



**SUPERIOR COURT OF CALIFORNIA**  
**County of Sacramento**  
720 Ninth Street  
Sacramento, CA 95814  
(916) 874-5522 — [saccourt.ca.gov](http://saccourt.ca.gov)

## **CHANGES TO LAW & MOTION**

Effective Monday, June 29, 2009, all document filing and payment of fees will be processed at the Gordon D. Schaber Courthouse, 720 9<sup>th</sup> Street, in Room 102 at the civil customer service counters. Public service will no longer be available at the Law & Motion customer service counters after this date.

### **What is changing:**

- **Documents & Fees**

- All documents previously filed at the Law & Motion customer service counters, will now be filed in Room 102 of the main courthouse at the civil customer service counters.
- Any payment for fees previously taken at the Law & Motion customer service counters, will now be taken in Room 102 of the main courthouse at the civil customer service counters.
- A request for continuance made pursuant to Local Rule 3.00(I), must be filed in Room 102.
- Items previously placed in the attorney box in Law & Motion, will now be available in the attorney box in Room 102.

- **Ex Parte Documents**

- Please allow enough time to file your Ex Parte documents in Room 102 before reporting to 800 9<sup>th</sup> Street for your hearing.
- A dedicated window will be available in Room 102 for the filing of documents for Ex Parte hearings. This includes any moving or opposing papers, which need to be filed before you check-in for your hearing. *We recommend filing all documents one day prior to your Law & Motion hearing date.*

- **Telephone Number**

- For general questions on Law & Motion matters, please call 874-5522.

## What is changing (cont.):

- **Drop Box**
  - Effective June 1, 2009, Law & Motion documents can be dropped off in the civil drop box located in the lobby outside of Room 102. All documents placed in the drop box must be time-stamped. If properly submitted before 5:00pm, the document will be deemed filed on the date of deposit. Any document submitted after 5:00pm, will be deemed filed on the next Court business day.
- **Hours of Operation**
  - Effective June 1, 2009, the civil customer service counter/phone hours are 8:30am to 4:00pm Monday thru Friday.
  - Effective June 1, 2009, the Law & Motion phone service hours for reserving/dropping hearings or requesting oral arguments for Tentative Rulings, are 8:30am to 4:00pm Monday thru Friday (closed between 12:00pm to 1:00pm).

## What is NOT changing:

- **Hearings**
  - Law & Motion hearings will continue to be held at 800 9<sup>th</sup> Street in Dept 53/54.
- **Ex Parte Check-in**
  - Check-in for Ex Parte hearings will continue to be done at the Dept. 53/54 windows on the 3<sup>rd</sup> floor of 800 9<sup>th</sup> Street. (No documents will be accepted for processing at the window.)
- **Telephone Requests for Calendar Matters**
  - To reserve/drop/continue calendar events or request oral argument for Dept 53/54, please call:
    - 874-7858 for Dept 53
    - 874-7848 for Dept 54
- **Tentative Ruling Access**
  - For access to Law & Motion Tentative Rulings:
    - Go to <http://tr.saccourt.com/courtrooms/trulings/> and select the hyperlink for Department 53 or Department 54.
    - Call 874-8142, if you require the ruling to be read to you.

Formal changes to the Local Rules are pending where necessary.