

Civil

Who	
...has access to records and files	Most civil records are open to the public. Some documents, such as an Application for Fee Waiver, are confidential and only available to the applicant or their attorney(s) of record. There will be no public access to cases that are filed as confidential and/or sealed by statute or by order of a judge.
...has access to court hearings	Most civil proceedings are open to the public. Some hearings are confidential in nature and only the parties are allowed to attend.
What	
...records and information are available	Most civil records and information is public and is available for viewing and/or obtaining copies.
...hearings are open to the public	Most civil proceedings are open to the public with the exception of Fee Waiver Hearings, In-Camera proceedings, etc.
When	
...are records and information available	Records are entered into our Court Case Management System and are usually available within 48 hours.
...are cases heard in court.	Civil cases are calendared Monday through Friday between 8:00 a.m. and 5:00 p.m. There are a variety of calendar types in civil. You will find more information available on the Court's website at saccourt.ca.gov .
Where	
...can records or information be viewed	Civil court documents are accessible via the Court's website and at Gordon D. Schaber Downtown Courthouse at 720 Ninth Street.
...are court hearings held	Civil court hearings are heard in multiple departments in the Gordon D. Schaber Downtown Courthouse at 720 Ninth Street. Civil Law and Motion hearings are heard in Dept 53/54 at 800 Ninth Street, 3 rd Floor.



Where

....are court documents filed

Effective June 29, 2009, all civil documents will be filed at Gordon D. Schaber Downtown Courthouse in Room 102.
(This includes Law & Motion documents.)

How

....can records and information be obtained

Court documents may be viewed and printed from the document viewer on the Court's website at <https://services.saccourt.com/publicdms2/> .

Court documents and general case information may be viewed and printed (fee required for printing) by accessing a kiosk at the Gordon D. Schaber Downtown Courthouse, Room 101/102.

To view the Legacy case file in its entirety, requires an appearance at the civil records counter in Room 102 (ID required). Legacy case files are those cases that were created prior to 11/13/07.

All public documents filed after 11/13/07 are available via the public document viewer and/or kiosk.

....can I drop off documents after the customer service counter is closed

There is a drop box available in the lobby outside of Room 102 for civil documents. 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 (time-stamped) after 5:00pm, will be deemed filed on the next Court business day.

