



## Judicial Council of California Administrative Office of the Courts

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# REPORT TO THE JUDICIAL COUNCIL

For business meeting on December 14, 2012

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Title	Agenda Item Type
Government Code Section 68106: Public Notice by Courts of Closures or Reduced Clerks' Office Hours (Gov. Code, § 68106— Report No. 16)	Information Only
	Date of Report
	December 5, 2012
Submitted by	Contact
Jody Patel, Chief of Staff	Nancy E. Spero, 415-865-7915
Nancy E. Spero, Senior Attorney	<a href="mailto:nancy.spero@jud.ca.gov">nancy.spero@jud.ca.gov</a>
Judicial Council and Court Leadership Services Division	

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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 16th report to date listing the latest court notices received by the council under this statutory requirement; since the previous report, ten superior courts—those of Yolo, Fresno, San Joaquin, Plumas, Mendocino, Sonoma, Sutter, Solano, San Mateo and San Bernardino 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 39 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 15 prior informational reports listing such notices as they have been received.

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

This is the 16th 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 ten trial courts:

- The Superior Court of **Yolo** County will reduce its hours of operation from Monday, December 17, 2012 through and including Tuesday, January 1, 2013. Clerk windows will be open Monday through Friday, 9:00 a.m. to 3:00 p.m., excluding holidays, for filing and payment of fees and fines. The court will continue to hear mandated and emergency court matters.

Department 9 (213 Third Street, Woodland) is designated as the primary department to hear no-time waiver criminal matters, as well as emergency civil and family law cases. Law and motion matters will be heard at 8:30 a.m. and in-custody arraignments will be heard at 1:30 pm. On December 24 and December 31, in-custody arraignments will be heard at 11:00 a.m. in Department 9. Department 7 (725 Court Street, Room 114, Woodland) will hear juvenile matters at 1: 30 p.m. and is also the designate backup department.

- The Superior Court of **Fresno** County will temporarily close the Main Criminal Courthouse and B.F. Sisk Courthouse (including the Self-Help Center and Archives Department) and relocate essential hearings and consolidate the Clerk's Offices into the M Street Courthouse and the Juvenile Justice Campus from December 24 through December 31 (including court holidays December 25 and January 1, 2013).

During those days, the Clerk's Office will have at least one window open at the M Street Courthouse 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 will remain open for juvenile-related matters (both Delinquency and Dependency). The Clerk's Office hours will remain 8:00 a.m. to 4:00 p.m. Services from the Self-Help Center and Archives Department will not be available.

- The Superior Court of **San Joaquin** County will offer limited service from December 24 through December 31 (including court holidays December 25 and January 1, 2013). During those days, all Clerk's Offices will be closed and telephone calls will not be answered. Traffic infraction walk-in calendars will not be held, and The Family Law Pro Per Clinic will be closed.

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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.

Courtrooms will remain open at all court branches and continue to be available to conduct arraignments and examinations, to handle time-sensitive juvenile matters, and to sign any necessary documents on an emergency basis, as required by law. Document drop boxes will be available at all branch courts to permit the same-day filing of documents deposited there before 5:00 p.m. A self-addressed stamped envelope must be included for all drop box transactions. Fax filing through Official Payments will also be available.

- Effective January 3, 2013, the Superior Court of **Plumas** County will reduce its Clerk's Office hours of operation. Currently, the Clerk's Office in all Plumas Superior Court locations is open Monday through Friday from 8:00 a.m. to 4:00 p.m. excluding court holidays, and telephones are currently answered Monday through Friday from 8:30 a.m. to 4:00 p.m. As of January 3, 2013, all offices will close on Fridays at 3:00 p.m. (telephones will not be answered after that time).
- Effective December 31, 2012, the Superior Court of **Mendocino** County will reduce its Clerk's Office hours of operation at the Ten Mile Branch Court in Fort Bragg to three days weekly, Monday through Wednesday. Long cause Civil matters (Civil, Family Law and Probate), which commence on a Wednesday, may continue uninterrupted through Friday. The Clerk's Office will reduce its Monday through Friday hours to 8:30 a.m. to 1:00 p.m. (currently, 8:30 a.m. to 3:00 p.m.) for filing of papers, inspection of files and other clerical business. At this branch, the Court will no longer conduct hearings in criminal felony and in juvenile matters, or hear jury trials or in-custody matters.
- Effective January 7, 2013, the Superior Court of **Sonoma** County will reduce its Clerk's Office window counter hours of operation to 8:00 a.m. to 3:30 p.m. for Criminal, Civil, Traffic, Family Law, Probate and Collections at the following Santa Rosa locations: Hall of Justice, 600 Administration Drive; Empire College Court Annex, 3035 Cleveland Avenue, Suite 200; and the Civil and Family Law Courthouse, 3055 Cleveland Avenue.

Document drop boxes, for filing papers in Civil and Criminal cases, are located at the Hall of Justice outside of Rooms 107-J and 108-J. A document drop box is also located outside the main entrance of the Civil and Family Courthouse for filing papers in Family Law or Probate cases. Documents deposited in the court's drop box up to and including 4:00 p.m. on a court day will be deemed to have been deposited for filing on that day.

- The Superior Court of **Sutter** County will close all Clerk's Offices and Courtrooms, with the exceptions noted below, on November 21, December 24, and December 26. On those days, the 446 Second Street, Yuba City, location Clerk's Office will be open to receive emergency filings, and one Courtroom will remain open with a judge available to conduct arraignments and examinations as required by law, and to handle any emergency matters. A drop box will be provided at that location's security station between the hours of 8:30 a.m. and 4:00 p.m. for depositing documents to be filed with the clerk. Documents

deposited in the drop box between those hours will be deemed to have been deposited for filing that day.

- Effective January 14, 2013, the Superior Court of **Solano** County will reduce its Clerk's Office hours for both the public counter and the telephone to 8:00 a.m. to 2:00 p.m., Monday through Friday (currently 8:00 a.m. to 3:00 p.m.), excluding court holidays and weekends. The Clerk's Offices are located at the following Court locations: the Hall of Justice, 600 Union Avenue, Fairfield; and the Justice Center, 321 Tuolumne Street, Vallejo. A drop box for same day filings will be available whenever the Clerk's Offices are closed during normal business hours.
- Effective February 4, 2013, the Superior Court of **San Mateo** County will reduce its Clerk's Office hours. Currently, Criminal and Traffic are open 8:00 a.m. to 3:30 p.m., Monday through Friday, and Civil, Family Law, Juvenile, Probate and Small Claims are open 8:30 a.m. to 3:30 p.m., Monday through Friday. The opening hours for each of these offices will remain as they currently are; however all of the Clerk's Offices will close at 2:00 p.m., Monday through Thursday, and at 12:00 p.m. on Fridays.

Drop boxes will continue to be available at each court location with documents submitted by 4:00 p.m. being deemed filed that day. The Records Division will continue to be open 8:30 a.m. to 1:00 p.m., Monday through Thursday, but will close at 12:00 p.m. on Fridays. Additionally, the telephones will be answered in all of the Clerk's Offices 10:00 a.m. to 2:00 p.m., Monday through Thursday, and 10:00 a.m. to 12:00 p.m. on Fridays (currently 10:00 a.m. to 3:00 p.m. Monday through Friday).

- Effective February 4, 2013, the Superior Court of **San Bernardino** County will close one courtroom, Department M-3 of the Joshua Tree District, and reassign the civil caseload. Only Unlawful Detainer (Landlord-Tenant), Small Claims, Civil Harassment and Civil Name Change cases arising out of the Joshua Tree District will continue to be filed and heard in Joshua Tree District. All other civil matters arising out of the Joshua Tree District will be filed and heard in the San Bernardino District, Civil Division, at 303 West Third Street.

Parties with existing Joshua Tree District Civil cases set for hearing on or after February 4, 2013, will be notified by mail of the reassignment to a department at the San Bernardino District, Civil Division, except for those cases, as noted above, that will continue to be filed and heard in the Joshua Tree District.

### **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>

### 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 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.

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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).

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 courts detailed above 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 Yolo County—October 17, 2012
3. Attachment C: Notice from the Superior Court of Fresno County—October 19, 2012,
4. Attachment D: Notice from the Superior Court of San Joaquin County—October 24, 2012
5. Attachment E: Notice from the Superior Court of Plumas County—October 29, 2012
6. Attachment F: Notice from the Superior Court of Mendocino County—October 30, 2012
7. Attachment G: Notice from the Superior Court of Sonoma County—November 5, 2012
8. Attachment H: Notice from the Superior Court of Sutter County—November 15, 2012
9. Attachment I: Notice from the Superior Court of Solano County—November 13, 2012
10. Attachment J: Notice from the Superior Court of San Mateo County—November 28, 2012
11. Attachment K: Notice from the Superior Court of Sutter County—November 29, 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.

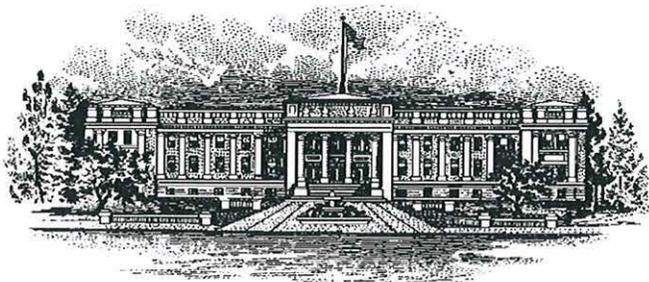
(3) Within 15 days of receipt of a notice from a trial court, the Judicial Council shall conspicuously post on its Internet Web site and provide the chairs and vice chairs of the Committees on Judiciary, the Chair of the Assembly Committee on Budget, and the Chair of the

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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 the State of California for the  
County of Yolo  
725 Court Street, Room 308  
Woodland CA 95695

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**James B. Perry**  
**Court Executive Officer**

October 16, 2012

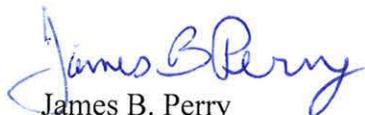
Ms. Jody Patel  
Regional Administrative Director  
Northern/Central Regional Office  
Judicial Council of California  
Administrative Office of the Courts  
2880 Gateway Oaks Drive, Suite 300  
Sacramento, CA 95833-3509

RE: Notification Pursuant to Government Code Section 68106

Dear Ms. Patel:

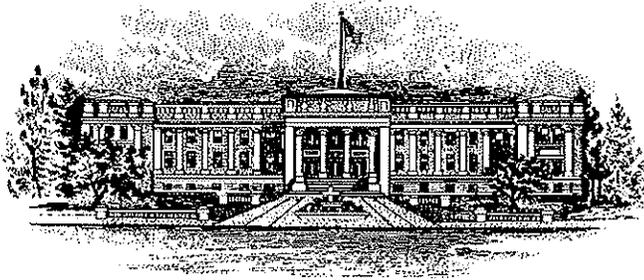
Pursuant to Government Code Section 68106, the Superior Court of California, County of Yolo is providing 60 day notice of participation in a reduced calendaring system for normal hearings and trials from Monday, December 17, 2012 through and including Tuesday, January 1, 2013. Clerk windows will be open during regular hours from 9:00 am to 3:00 pm Monday through Friday, excluding holidays. A copy of the public notice is enclosed.

Sincerely,

  
James B. Perry  
Court Executive Officer

Enclosure

cc: Steven M. Basha, Presiding Judge, Yolo Superior Court



## Superior Court

Of the State of California for the  
COUNTY OF YOLO  
Executive Office  
725 Court Street, Room 308  
Woodland CA 95695  
[www.yolo.courts.ca.gov](http://www.yolo.courts.ca.gov)  
(530) 406-6838

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# **PUBLIC NOTICE**

## **Pursuant to Government Code Section 68106**

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**October 16, 2012**

### **Notice of Temporary Reduction in Calendaring System for Normal Hearings and Trials**

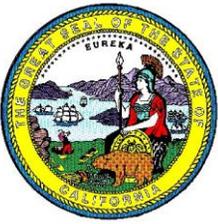
Pursuant to Government Code Section 68106, the Superior Court of California, County of Yolo is providing 60 day notice of participation in a reduced calendaring system for normal hearings and trials from **Monday, December 17, 2012 through and including Tuesday, January 1, 2013.**

Department 9, located at 213 Third Street, Woodland, is designated as the primary department to hear no-time waiver criminal matters, as well as emergency civil and family law cases. Law and motion matters will be heard at 8:30 a.m. and in-custody arraignments will be heard at 1:30 pm. Additionally, on Monday, December 24<sup>th</sup> and December 31<sup>st</sup> in-custody arraignments will be heard at 11:00 a.m. in Department 9.

Department 7, located in the Main Courthouse at 725 Court Street, Room 114, Woodland, will hear juvenile matters at 1:30 p.m. and is also the designate backup department.

Attorneys and members of the public will have access to all clerk filing windows for filing and payment of fees and fines. Clerk windows will be open from Monday through Friday, 9:00 a.m. to 3:00 p.m., excluding holidays.

Based on Judicial Branch budget cuts Yolo Superior Court will participate in a two-week reduced calendaring program to allow staff to complete mandatory training and work on reducing the court backlogs. The court will continue to hear mandated and emergency court matters. All filing and payment windows will remain open during regular business hours.



## SUPERIOR COURT OF CALIFORNIA, COUNTY OF FRESNO



# NOTICE OF LIMITED COURT CLOSURES

### DURING NOVEMBER AND DECEMBER

Due to severe budget reductions and following the required public comment procedures, the Fresno Superior Court hereby announces that it will temporarily close the Main Criminal Courthouse and B.F. Sisk Courthouse (including the Self-Help Center and Archives Department) and relocate essential hearings 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

### 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.**

### 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. Services from the Self-Help Center and Archives Department will not be available.

These changes are a result of the Court's strategic planning for operational efficiency during this time of year. 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 Superior Court**  
COUNTY OF SAN JOAQUIN  
222 E. WEBER AVENUE, ROOM 303  
STOCKTON, CALIFORNIA 95202

TELEPHONE  
(209)468-2827  
WEBSITE  
[www.stocktoncourt.org](http://www.stocktoncourt.org)

October 24, 2012

**PUBLIC NOTICE**

**IMPLEMENTATION OF LIMITED OPERATION DAYS IN DECEMBER 2012**

Pursuant to Government Code Section 68106 and rule 10.620(f)(6) of the California Rules of Court, the Superior Court of California, County of San Joaquin is providing 60 day notice of the Court's decision to implement limited operation days in December 2012. The days impacted are as follows:

Monday, December 24, 2012  
Wednesday, December 26, 2012  
Thursday, December 27, 2012  
Friday, December 28, 2012  
Monday, December 31, 2012

**On the limited operation days:**

- **All clerk's offices will be closed and telephone calls will not be answered.**
- **Traffic infraction walk-in calendars will not be held.**
- **The Family Law Pro Per Clinic will be closed.**

**During the limited operation days, courtrooms will remain open at all court branches.**

Cases already scheduled to be heard on a limited operation day will proceed as scheduled. Courtrooms will continue to be available to conduct arraignments and examinations, to handle time-sensitive juvenile matters, and to sign any necessary documents on an emergency basis, as required by law.

Branch courts are located as follows:

Stockton (Main Branch) • 222 E. Weber Avenue, Stockton, CA 95202  
Stockton (Family Law Annex) • 540 E. Main Street, Stockton, CA 95202  
Lodi Branch • 217 W. Elm Street, Lodi, CA 95240  
Manteca Branch • 315 E. Center Street, Manteca, CA 95336  
French Camp Branch (Juvenile Services) • 535 W. Mathews Road, French Camp, CA 95231

Document drop boxes will be available at all branch courts to permit the same-day filing of documents deposited there before 5:00 p.m. A self-addressed stamped envelope must be included for all drop box transactions. Fax filing through Official Payments will also be available.

The court finds it necessary to implement these limited operation days in light of the ongoing state budget crisis. In the last couple of years, the court has seen its staff reduced by nearly 33%. Closure of all clerk's offices will allow the court to work on its growing backlog of case documents that need to be processed.

OCTOBER 24, 2012

PUBLIC NOTICE: IMPLEMENTATION OF LIMITED OPERATION DAYS IN DECEMBER 2012

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If you have any comments regarding this action, please send them in writing by December 7, 2012 to Stephanie Bohrer, Management Analyst at [sbohrer@courts.san-joaquin.ca.us](mailto:sbohrer@courts.san-joaquin.ca.us) or 222 E. Weber Avenue, Room 303, Stockton, CA 95202.

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**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF PLUMAS**

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

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**October 29, 2012**

Currently the Clerk's Office in all Plumas Superior Court locations is open Monday through Friday from 8:00 a.m. to 4:00 p.m. excluding court holidays. Telephone lines are currently answered Monday through Friday from 8:30 a.m. to 4:00 p.m.

**Effective January 3, 2013 the Clerk's office and telephone hours will be reduced. All offices will close on Friday at 3:00 p.m. and telephones will not be answered after 3:00 p.m. on Friday.**

The courts find this action necessary due to the ongoing budget reductions to the judicial branch. Staff reductions have resulted in a backlog of work. Closing all offices at 3:00 p.m. on Fridays will allow staff to adequately process work in as timely a manner as possible. The most recent budget reduction to the local trial courts in the current fiscal year has resulted in the inability to fill two clerical positions in the Court.

We apologize for the inconvenience this may cause. If you would like to submit comments on the reduction in the Clerk's office and telephone hours at the Plumas Superior Court locations, please submit them in writing to Deborah Norrie, Court Executive Officer, Plumas Superior Court, 520 Main St., Room 104, Quincy, CA



Superior Court of California  
County of Mendocino

**NOTICE OF TEMPORARY REDUCTION  
IN SERVICES  
PURSUANT TO  
GOVERNMENT CODE §68106**

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FOR IMMEDIATE RELEASE

Date: October 30, 2012

NOTICE OF TEMPORARY REDUCTION IN COURT  
SERVICES IN THE TEN MILE BRANCH,  
FORT BRAGG COURT

Effective December 31, 2012

Severe budget reductions imposed by the State will compel the Superior Court of California, County of Mendocino to lay off personnel which will result in a temporary reduction of court services in the Ten Mile Branch Court in Fort Bragg. The State announced budget reductions of approximately \$768,675.00 to the local court for the current fiscal year, representing a cut of 17.3% from the last fiscal year. This current reduction brings the total cumulative reduction to 21.5% since 2008/2009.

Over the past three years the Court was able to implement required cuts in programs and other areas without reducing actual courtroom and counter services. With a budget of approximately \$5,348,462.00, however, the Court is not able to absorb the latest reductions without a reduction of salary and related personnel expenses (which together currently cost \$4,783,251.00, constituting approximately 89% of the entire court budget). Personnel layoffs may occur at both the Ukiah and Ten Mile Court locations.

The Court is currently in session at the Ten Mile Fort Bragg Branch Monday through Friday, hearing Civil (limited and unlimited), Criminal (felony and misdemeanor), Family Law, Juvenile, Probate, Small Claims and Traffic, with Court Clerk's Office hours Monday through Friday, 8:30 a.m. to 3:00 p.m. Commencing December 31, 2012, the Court will reduce its sessions at that location to three days weekly, Monday through Wednesday. Long cause Civil matters (Civil, Family Law and Probate), which commence on a Wednesday, may continue uninterrupted through Friday. Although the Court Clerk's Office at that location will remain open Monday through Friday, its hours will be from 8:30 a.m. to 1:00 p.m. for filing of papers, inspection of files and other clerical business. The Court will no longer conduct hearings in

criminal felony and in juvenile matters at the Ten Mile Branch in Fort Bragg. In addition, the Ten Mile Court will no longer hear jury trials or in-custody matters.

Effective December 31, 2012, the following reduced courtroom schedule will apply at the Ten Mile Branch in Fort Bragg:

- **MONDAY**
  - 8:30 a.m. **Criminal** - Arraignments
  - 9:00 a.m. **Criminal** - Pleas, Pre-Trial Conferences, Motions, Hearings, Settings, Judgment & Sentencing and Violations of Probation
  - 1:15 p.m. **Civil and Family Law** - Ex Partes
  - 1:30 p.m. **Criminal** - Pleas, Pre-Trial Conferences, Motions, Hearings, Settings, Judgment & Sentencing, Violations of Probation, Expungements, and Proof of Court Ordered Requirements
  
- **TUESDAY**
  - 8:30 a.m. **Criminal** - Arraignments
  - 9:00 a.m. **Criminal** - Pleas, Pre-Trial Conferences, Motions, Hearings, Settings, Judgment & Sentencing and Violations of Probation
  - 1:15 p.m. **Civil and Family Law** - Ex Parte Hearings
  - 1:30 p.m. **Civil (Limited and Unlimited)** – Short Cause, Non-Contested, Harassment Restraining Orders, Unlawful Detainers and Law and Motion Hearings
  - 1:30 p.m. **Probate** – Calendar Matters and Evidentiary Hearings
  - 1:30 p.m. **Family Law** - Domestic Violence Restraining Orders – without children
  
- **TUESDAY 2<sup>nd</sup> and 4<sup>th</sup>**
  - 1:30 p.m. **Small Claims** – Trials and Law and Motion
  
- **WEDNESDAY 1<sup>st</sup> and 3<sup>rd</sup>**
  - 8:30 a.m. **Civil (Limited and Unlimited)** – Long Cause, Contested, Harassment, Unlawful Detainers, Law and Motion
  - Family Law** – Domestic Violence Restraining Orders – without children, Motions, Evidentiary Hearings and Court Trials
  - Probate** – Continued Hearings
  - 1:30 p.m. **Civil (Limited and Unlimited)** – Continued Hearings
  - Family Law** – Domestic Violence Restraining Orders – without children, and Continued Hearings
  - Criminal** – Court Trials
  - 2:00 p.m. **Civil and Family Law** – Settlement Conferences

- **WEDNESDAYS 2<sup>nd</sup> and 4<sup>th</sup>**
  - 9:00 a.m. **Traffic** – Court Trials
  - 9:30 a.m. **Traffic** - Arraignments
  - 1:30 p.m. **Civil (Limited)** – Harassment and Unlawful Detainers  
**Criminal** – Court Trials
  - 2:00 p.m. **Civil and Family Law** – Settlement Conferences
  
- **THURSDAYS**
  - 8:30 a.m. **Civil (Limited and Unlimited)** – Continued Hearings  
**Family Law** – Continued Hearings  
**Probate** – Continued Hearings
  
- **THURSDAYS 3<sup>rd</sup> (every other month in Point Arena)**
  - 9:00 a.m. **Criminal (Misdemeanor)** – Arraignments, Pleas, Pre-Trial Conferences, Motions, Hearings, Settings, Judgment & Sentencing and Violations of Probation  
**Traffic** – Arraignments and Court Trials  
**Small Claims** – Trials and Law and Motion
  
- **FRIDAYS**
  - 8:30 a.m. **Civil (Limited and Unlimited)** – Continued Hearings  
**Family Law** – Continued Hearings  
**Probate** – Continued Hearings

The judges and court staff have made every effort over the past three or four years to implement mandated budget reductions without reducing actual in-court services. The dedicated court staff has seen its actual wages and benefits effectively frozen and, in some cases, reduced and its individual workload increased over the last three years. So long as the Governor and State Legislature continue to reduce the Judicial Branch budget, the local courts have no alternative but to reduce court services. The Court has no other source of revenue.

The Superior Court of California, County of Mendocino is committed to ensuring open access to a system of unified and equal justice for all. The Court will do its best to minimize the overall impact and make the transition as easy as possible.

Public comments regarding the above changes are welcome and may be submitted by e-mail to: [TENMILEREDUCTIONS@MENDOCINO.COURTS.CA.GOV](mailto:TENMILEREDUCTIONS@MENDOCINO.COURTS.CA.GOV) or by regular mail to the attention of: Court Administration at 100 N. State Street; Ukiah, CA 95482 no later than 5:00 p.m. December 30, 2012. The Court will conduct a public meeting on Thursday, November 29, 2012, beginning at 5:30 p.m., at its Ten Mile Branch in Fort Bragg to discuss the local court budget and the reduction in court services

**For additional information regarding this press release,  
please contact Court Administration at: (707) 467-6437.**



# Superior Court of California County of Sonoma

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## PUBLIC NOTICE

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### REDUCED CLERKS' OFFICE HOURS EFFECTIVE JANUARY 7, 2013

Effective January 7, 2013, all Superior Court of California, County of Sonoma branches will reduce service hours for all clerks' offices including Criminal, Civil, Traffic, Family Law, Probate and Collections. Filing of documents and payments of accounts will be affected. These changes in the public filing counter hours will not affect courtroom calendars or courtroom operations. The courthouses will remain open until 5:00 p.m.

The clerks' office hours will be reduced as follows:

**Public Window Counters for Criminal, Civil, Traffic, Family Law, Probate and Collections will be open 8:00am to 3:30pm at the following locations:**

- **Hall of Justice, 600 Administration Drive, Santa Rosa CA 95403;**
- **Empire College Court Annex, 3035 Cleveland Avenue, Suite 200, Santa Rosa CA 95403;**
- **Civil and Family Law Courthouse, 3055 Cleveland Avenue, Santa Rosa CA 95403;**

Due to the catastrophic 24% reduction in funding to date, the Superior Court of California, County of Sonoma has been forced to implement numerous measures, including downsizing the workforce, in response to four years of continuing and deepening state funding cuts.

Document drop boxes, for filing papers in Civil and Criminal cases, are located at the Hall of Justice outside of Room 107-J and outside Room 108-J. A document drop box is also located outside the main entrance of the Civil and Family Courthouse for filing papers in Family Law or Probate cases. Pursuant to California Rules of Court 2.210(b), any document deposited in a court's drop box up to and including 4:00pm on a court day is deemed to have been deposited for filing on that day. Comments may be submitted to [info@sonomacourt.org](mailto:info@sonomacourt.org).

Government Code §68106 requires trial courts to provide notice to the public at least 60 days before closing any courtroom or closing or reducing the hours of the clerks' offices by conspicuous posting within its facilities and on its public website.



M. B. TODD  
COURT EXECUTIVE OFFICER

# **SUPERIOR COURT OF CALIFORNIA COUNTY OF SUTTER**

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**Courthouse West, 446 Second Street, Yuba City, CA 95991**

**Administration**

**(530) 822-3309**

**FAX: (530) 822-3509**

## **REVISED PUBLIC NOTICE: TEMPORARY CLOSURE OF COURTROOMS AND CLERKS' OFFICES SUPERIOR COURT OF CALIFORNIA, COUNTY OF SUTTER**

**PLEASE TAKE NOTICE**, with the exceptions below, all Clerks' Offices and all Courtrooms will be closed on the following days: Wednesday, November 21, 2012; Monday, December 24, 2012; and Wednesday, December 26, 2012.

On the listed days, the Clerk's Office at 446 Second Street, Yuba City, will be open to receive emergency filings. One Courtroom will remain open at 446 Second Street, Yuba City, with a judge available to conduct arraignments and examinations as required by law, and to handle any emergency matters. Pursuant to California Rules of Court, Rule 2.210, a drop box will be provided at the security station at 446 Second Street, Yuba City, between the hours of 8:30 a.m. and 4:00 p.m., for depositing documents to be filed with the clerk. Documents deposited in the drop box between 8:30 a.m. and 4:00 p.m. will be deemed deposited for filing that day.

A reduction in hours is necessary due to ongoing and anticipated reductions to the Court's budget. Since fiscal year 2008-2009, the Sutter County Court has experienced an on-going 19.5% reduction in funding (\$892,979). The Court anticipates a future additional on-going reduction of approximately 6.61% (\$241,979). The Court has implemented a voluntary separation incentive program, mandatory time off for managers and supervisors, has not filled vacant staff positions, and is in the process of structuring layoffs, resulting in reduced staffing levels. Reduced hours during these days will allow for efficient use of limited staff resources.

Although the Court previously provided notice that reduced services would also be in place on December 27, 2012, December 28, 2012, and December 31, 2012, the Court has made the necessary adjustments to allow normal services on those dates.

This notice is provided pursuant to California Government Code Section 68106. Public comments may be made through the Court's website: [www.suttercourts.com](http://www.suttercourts.com).



## Superior Court of California County of Solano

BRIAN K. TAYLOR  
Court Executive Officer  
Clerk of the Court

Hall of Justice  
600 Union Avenue  
Fairfield, CA 94533  
(707) 207-7475  
FAX (707) 426-1631

November 13, 2012

Ms. Jody Patel, Chief of Staff  
Administrative Office of the Courts  
455 Golden Gate Avenue  
San Francisco, CA 94102

Re: Notification Pursuant to Government Code Section 68106

Dear Ms. Patel:

Pursuant to Government Code section 68106, the Superior Court of California, County of Solano provides notice of a reduction in hours of all Clerk's Offices. Currently, the hours of operation for both the public counter and telephones are 8:00 a.m. to 3:00 p.m. Effective January 14, 2013, the hours of operation will be 8:00 a.m. to 2:00 p.m., Monday through Friday, excluding court holidays and weekends. A drop box will be available whenever the Clerk's Offices are closed.

The Clerk's Offices are located at the following Court locations:

Hall of Justice  
600 Union Avenue  
Fairfield, CA 94533

Justice Center  
321 Tuolumne Street  
Vallejo, CA 94590

The Court finds it necessary to institute these changes in light of the ongoing state budget crisis. The Court has instituted various cost savings measures such as a hiring freeze for the past four years, furloughs, implementation of an early retirement program, implementation of electronic reporting in misdemeanor matters and reengineering court processes for efficiencies.

The Court's workforce has been reduced by 20% compared to three years ago. Reduction in the Clerk's Office hours will provide time for the court staff to process cases timely and prepare court calendars.

Very truly yours,

A handwritten signature in black ink, appearing to read "Brian Taylor". The signature is written in a cursive style with a large, sweeping initial "B".

BRIAN K. TAYLOR  
COURT EXECUTIVE OFFICER



*SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SOLANO*

Executive Office  
600 Union Avenue  
Fairfield, CA 94533  
Phone (707) 207-7475  
Fax (707) 426-1631

## Public Notice

Contact: Brian K. Taylor  
Court Executive Officer  
Phone: (707)207-7475

FOR IMMEDIATE RELEASE:  
Date: November 13, 2012  
Fairfield, California

**PUBLIC NOTICE PURSUANT TO GOVERNMENT CODE SECTION 68106  
NOTICE OF REDUCTION IN OPERATING HOURS**

Pursuant to Government Code Section 68106, the Superior Court of California, County of Solano, is providing sixty (60) days notice of the Court's decision to reduce the hours of operation for the public filing windows and telephones in the Clerk's Offices.

Currently, the Clerk's Office filing windows and telephones are open to the public from 8:00 a.m. to 3:00 p.m., Monday through Friday, excluding court holidays and weekends. Effective January 14, 2013, the new hours of operation will be from **8:00 a.m. to 2:00 p.m., Monday through Friday, excluding court holidays and weekends.** A drop box for same day filings will be available whenever the Clerk's Offices are closed during normal business hours.

The Court finds it necessary to institute these changes in light of the ongoing state budget crisis. Over the past three years, the California Judicial Branch budget has seen a reduction of more than 1 billion, which is a 30% reduction to the Judicial Branch budget.

The Legislature and Governor approved an additional permanent \$350 million dollar reduction to the Judicial Budget in fiscal year 2011-2012. The Court has instituted various cost savings measures such as a hiring freeze for the past four years, furloughs, implementation of an early retirement program, implementation of electronic reporting in misdemeanor matters and reengineering court processes for efficiencies.

The Court's workforce has been reduced by 20% compared to three years ago. Reduction in the Clerk's Office hours will provide time for the court staff to process cases timely and prepare court calendars.

If you have any comments regarding this action, please send them in writing to Brian Taylor, Court Executive Officer, 600 Union Avenue, Fairfield, CA 94533 by January 14, 2013.



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

(650) 363-4516  
FAX (650) 363-4698  
[www.sanmateocourt.org](http://www.sanmateocourt.org)

November 28, 2012

Ms. Debora Morrison  
Senior Attorney  
Office of the General Counsel  
Judicial Council of California - Administrative Office of the Courts  
455 Golden Gate Avenue  
San Francisco, CA 94102-3688

Re: Notification Pursuant to Government Code Section 68106

Dear Ms. Morrison,

The Superior Court of California, County of San Mateo is providing notice of a reduction in public service hours for all Clerks' Offices. Currently, our Criminal and Traffic Clerk's Offices are open from 8:00 a.m. to 3:30 p.m. Monday through Friday. Our Civil, Family Law, Juvenile, Probate and Small Claims Clerk's Offices are open from 8:30 a.m. to 3:30 p.m. Monday through Friday. Effective Monday, February 4, 2013, the opening hours for each of these offices will remain as they currently are; however all clerk's offices will close at 2:00 p.m. Monday through Thursday and at 12:00 p.m. on Fridays. Drop boxes will continue to be available at each court location with documents submitted by 4:00 p.m. being deemed filed that day. Our Records Division will continue to be open from 8:30 a.m. to 1:00 p.m. Monday through Thursday, but will close at 12:00 p.m. on Fridays.

Additionally, the telephones will be answered in all clerk's offices from 10:00 a.m. to 2:00 p.m. Monday through Thursday and from 10:00 a.m. to 12:00 p.m. on Fridays. Currently, the phones are answered from 10:00 a.m. to 3:00 p.m. Monday through Friday. Attached is the public notice that we plan on posting in our court facilities this Friday, November 30, 2012.

These actions are made necessary due to the unprecedented and ongoing State imposed budget cuts to the county trial courts of more than \$1 billion over the past five years.

The court greatly regrets the necessity of reducing these services – in fact; we've worked hard to delay them. Despite the excessive State cuts to the trial courts, we've worked diligently to continue to prioritize public safety issues and 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

Letter to Ms. Debora Morrison

November 28, 2012

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already taken over the last five years to operationalize the ongoing cuts have been considerable, including but not limited to cutting all non-personnel costs, renegotiating service contracts, consolidating trial court services and clerks offices, reducing employee wages due to the mandated court closures, increasing benefit contributions and significantly reducing our workforce through normal attrition, incentive programs and layoffs. We've also spent a sizable portion of our reserves. With significantly fewer employees to handle the work of the court, we must continually take steps to balance our essential court workload as we strive to become even more efficient and operate within our means.

Please contact me at (650) 363-4516 if you have any questions regarding these changes.

Sincerely,

A handwritten signature in black ink, appearing to read 'John C. Fitton', written over a white rectangular area.

John C. Fitton  
Court Executive Officer

cc: Honorable Beth Labson Freeman, Presiding Judge  
Rodina Catalano, Deputy Court Executive Officer

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN MATEO**

**PUBLIC NOTICE**

(Pursuant to Government Code section 68106)

**REDUCED CLERK'S OFFICE HOURS**

**DUE TO STATE BUDGET CUTS**

**EFFECTIVE MONDAY, FEBRUARY 4, 2013**

**Effective February 4, 2013**, all San Mateo County Superior Court branches will reduce public service hours for the filing counters/windows and telephones as noted below.

**Clerk's Office Hours:**

**Civil, Small Claims, Family Law,  
Probate and Juvenile**

**Monday-Thursday 8:30 a.m. to 2:00 p.m.  
Friday 8:30 a.m. to 12:00 p.m.**

**Criminal and Traffic**

**Monday-Thursday 8:00 a.m. to 2:00 p.m.  
Friday 8:00 a.m. to 12:00 p.m.**

**The Records Division will continue to be open from 8:30 a.m. to 1:00 p.m. Monday-Thursday, but will close at 12:00 p.m. on Fridays.**

**Phone Hours:**

**All Clerk's Offices**

**Monday-Thursday 10:00 a.m. to 2:00 p.m.  
Friday 10:00 a.m. to 12:00 p.m.**

This change is a result of the unprecedented and ongoing State imposed budget cuts to the county trial courts of more than \$1 billion over the past five years.

Document drop boxes are located outside each Clerk's Office for filing papers or submitting payments.

The public is invited to comment on this change prior to implementation. To ensure prompt review and consideration, comments should be submitted electronically through the Court's website at [www.sanmateocourt.org](http://www.sanmateocourt.org) (click on "Invitation to Comment"). For those without easy internet access, comments may be mailed to:

Superior Court of California, County of San Mateo

Attn: Rodina Catalano, Deputy Court Executive Officer

400 County Center, 2nd Floor

Redwood City, CA 94063

**All comments must be received no later than January 30, 2013.**

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

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

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FOR IMMEDIATE RELEASE

DATE: NOVEMBER 29, 2012

**NOTICE OF CLOSURE OF ONE COURTROOM IN THE JOSHUA TREE DISTRICT AND  
REASSIGNMENT OF THE CIVIL UNLIMITED AND LIMITED CASES****FROM THE JOSHUA TREE DISTRICT**

The Superior Court of California, County of San Bernardino, intends to close one courtroom in the Joshua Tree District and reassign the civil caseload. Effective Monday, February 4, 2013, Department M-3 of the Joshua Tree District, located in Joshua Tree, California, will be closed. Only Unlawful Detainer (Landlord-Tenant), Small Claims, Civil Harassment and Civil Name Change cases arising out of the Joshua Tree District will continue to be filed and heard in Joshua Tree District. All other civil matters arising out of the Joshua Tree District will be filed and heard in the San Bernardino District, Civil Division at 303 West Third Street, San Bernardino, CA 92415-0210.

Parties with existing Joshua Tree District Civil cases set for hearing on or after February 4, 2013, will be notified by mail of the reassignment to a department at the San Bernardino District, Civil Division, except for those cases, as noted above, that will continue to be filed and heard in the Joshua Tree District.

The decision to reduce the number of courtrooms in Joshua Tree District and reassign the Civil case load was made by the Presiding Judge of the Superior Court of California, County of San Bernardino. There are great financial exigencies facing all governmental entities in California and Superior Court of San Bernardino County and the California judicial system are not exempt from having to deal with these extreme financial circumstances. After much careful deliberation, the changes the Presiding Judge has set forth above constitute a reasonable and measured way by which the court can, to some degree, meet these financial challenges while, at the same time, imposing as minimal an impact as possible on our commitment to providing the citizens of San Bernardino County with equal access to justice under the law.

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 [joshuatree@sb-court.org](mailto:joshuatree@sb-court.org). Comments must be received by January 28, 2013.