



888.232.6077

E-Filing | PDF Filing Directory

(Revised: July 2017)

Alameda

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Alameda - Shoreline (Family Law)	2:30 PM	12:30 PM
Berkeley (Probate)	2:30 PM	12:30 PM
Oakland - RCD (Civil)	2:30 PM	12:30 PM
Oakland - WWM	2:30 PM	12:30 PM
Pleasanton	2:30 PM	12:30 PM
Federal Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Northern District Court - Oakland	4:00 PM	2:30 PM
Northern Bankruptcy Court - Oakland	4:00 PM	2:30 PM

Note: Alameda Superior has no drop-box. Oak Street only houses departments. All filings are handled through RCD clerk's office on Fallon Street. The USDC in Oakland has a drop-box available from 4-5 p.m. Documents dropped for both Superior and USDC are file stamped the day submitted provided there are no issues or problems with the documents. USDC documents are generally ready the following business day, however ACSC can take up to 3-5 business days to process.

Alpine

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Markleeville	4:00 PM	11:00 AM

Amador

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Jackson	Mon-Thu 2:30 PM; Fri 12:00 PM	Mon-Thu 12:00 PM; Fri 9:30 AM

Butte

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Chico	4:00 PM	1:30 PM
Oroville	4:00 PM	12:00 PM

Calaveras

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
San Andreas	4:00 PM	1:00 PM
<i>Drop-box available until 5 p.m.</i>		

Colusa

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Colusa	5:00 PM	2:00 PM

Contra Costa

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Martinez (Civil Limited & Unlimited)	3:00 PM	1:00 PM
Martinez (Civil Limited & Unlimited)	3:00 PM	1:00 PM

Pittsburg	3:00 PM	11:00 AM
Richmond	3:00 PM	11:00 AM

Del Norte

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Crescent City	5:00 PM	2:00 PM

El Dorado

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Placerville (Family Law - Criminal)	3:00 PM	1:00 PM
Cameron Park (Civil)	3:00 PM	1:00 PM
South Lake Tahoe	3:00 PM	1:00 PM

Fresno

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Fresno Downtown Courthouse	Mon-Thu 3:00 PM; Fri 12:00 PM	Mon-Thu 1:00 PM; Fri 10:00 AM
BF Sisk Courthouse	Mon-Thu 3:00 PM; Fri 12:00 PM	Mon-Thu 1:00 PM; Fri 10:00 AM
M Street Courthouse	Mon-Thu 3:00 PM; Fri 12:00 PM	Mon-Thu 1:00 PM; Fri 10:00 AM
Superior Court Archives	Mon-Thu 3:00 PM; Fri 12:00 PM	Mon-Thu 1:00 PM; Fri 10:00 AM
Fresno Juvenile Delinquency	Mon-Thu 3:00 PM; Fri 12:00 PM	Mon-Thu 1:00 PM; Fri 10:00 AM
Federal Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Eastern District Court - Fresno	4:00 PM	2:00 PM
Eastern Bankruptcy Court - Fresno	4:00 PM	2:00 PM

Note: The following Courts have closed: Clovis, Coalinga, Firebaugh, Kingsburg, Reedley, Sanger and Selma. The BF Sisk Court is the only location with a drop box option. The hours to drop are from 4-5 p.m. Documents dropped can take up to a week to process. For cut-off times for this drop box, please contact our office. The Federal Courts do not have a drop box available. E-Filing deadline is 5 p.m.

Glenn

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time **
Willows	3:00 PM	11:30 AM
Orland	3:00 PM	11:30 AM

Humboldt

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Eureka	2:00 PM	11:30 PM
Federal Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Northern District Court – Eureka	2:00 PM	11:30 AM

Note: The State Court has a drop-box available between 2-4 p.m. Documents dropped can take up to 2-5 days to process. The Federal Court in Eureka does not accept filings. All filings for USDC need to be presented to the clerk at the San Francisco location. This location only has a Court Room. Courtesy copies are accepted up until 4:30 p.m.

Imperial

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Brawley	4:00 PM	1:30 PM
El Centro	4:00 PM	1:30 PM
Winterhaven	4:00 PM	1:30 PM

Notes: No drop box available for the State Courts in this county. They also no longer accept courtesy copies.

Inyo

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Independence Bishop (Dept 4)	Mon-Tue, Thu-Fri 4:00 PM; Wed 11:00 AM	Mon-Tue, Thu-Fri 12:00 PM; Wed 9:30 AM

Notes: No drop box available for the State Courts in this county.

Kern

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Metropolitan Division	4:00 PM	Mon-Thu 1:30 PM; Fri 10:00 AM
Metro. Division - Justice Building	4:00 PM	Mon-Thu 1:30 PM; Fri 10:00 AM
Metro. Traffic Division	4:00 PM	Mon-Thu 1:30 PM; Fri 10:00 AM
Juvenile Justice Center	4:00 PM	Mon-Thu 1:30 PM; Fri 10:00 AM
Arvin/Lamont Branch	4:00 PM	Mon-Thu 1:30 PM; Fri 10:00 AM
Delano/McFarland Branch	4:00 PM	Mon-Thu 11:00 AM; Fri 10:00 AM
Mojave Branch	4:00 PM	Mon-Thu 10:30 AM; Fri 9:30 AM
Ridgecrest Branch	4:00 PM	Mon-Thu 10:30 AM; Fri 9:30 AM
Shafter/Wasco Branch	4:00 PM	Mon-Thu 11:00 AM; Fri 10:00 AM
Taft/Maricopa Branch	4:00 PM	12:00 PM
Federal Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Eastern District Court – Bakersfield	4:30 PM	1:30 PM

Note: The Kern Superior Courts have a drop-box available in all locations until 5 p.m. Documents dropped take up to a week or two to process. For more information and cut-off times, please contact our office. The Federal Court in Bakersfield does not accept filings. There is a Court Room at this location only. They do accept Courtesy Copies up until 4:30 p.m. All filings for USDC in this area are processed in Fresno.

Kings

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Hanford	Mon-Thu 4:00 PM; Fri 11:30 AM	Mon-Thu 12:30 PM; Fri 10am

Notes: The State Courts in this county have different hours on Fridays. A drop-box is available until 4:30 p.m. Mon - Thu and 11:30 a.m. – 12 p.m. on Fridays. Documents dropped should only take a few days to process. For more information, please contact our office.

Lake

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Clearlake	1:00 PM	11:30 PM
Lakeport	1:00 PM	11:30 PM

Notes: Both locations have a drop-box available until 5 p.m. The deadline for the drop-box is 3 p.m.

Lassen

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Susanville	4:00 PM	1:30 PM

Notes: The drop-box is available until 5 p.m.

Los Angeles

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Airport Court	4:30 PM	2:30 PM
Alhambra (North East)	4:30 PM	2:30 PM
Archives LA	4:30 PM	2:30 PM
Bellflower (South East Limited Los Cerritos)	4:30 PM	2:30 PM
Beverly Hills (West Limited)	4:30 PM	2:30 PM
Burbank (North Central)	4:30 PM	2:30 PM
Catalina (Traffic Only)	4:30 PM	1:30 PM
Central Arraignment Courts	4:30 PM	2:30 PM
Central (Limited) - Stanley Mosk	4:30 PM	2:30 PM
Central (Unlimited) - Stanley Mosk	4:30 PM	2:30 PM
Central Civil West (CCW)	4:30 PM	2:30 PM

Chatsworth (North Valley)	4:30 PM	2:30 PM
Compton (South Central)	4:30 PM	3:00 PM
David V. Kenyon Juvenile Justice Center	4:30 PM	2:30 PM
Downey (South East Limited)	4:30 PM	2:30 PM
Downey Juvenile Justice	4:30 PM	3:00 PM
East Los Angeles (Limited)	4:30 PM	3:00 PM
Eastlake Juvenile Justice	4:30 PM	3:00 PM
El Monte East (Limited)	4:30 PM	3:00 PM
Glendale (North Central)	4:30 PM	3:00 PM
Hollywood	4:30 PM	3:00 PM
Huntington Park (South East Limited)	4:30 PM	3:00 PM
Inglewood (South West Limited)	4:30 PM	3:00 PM
Inglewood Juvenile Justice	4:30 PM	2:30 PM
Lancaster (North District)	4:30 PM	2:30 PM
Lancaster Juvenile Justice	4:30 PM	2:30 PM
Long Beach (South District)	4:30 PM	2:30 PM
Malibu (West Limited)	4:30 PM	2:30 PM
Mental Health (N. San Fernando)	4:30 PM	2:30 PM
Metropolitan Courthouse (Traffic)	4:30 PM	2:30 PM
Monterey Park (Edmund D. Edelman Children's Court)	4:30 PM	3:00 PM
Norwalk (South East)	4:30 PM	2:30 PM
Pasadena (North East)	4:30 PM	2:00 PM
Pomona (North)	4:30 PM	2:00 PM
Pomona (South)	4:30 PM	2:30 PM
San Fernando (North Valley)	4:30 PM	3:00 PM
San Pedro (South Limited)	4:30 PM	3:00 PM
San Pedro Courthouse Annex	4:30 PM	2:30 PM
Santa Monica (West District)	4:30 PM	3:00 PM
Torrance (South West District)	4:30 PM	3:00 PM
Van Nuys (East)	4:30 PM	3:00 PM
Van Nuys (West)	4:30 PM	3:00 PM
West Covina (Limited)	4:30 PM	3:00 PM
West Los Angeles (West Limited)	4:30 PM	3:00 PM
Whittier (South East Limited)	4:30 PM	3:00 PM
Federal Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Central District - Los Angeles	4:00 PM	3:00 PM
Central District - Roybal Center	4:00 PM	3:00 PM
Central Bankruptcy - Los Angeles	4:00 PM	3:00 PM
Central Bankruptcy - Woodland Hills	4:00 PM	1:30 PM
<i>Note: Take note that some of the State Court locations in Los Angeles have closed. This is a complete list of current operating Courts. Drop boxes are not available for any of these locations, including the Federal Courts. CCW has a list of limited operation days. For exact dates, please visit the Court's website.</i>		

Madera

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
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Madera	3:30 PM	1:30 PM
Sierra Division	3:30 PM	1:30 PM
<i>Notes: No drop box available for the State Courts in this county.</i>		

Mariposa

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Mariposa	3:00 PM	11:00 AM
<i>Note: This State Court has a drop box available between 8-8:30 a.m. & 3-5 p.m. If dropped between 8-8:30 a.m. the documents will be processed and available for pick-up 'Same Day.' Anything dropped between 3-5 p.m. will be processed the following business day and will be file stamped the day it was submitted. For more details, such as cut-off times for the drop box option, please contact our office.</i>		

Marin

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
San Rafael	4:00 PM	2:00 PM

Mendocino

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Ukiah	3:00 PM	1:30 PM

Merced

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Merced Civil Division	(Mandatory E-Filing) Deadline 5:00 PM	3:30 PM
Merced Criminal & Family Law Division	3:00 PM	1:00 PM
Merced Traffic	3:00 PM	1:00 PM
Merced Juvenile Division	3:00 PM	1:00 PM
Los Banos	3:00 PM	1:00 PM
<i>Note: There is an option to drop-box for the Merced Civil, Criminal, Family and Los Banos locations. Anything dropped after 4 p.m. will be filed the following day. The drop box is available evenings and weekends. For a map of the box locations, please visit the Court's website. For more information, please contact our office.</i>		

Mono

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Bridgeport	Tue Only 9:30 AM – 12:00 PM 1:00PM – 4:00PM	2:00 PM
Mammoth Lakes	Mon-Wed-Fri 8:30 AM – 4:00 PM	10:00 AM
<i>Note: The court is only opened on Tuesday at (Bridgeport) and if a holiday falls on a Saturday, both court is closed on the preceding Friday; if a holiday falls on a Sunday, the court is closed on the following Monday</i>		

Monterey

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Monterey	(Mandatory E-Filing) Deadline 4:00 PM	1:00 PM

Napa

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Historic Courthouse	Mon-Thu 4:00 PM; Fri 2:00 PM	Mon-Thu 1:00 PM; Fri 12:00 PM
Criminal Courthouse	Mon-Thu 4:00 PM; Fri 2:00 PM	Mon-Thu 1:00 PM; Fri 12:00 PM
<i>Note: Hours for this county vary through the week. This State Court has a drop box available until 5 p.m. however the documents will not be filed the same day. Documents are processed and file stamped the following business day.</i>		

Nevada

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Nevada City Courthouse	4:00 PM	1:30 PM
Truckee Courthouse	4:00 PM	1:30 PM
<i>Note: Both State Courts have a drop box that is available until 5 p.m. Documents that are dropped can take up to 2-4 business days to process.</i>		

Orange

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Central Justice Center	(Mandatory E-Filing) Deadline 11:00 PM	
Community Court		
Civil Complex Center		
Harbor Justice Center/Newport Beach Facility		
Lamoreaux Justice Center		
North Justice Center		
West Justice Center		

Note: Mandatory E-Filing for all case types except Criminal, Family Law and Small Claims.

Federal Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Central District Court - Santa Ana	4:00 PM	3:00 PM
Central Bankruptcy Crt - Santa Ana	4:00 PM	3:00 PM

Note: No drop box available for the State Courts. USDC and USBC both have a drop box available until 5:30 p.m. for courtesy copies only.

Placer

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Roseville - B. Santucci Justice Center	Mon-Thu 3:00 PM; Fri 1:00 PM	Mon-Thu 1:00 PM; Fri 11:00 AM
Auburn - Historic Courthouse	Mon-Thu 3:00 PM; Fri 1:00 PM	10:00 AM
Auburn - Juvenile Courtroom	Mon-Thu 3:00 PM; Fri 1:00 PM	Mon-Thu 1:00 PM; Fri 11:00 AM
Auburn - Jail Courtroom	No Clerk's Office	
Tahoe City - Tahoe Courtroom	Mon-Thu 3:00 PM; Fri 1:00 PM	12:00 PM

Note: There is a drop box at the Roseville location only up until 4 p.m. Monday - Friday. Once dropped it can take up to a week to process the documents.

Plumas

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Quincy	4:00 PM	1:00 PM

Riverside

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Banning	4:00 PM	1:30 PM
Blythe	4:00 PM	1:30 PM
Corona	5:00 PM (Fridays Only)	1:30 PM
Hemet	4:00 PM	2:30 PM
Indio - Annex Office	4:00 PM	1:30 PM
Indio - Juvenile Court	4:00 PM	1:30 PM
Indio - Larson JC	4:00 PM	1:30 PM
Moreno Valley	4:00 PM	2:30 PM
Murrieta Southwest Justice Center	4:00 PM	1:15 PM
Palm Springs Court	4:00 PM	1:30 PM
Riverside Family Court	4:00 PM	2:30 PM
Riverside Hall of Justice	4:00 PM	2:30 PM
Riverside Historic Courthouse	4:00 PM	2:30 PM
Riverside Juvenile Court	4:00 PM	1:30 PM
Temecula Court	4:00 PM	1:30 PM
Federal Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time **
Central District Court - Riverside	4:00 PM	3:00 PM

Central Bankruptcy Court - Riverside	4:00 PM	3:00 PM
<i>Note: The main courthouse at Riverside Superior has a drop available until 4 p.m. Anything dropped can take up to two weeks to process. The Federal Courts do not have an after hour drop box.</i>		

Sacramento

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
GDS - Sacramento Courthouse (Civil - Criminal)	4:00 PM	3:00 PM
WRR - Family Relations Courthouse (FL, Probate, Juv)	4:00 PM	1:30 PM
CM Justice Center (SC, Traffic, UD)	4:00 PM	1:30 PM
Juvenile Courthouse	4:00 PM	1:30 PM
Lorenzo Patino Hall of Justice (Criminal - Jail)	4:00 PM	1:30 PM
Federal Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Eastern District Court - Sacramento	4:00 PM	3:00 PM

Note: Sacramento Superior has reduced the amount of documents that they process over the Counter. For a list, go to the Court's Website and review the 'Reduced Service' announcement dated July 2, 2012. If the document is not on this list, it will have to clock and dropped in the clerk's intake box. The estimated time frame for the document to be processed is approximately 6-8 weeks. There is an after hour drop box available between 4-5 p.m. If dropped before 5 p.m., the document will be file stamped the date of submission. After 5 p.m., the documents will be processed next day.

San Benito

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Hollister (Small Claims & Civil)	4:00 PM	1:30 PM
Hollister (Court Mediator & Family Law)	4:00 PM	1:30 PM

Notes: No drop box available for the State Courts in this county.

San Bernardino

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Barstow	4:00 PM	11:30 AM
Big Bear Chino	Tue-Wed-Thu 3:00 PM - 1st Wk**	1:30 PM
Fontana	4:00 PM	1:30 PM
Joshua Tree	3:00 PM	1:30 PM
Needles	Tue-Wed-Thu 3:00 PM - 2nd Wk**	1:30 PM
Rancho Cucamonga	4:00 PM	2:30 PM
San Bernardino	4:00 PM	2:30 PM
Victorville	4:00 PM	1:30 PM

Note: The State Courts in Big Bear and Needles have very limited hours each month. Big Bear is open Tuesday through Thursday during the first week of the month and is closed the remainder of the month. All filings for Big Bear will be handled from Victorville when that location is closed. Needles is open Tuesday through Thursday the second week of the month. Needles will have a drop box available that will be picked up on a regular basis. Barstow is open Tuesday through Thursday. For more information regarding these limited hours please contact our office.

San Diego

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time **
Central Courthouse (220 W. Broadway)	4:00 PM	3:00 PM
Hall of Justice (330 W. Broadway)	4:00 PM	3:00 PM
Family Law Courthouse	4:00 PM	3:00 PM
Madge Bradley Courthouse (Probate)	4:00 PM	3:00 PM
Kearny Mesa (Traffic)	4:00 PM	3:00 PM
Juvenile Courthouse	4:00 PM	3:30 PM
East County	4:00 PM	2:30 PM
North County	4:00 PM	3:00 PM
South County	4:00 PM	2:30 PM
Federal Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *

Southern District Court - San Diego	4:30 PM	3:00 PM
Southern Bankruptcy Court - San Diego	4:00 PM	3:00 PM
<p><i>Note: San Diego Superior has made many changes. South County is closed for Civil Filings. They now need to go to Hall of Justice. However Criminal and Family Law departments are still in operation. East County Civil filings go to the Hall of Justice. Please review the Court's website to determine the current jurisdiction of a case Criminal and Family Law departments are still in operation in East County and South County. North County no longer accepts Probate Filings. Those are being routed to the Madge Bradley Court downtown. Central Court's hours have changed as listed above. They no longer accept most filings over the counter. Everything else must be clocked and dropped. Central, East, South, Family, Probate and North Court locations have drop boxes until 5 p.m. Small Claims Court in Kearny Mesa has moved to the Hall of Justice. The Kearny Mesa location is now for Traffic cases only. Documents dropped can take anywhere from a day to ten months to process depending on the type of document. USDC has a drop box available until 6 p.m. All documents for USDC are electronically filed. However, the drop box is typically used for Chambers/Courtesy Copies. USBC does not have a drop box. For more information, please contact our office.</i></p>		

San Francisco

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Civic Center Courthouse *	4:00 PM	2:30 PM
Hall of Justice	4:00 PM	2:30 PM
<p><i>Note: Civil New cases – Family Law; Misc. cases only over the counter. E-Filing deadline 2:30 PM. Express Network's Cut-Off Time for Courtesy Copies to Departments 2:30 PM.</i></p>		
Federal Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Northern District Court - San Francisco	4:00 PM	3:00 PM
Northern Bankruptcy Court - San Francisco	4:30 PM	3:00 PM
<p><i>Note: SF Superior no longer has a drop box available. Documents need to make it to the window by 4 p.m. when the clerk's office closes. Anyone remaining in line at this time will be asked to leave and come back the following business day, no exceptions. USDC has a drop box available from 4–6 p.m. New cases are processed on a first come first served basis. If we are asked to leave documents for a new case, they may not be ready for pick-up until the following business day. The sooner you can submit your new case documents the better in order to receive your conformed copies back same day.</i></p>		

San Joaquin

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Stockton Courthouse	3:00 PM	2:00 PM
Stockton Family Law Courthouse	3:00 PM	2:00 PM
Juvenile Justice Center	3:00 PM	2:00 PM
Manteca Branch	3:00 PM	2:00 PM
<p><i>Note: The Tracy branch has closed. The main branch in Stockton has a drop box available from 3-5 p.m. Documents dropped can take 2-3 days to process. For cut-off times for the drop box, please call our office.</i></p>		

San Luis Obispo

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Main Courthouse	4:00 PM	2:00 PM
Paso Robles Branch	4:00 PM	12:00 PM
<p><i>Note: Mandatory E-Filing for Civil Limited and Probate – Deadline at 4 p.m. There is a drop box available for these State Courts however, everything dropped after 4 p.m. will get processed and file stamped the following business day. For more information, about your drop box options, please call our office.</i></p>		

San Mateo

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Hall of Justice - Redwood City	2:00 PM	Clerk's Office 12:00 PM Drop Box 2:00 PM
Consolidated Traffic Annex	Mon-Thu 2:00 PM; Fri 12:00 PM	Clerk's Office 12:00 PM Drop Box 2:00 PM
South San Francisco	Mon-Thu 2:00 PM; Fri 12:00 PM	Clerk's Office 12:00 PM Drop Box 2:00 PM
Central Branch (Humboldt St)	Mon-Thu 2:00 PM; Fri 12:00 PM	Clerk's Office 12:00 PM Drop Box 2:00 PM
Juvenile Branch	Mon-Thu 2:00 PM; Fri 12:00 PM	Clerk's Office 12:00 PM Drop Box 2:00 PM
<p><i>Note: Redwood City is the main branch for San Mateo Superior. There is a drop box available until 4 p.m. If there is a line when the clerk's office closes, everyone will be required to drop box their documents, no exception. All drop box filings that require fees must have a check attached for the correct amount. All documents for Dept. 2 at the Humboldt St location need to be processed through that department. Even though there is no clerk's office at this location, the department processes all filings. If in session or dark, a drop box is available even though the Court's website says there is no drop box at this location.</i></p>		

Santa Barbara

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Anacapa Division (Santa Barbara)	E-Filing 4:00PM	1:30 PM
Figueroa Division		
Cook Division (Santa Maria)		
Lompoc Division		
Solvang Division		
Federal Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Central Bankruptcy Court - Santa Barbara	4:00 PM	3:00 PM
<i>Note: Santa Barbara Superior has a drop box available between 3-4 p.m. Documents dropped can take up to a week to process. For cut-off times, please call our office. USBC does not have a drop box.</i>		

Santa Clara

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Downtown Superior Court	3:00 PM	Clerk's Office 2:00 PM Drop Box 3:00 PM
Family Court	3:00 PM	2:00 PM
Hall of Justice	3:00 PM	2:00 PM
Juvenile Justice Court	3:00 PM	2:00 PM
Terraine Courthouse	3:00 PM	1:00 PM
Notre Dame Courthouse	3:00 PM	1:00 PM
South County Courthouse	3:00 PM	1:00 PM
Santa Clara Courthouse	3:00 PM	1:00 PM
Sunnyvale Courthouse	3:00 PM	1:00 PM
Palo Alto Courthouse	3:00 PM	1:00 PM
Federal Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Northern District Court - San Jose	4:00 PM	3:00 PM
Northern District Court Bankruptcy - San Jose	4:00 PM	3:00 PM
<i>Note: The Downtown Court is the main location where all documents are processed for Santa Clara Superior. There are two separate lines in different rooms to process filings. If you are visiting the Court for the first time, please be sure to read the signs outside each office as to the type of filings that are processed for each. Santa Clara Superior has a drop box available all day but it is mainly used between 4-5 p.m. All documents will be file stamped the date it was submitted. All checks must be made out to the correct amount. Documents that are dropped are usually ready for pick up the following day. For a more in-depth list of Departments as well as the type of cases each location handles, either contact our SJ Office or visit the Court's website. The USDC Court also has a drop box available until 5 p.m. South County only accepts criminal and family filings now.</i>		

Santa Cruz

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Santa Cruz	3:00 PM	1:00 PM
Watsonville	3:00 PM	1:00 PM
<i>Note: Hours of operation for the Santa Cruz location are Monday - Friday from 8:30 a.m. to 11:30 a.m. and 1 p.m. to 3 p.m. Watsonville offers walk-in assistance Tuesday through Thursday between the hours of 8:30 a.m. to 11:30 a.m. for Breach of Contract (Collection) cases only. For more information about other types of cases, call the court or visit the Court's website. The drop box cut off time is 3 p.m.</i>		

Shasta

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Redding	2:00 PM	12:00 PM
Burney	See Notes Below	
Federal Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Eastern District Court - Redding	4:00 PM	1:30 PM
<i>Note: No drop box option available for both State and Federal Courts. The Burney location is only open the second Wednesday of each month between the hours of 9:30 a.m. to 12 p.m. and 1:30 p.m. to 3:30 p.m. USDC does not accept filings at this location. Only 'Chambers Copies' are accepted. All filings for USDC for this area need to go to Sacramento.</i>		

Siskiyou

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Yreka Division	4:00 PM	1:00 PM
Dorris Branch	4:00 PM	1:00 PM
Weed Branch	4:00 PM	1:00 PM
Happy Camp Branch	4:00 PM	1:00 PM
<i>Note: No drop box option available for this county.</i>		
Dorris Branch	4:00 PM	1:30 PM

Solano

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Fairfield - Hall of Justice	3:00 PM	1:00 PM
Fairfield - Law & Justice Center	3:00 PM	1:00 PM
Vallejo - Solano Justice Center	2:00 PM	1:00 PM
<i>Note: Solano Superior has a drop box at both locations: Fairfield and Vallejo between the hours of 3-5 p.m. Documents that are dropped take about 1-2 business days to process. For more information and cut-off times for the drop box option, please contact our office. This county does not accept 'Courtesy Copies.'</i>		

Sonoma

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Santa Rosa - Hall of Justice	3:30 PM	12:30 PM
Civil & Family Law Courthouse	3:30 PM	1:30 PM
Empire College Annex	3:30 PM	1:30 PM
Juvenile Justice Center	3:30 PM	1:30 PM
Federal Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Northern Bankruptcy Court - Santa Rosa	4:00 PM	1:30 PM
<i>Note: Both Empire and Juvenile locations close down for lunch between the hours of 12-1 p.m. Sonoma Superior does not process all of the documents over the counter. Only documents that have an upcoming hearing date can be process with a clerk over the counter. Everything else needs to be dropped. The website states that it will take 15 days to process but it usually takes up to a month. For more information, please contact our office.</i>		

Stanislaus

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Modesto	4:00 PM	1:30 PM, Fri 10am
Civil	4:00 PM	1:30 PM, Fri 10am
Criminal	4:00 PM	1:30 PM, Fri 10am
Family Law	4:00 PM	1:30 PM, Fri 10am
Juvenile	4:00 PM	1:30 PM, Fri 10am
Probate (Except Estates & Trusts)	12:00 PM	10:00 AM
Probate (Estates & Trusts)	4:00 PM	1:30 PM, Fri 10am
Small Claims	4:00 PM	10:00 AM
Research	11:00 AM	9:30 AM
Federal Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Eastern Bankruptcy Court - Modesto		
<i>Note: Stanislaus Superior has a drop box available for both Civil and Family Law filings. The hours are: 3-5 p.m. for Civil and 3-4:30 p.m. for Family Law. Documents that are dropped can take up to a week to process. Items placed in the drop box after 4 p.m. will be marked filed the following day. For more information about the option to drop box please contact our office. Guardianships, Conservatorship, Adoptions, Family Law and Juvenile Dependencies are processed at the 1100 I Street location. Hours of operation are 8 a.m. to 12 p.m. Small Claims has reduced it's hours. They are now operating between 8 a.m. to 12 pm. USBC does not have a drop box option available.</i>		

Sutter

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
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Yuba City - West Facility (Criminal)	4:30 PM	1:30 PM
Yuba City - East Facility (Civil - Family - SC)	4:30 PM	1:30 PM
<i>Note: No drop box available in this county.</i>		

Tehama

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Red Bluff	3:00 PM	10:00 AM
<i>Note: Drop-box available until 3 P.M.</i>		

Trinity

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Weaverville	3:00 PM	11:00 AM

Tulare

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Visalia	4:00 PM	1:30 PM
Juvenile Justice Center	4:00 PM	1:30 PM
Porterville	4:00 PM	1:30 PM
Dinuba	4:00 PM	1:30 PM
Family Law Facilitator	4:00 PM	1:30 PM

Note: Tulare Superior has a drop box available for the main branch in Visalia between 4-5 p.m. Documents dropped can take a few days to process. For more information, including cut-off time for the drop box, please contact our office. Dinuba only hears traffic cases on Tuesdays.

Tuolumne

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Sonora - Historic Courthouse	3:00 PM	1:00 PM
Sonora - Branch Location	3:00 PM	1:00 PM

Note: Tuolumne Superior has a drop box available from 3 - 4:30 p.m. All documents dropped will be processed as the date submitted. It can take up to a week to process. For more information as well as cut-off times for the drop box, please contact our office.

Ventura

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Ventura Hall of Justice	4:00 PM	2:30 PM
Oxnard - Probate/Juvenile Court	4:00 PM	2:30 PM

Note: There is option to drop box in both Ventura and Oxnard locations. Simi Valley no longer processes filings. They only handle traffic matters. The drop box is available from 3-4:30 p.m. Anything dropped can take a few days or up to a week to process. For a cut-off time for the drop box, please contact our office.

Yolo

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Woodland	3:00 PM	1:00 PM

Note: The Woodland Court has a number stand that is pulled out at 2 p.m. for those who remain in line. If you are not to the window by 3 p.m. all documents will need to be dropped. Once done, it will take up to a week to process. For more information about this court, please contact our office.

Yuba

State Courts	Clerk's Office Closing Time	Express Network's Cut-Off Time *
Marysville	4:30 PM	1:30 PM
Richard Shoeing Annex	4:30 PM	1:30 PM

Note: No drop box available in this county.