



PUBLIC NOTICE

Due to ongoing budget reductions, the San Diego Superior Court is limiting the types of documents that will be accepted at the Civil Business Office filing counter in the Central Division.

Effective November 19, 2012, the **ONLY** documents that will be accepted for over the counter filing at the Central Division Civil Business Office filing windows are the following:

- Temporary Restraining Orders (Civil Harassment, Elder Abuse, Workplace Violence) and related filings
- Petitions for Change of Name or Gender
- Claim of Right to Possession or 3rd Party Claim
- Ex Parte papers (for Dept. 5 or Dept. 7 only)
- Answers/Responses to Unlawful Detainer Complaints
- Petition to Withdraw Money from Blocked Account
- Writs of Election

ANY other document not listed above **MUST** be time-stamped and dropped in the provided drop box; they will **NOT** be accepted for filing at the counter. The Court has provided date/time stamping machines and a drop box adjacent to the Civil Business Office, Room 225 at the Hall of Justice, 330 West Broadway, San Diego, CA 92101. Documents continue to be accepted via mail. Documents submitted via mail and those dropped in the drop box will be processed with the same priority.

The Central Division Civil Business Office filing counter hours remain Monday through Thursday, 8:30 a.m. to 3:30 p.m., and Friday 8:30 a.m. to 12:00 p.m. The drop box is available after these hours, until the Hall of Justice closes at the end of the day. Any document submitted that is complete/correct and adheres to all applicable codes relevant to the filing and is dropped before 5:00 p.m. will be deemed filed on the same date. Any document submitted that is complete/correct and adheres to all applicable codes relevant to the filing and is dropped after 5:00 p.m. will be deemed filed effective the next court business day. Processing time will vary according to the court's prioritization of document types and backlogs.

Documents that are submitted via the drop box:

- Must have a completed Civil Document Drop-Off Sheet (form CIV-378) attached. Filers must indicate the method for return of endorsed copies. Civil Document Drop-Off Sheets will be available next to the drop box and available on the court's website at www.sdcourt.ca.gov, under Forms.
- Must be stamped with the date/time on the top right corner of the first page of each original document.
- Must include a signed original, the required number of copies (if you wish to have an endorsed copy returned to you), and a method to return your copies.
- Must include the appropriate fees or a Fee Waiver Application.

Documents that are submitted via mail:

- Must include a signed original, the required number of copies, and a self-addressed stamped envelope large enough and with sufficient postage to return endorsed copies.
- Must include appropriate fees or a Fee Waiver Application.
- Copies submitted by mail will be endorsed and returned immediately after processing, if a method to return documents was included. (Note: Documents submitted on the same day may not be returned at the same time).