear Ms. Patel:

Pursuant to Government Code section 68106 and California Rule of Court 10.620, the Superior Court of California, County of Lake is providing notice of sixteen (16) court closure days in fiscal year 2012/13. The court will close the clerk's offices in both court locations, Clearlake and Lakeport on the closure days. A drop box will be available for filings in Lakeport from 8:00 am to 5:00 pm. All courtrooms will be closed on the closure days. One courtroom in Lakeport will handle any mandatory hearings, such as last day criminal matters, in-custody criminal arraignments, juvenile detention hearings, etc. In addition to the sixteen closure days, the court clerk's offices and public telephones at all locations will close at 1:00 pm each day. The specific dates of the closures as well as additional details are attached in the public notice.

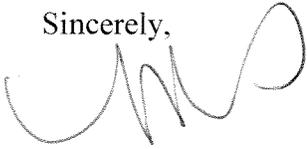
Over the last several years the court has seen significant budget reductions and corresponding reductions in staffing levels. The budget reduction in fiscal year 2012/13 is estimated to be \$610,242 equivalent to a 17% reduction over prior year. The cumulative reduction to the court's budget since fiscal year 2008/09 is approximately 33%. The court has reduced the total number of employees via layoffs, attrition and restructuring positions by almost 28%, implemented mandatory furloughs in fiscal years 2009/10, 2011/12 and renegotiated contracts for goods and services. Despite these efforts, the court still expects expenses to exceed revenue in fiscal year 2012/13.

The court has reached agreement with all bargaining units to take the closure days as unpaid furlough days. Therefore, the closure days will result in approximately \$105,000 in savings.

The court has made every attempt over the last several years to address these reductions without impact to the public. Unfortunately, with this level of funding reduction it is not possible to absorb the reduction without some impact to the public we serve.

Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mary E. Smith', with a large, stylized flourish at the end.

Mary E. Smith  
Court Executive Officer

cc: David W. Herrick, Presiding Judge



*Superior Court*  
State of California  
County of Lake  
255 N. Forbes Street  
Lakeport, California 95453  
707-263-2374

MARY E. SMITH  
\_\_\_\_\_  
COURT EXECUTIVE/CLERK  
JURY COMMISSIONER  
\_\_\_\_\_

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PUBLIC NOTICE  
RE: COURT CLOSURES  
PURSUANT TO GOVERNMENT CODE 68106 and  
CALIFORNIA RULE OF COURT 10.620

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July 31, 2012

Pursuant to the decision of the Executive Committee of the Superior Court of California, County of Lake, the court will close the court clerk's offices and all courtrooms for a total of sixteen (16) days in fiscal year 2012/13. These sixteen closure days will be unpaid furlough days for employees, pursuant to Government Code section 68108. Additionally, the public counters and telephones at all locations will close at 1:00 pm each day, beginning October 1, 2012. No public comments were received during the comment period of July 9, 2012 through July 30, 2012.

**Court Closure Dates in Fiscal Year 2012/13**

NOTE: These court closure days are NOT judicial holidays for purposes of filing deadlines and other time calculations.

October 5, 2012  
November 2, 2012  
November 19, 2012  
November 20, 2012  
November 21, 2012 (*Note: November 22 & 23, 2012 are judicial holidays*)  
December 7, 2012  
December 24, 2012 (*Note: December 25, 2012 is a judicial holiday*)  
December 26, 2012  
December 27, 2012

December 28, 2012  
January 4, 2013  
February 1, 2013  
March 1, 2013  
April 5, 2013  
May 3, 2013  
June 7, 2013

There will be no staff available and no drop box service in Clearlake on the closure days. Any emergency matters or filings must be handled in Lakeport. There will be minimal staff available at the Lakeport courthouse to handle emergency matters only. For routine filings a drop box will also be available in Lakeport from 8:00 am to 5:00 pm.

One courtroom in Lakeport will be available to hear all mandatory last-day criminal matters, in-custody criminal arraignments, and handle other emergency matters only. All other matters will be heard on the next available court date.

Over the last several years the court has seen significant budget reductions and corresponding reductions in staffing levels. The most recent estimate of the fiscal year 2012/13 budget reduction is estimated to be approximately \$610,000 equivalent to a 17% reduction over prior year. The cumulative reduction to the court's budget since fiscal year 2008/09 is approximately 33%.

Please feel free to contact the Court Clerk's office with any questions. Lakeport (707) 263-2374 or Clearlake (707) 994-6598



**Superior Court  
of the State of California  
In and For  
The County of Placer  
Roseville, California**

**COURT EXECUTIVE OFFICE**

P.O. Box 619072  
ROSEVILLE, CALIFORNIA 95661  
(916) 408-6186  
FAX (916) 408-6188

**PUBLIC NOTICE**

*Posted August 1, 2012*

**PLACER COUNTY SUPERIOR COURT ANNOUNCES  
LIMITED SERVICE DAYS FOR FISCAL YEAR 2012/2013**

The Placer County Superior Court will offer only limited services on:

November 20, 2012	December 26, 2012	December 31, 2012
November 21, 2012	December 27, 2012	April 26, 2013
December 24, 2012	December 28, 2012	

On limited service days, only Department 13, the courtroom located at the Placer County Jail, 2775 Richardson Drive in Auburn, will remain open. That courtroom will handle criminal arraignments, certain time-sensitive juvenile proceedings, and any last day criminal matters. **All other courtrooms and clerks' offices will be closed.** Because the limited service days will not qualify as holidays for purposes of calculating statutory time requirements, a drop-box will be provided to permit same-day filings at all court locations that otherwise accept filings. All documents placed in the drop-box prior to 4:00 pm on a limited service day will receive a filed date equal to the day deposited. Courtroom staff will accept urgent non-criminal filings (e.g., requests for restraining orders or requests for an unlawful detainer stay of execution) from 8:00 am to 4:00 pm and the Court will hear such matters in Department 13 if emergency circumstances so warrant.

This action is being taken due to unprecedented and ongoing state budget cuts – including an additional funding reduction of \$2.5 million for FY 2012-2013. This reduction in service is necessary due to the cumulative effect of multiple years of funding cuts and is in addition to actions taken by the court in prior years. Prior actions have included a more than 30% reduction in the court's workforce, court employee furloughs and changes in employee compensation benefits, and the elimination of services and programs previously offered to litigants in the court.

Pursuant to Government Code §68106, the Superior Court of California, County of Placer, is providing 60 days notice of this change and is inviting public comment prior to implementation.

Comments may be submitted electronically to [courtadmin@placer.courts.ca.gov](mailto:courtadmin@placer.courts.ca.gov) or can be mailed to:  
Superior Court of California, County of Placer

Attn: Court Administration,  
PO Box 619072  
Roseville, CA 95661



Superior Court  
of the State of California  
In and For  
The County of Placer  
Roseville, California

COURT EXECUTIVE OFFICE

P.O. Box 619072

ROSEVILLE, CALIFORNIA 95661

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**PUBLIC NOTICE**

*Posted August 1, 2012*

**PLACER COUNTY SUPERIOR COURT ANNOUNCES  
REDUCTION IN CLERKS' OFFICE HOURS  
EFFECTIVE OCTOBER 5, 2012**

Effective Friday, October 5, 2012, Placer County Superior Court public filing windows (Clerks' Offices) will have new operating hours as follows:

**Santucci Justice Center (Roseville) & Tahoe City Courthouse (Tahoe City);**

Monday through Thursday; 8:00 am to 3:00 pm [NO CHANGE]

Friday; 8:00 am to 1:00 pm [REDUCED HOURS]

**Juvenile Courthouse (Auburn);**

Monday through Thursday; 8:00 am to 12:00 pm and 1:00 pm to 3:00 pm [NO CHANGE]

Friday; 8:00 am to 1:00 pm [REDUCED HOURS]

**Historic Courthouse (Auburn)**

Monday through Friday; 8:00 am to 12:00 pm [NO CHANGE]

Reduced hours on Fridays do not constitute a court holiday, so statutory deadlines will not be extended. Drop boxes are available for filing papers or submitting payments, pursuant to California Rules of Court, rule 2.210.

This action is being taken due to unprecedented and ongoing state budget cuts – including an additional funding reduction of \$2.5 million for FY 2012-2013. This reduction in service is necessary due to the cumulative effect of multiple years of funding cuts and is in addition to actions taken by the court in prior years. Prior actions have included a more than 30% reduction in the court's workforce, court employee furloughs and changes in employee compensation benefits, and the elimination of services and programs previously offered to litigants in the court.

Pursuant to Government Code §68106, the Superior Court of California, County of Placer, is providing 60 days notice of this change and is inviting public comment prior to implementation.

Comments may be submitted electronically to [courtadmin@placer.courts.ca.gov](mailto:courtadmin@placer.courts.ca.gov)

or can be mailed to:

Superior Court of California, County of Placer

Attn: Court Administration,

PO Box 619072

Roseville, CA 95661

COURT EXECUTIVE OFFICES  
SUPERIOR COURT OF CALIFORNIA  
COUNTY OF NAPA



# MEMORANDUM

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DATE: August 14, 2012

TO: All Interested Parties

FROM: Richard D. Feldstein, Court Executive Officer

RE: Revised Notice of Court Closures and Limited Clerk's Office Hours

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In accordance with Government Code sections 68106 and 68108, the Napa Superior Court hereby provides notice of its intent to close its courthouses at 2:30 p.m. on Friday of each week beginning September 7, 2012, through the end of calendar year 2013. It also intends to close its courthouses for a full day on Christmas Eve and New Year's Eve in December 2012 and 2013. As such and in accordance with a Memorandum of Understanding with our represented employees, all staff will be furloughed during these closures as well as three other non-closure furlough days throughout the year. These actions are being taken in an effort to reduce court operations expenditures in response to the devastating effects of five straight years of trial court budget reductions by the State of California.

Court Clerk's Office hours have been from 8:00 am to 4:30 pm. As a result of reduced staffing, effective September 7, 2012, these offices will close at 4:00 pm on Monday through Thursday and at 2:00 pm on Fridays. A drop box for same day filings will be available whenever the Clerk's Offices are closed during normal business hours.

The court deeply regrets having to take these actions and only does so after exhausting all other alternatives to cope with multiple years of the statewide reductions to trial court funding. Since the beginning of the economic downturn in fiscal year 2008/09, the court has implemented between 9 and 12 staff furlough days each year, hiring freezes, and employee layoffs. In addition, it has reduced all supply and services expenditures to the bare minimum necessary to continue to operate. However, the state's unprecedented budget reductions announced and enacted after the state budget May revise of this year has made these actions necessary to continue to provide basic and necessary judicial services while continuing to function within our dramatically decreased funding level.

Please be assured that the court has chosen this course of action only after engaging in significant analysis and debate. Furthermore, we will continue to work closely with our local bar association and justice partners to take all reasonable actions necessary to lessen the impact of any such decisions on the community we serve. We sincerely hope that a statewide economic recovery will soon lead a reversal of these necessary measures.

# REVISED NOTICE OF COURT CLOSURES

The State of California's fiscal crisis has caused all government agencies to closely examine all operations and expenditures, and to evaluate cost efficiencies and effectiveness, wherever necessary. Despite the Napa Superior Court's history of prudent fiscal planning, effective cost-cutting measures, and revenue generating strategies, the court now faces an immediate deficit of as much as \$2 million in fiscal year 2012-13, which started on July 1, 2012. Simply stated, this is the most severe fiscal crisis that the court has ever faced and well beyond anything that could have been anticipated.

In light of such a drastic situation, the court has had to quickly explore options for reducing costs and increasing efficiency. Due to the urgency of the situation, it was necessary to make difficult decisions quickly. The court concluded that by closing the court at 2:30 p.m. each Friday rather than 5:00 p.m., and for a full day on Christmas Eve and New Years Eve, it would realize significant and immediate cost savings necessary to continue to operate within its severely reduced budget. These closures will begin on September 7, 2012, and continue through calendar year 2013.

Court Clerk's Office hours have been from 8:00 am to 4:30 pm. As a result of reduced staffing, these offices will close at 4:00 pm on Monday through Thursday and at 2:00 pm on Fridays. A drop box for same day filings will be available whenever the Clerk's Offices are closed during normal business hours.

Any interested person or entity who wishes to comment may do so in writing by either of the following methods:

E-mail: [courtinfo@napa.courts.ca.gov](mailto:courtinfo@napa.courts.ca.gov)

OR

Correspondence: Court Executive Office  
Napa Superior Court  
825 Brown Street  
Napa, CA 94559