

# Superior Court of California County of Santa Clara

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San José, California 95113  
(408) 882-2700

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Chief Executive Officer



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## Change in Hours for Clerk's Office – Traffic Court Effective February 6, 2012

Location: Santa Clara Courthouse  
1095 Homestead Road  
Santa Clara, CA 95050

Currently, the Clerk's Office business hours at the Santa Clara Courthouse are Monday through Thursday, 8:30 a.m. to 7:00 p.m. and Friday, 8:30 a.m. to 4:00 p.m. **Effective February 6, 2012, the Clerk's Office business hours at the Santa Clara Courthouse will be 8:30 a.m. to 4:00 p.m., Monday through Friday, closed on Court Holidays.** Reduction in hours is required as a consequence of reduced staffing levels. Moving staff currently assigned to the Clerk's Office during night court sessions enables us to maintain our level of customer service during peak daytime hours and gain necessary efficiencies. This also enables us to be consistent with the Clerk's Office business hours already in effect at all other Court locations. With this change at the Santa Clara Courthouse, Clerk's Office business hours at all Court locations will be 8:30 a.m. to 4:00 p.m., Monday through Friday, closed on Court Holidays.

A document drop box is available to the public at the Clerk's Office for deposit of documents after 4:00 p.m., which will be filed on the following Court business day.

Night Court traffic arraignment hearings continue to be available and may be scheduled in person or by mail. Night Court is available to defendants whose cases are filed in the North and South County Courthouses as well as those whose cases are filed at the Santa Clara Courthouse, but all Night Court hearings will continue to be heard at the Santa Clara Courthouse only. Effective February 6, 2012, walk-in traffic arraignment hearings will only be available during the daytime court sessions; no walk-in traffic arraignment hearings will be heard at Night Court.

General information on scheduling a court hearing, signing up for traffic school, or paying a fine, is available on the Court's website, Traffic Court webpage at [www.scscourt.org/court\\_divisions/traffic/traffic\\_home.shtml](http://www.scscourt.org/court_divisions/traffic/traffic_home.shtml).