



Preparing Documents for Filing

General Information

Filing Options: Once your documents are ready, they may be filed by mail, or in the courthouse using the drop box or in the clerk's office. To file in the clerk's office, you must either make an appointment online or request a service ticket from the Reception desk.

Restraining Orders: If you are filing a request for a Domestic Violence or Elder Abuse Restraining Order, you must file in person in the clerk's office. Please do not place restraining order requests in the Drop Box as this will cause a delay.

Ex Parte Requests: If placed in the appropriate drop box, these will be processed according to the shortened timeframes for the type of document submitted.

Processing Time: If you choose to use the Court's drop box, it is important that you understand that documents submitted through the drop box are not processed at the time they are received. Most documents are processed and returned in one to two weeks. Other than Orders and Judgments, documents will be file stamped back to the date they were submitted.

Return of Documents: Documents filed by mail or drop box will be returned to you by mail, once they have been filed, with the exception of emergency orders.

Hours of Operation: Reception and the Clerk's Office are open 8:30 am to 4:00 pm. The drop box is available during Court business hours, 8:00am to 5:00pm Monday through Friday, excluding Court holidays. The drop box is located in the front lobby of the courthouse.

Forms are available from the Court's website. The only forms available for pick-up at the courthouse are Domestic Violence Restraining Order and Elder Abuse Restraining Order packets. You will be directed to the website for **all** other forms.

Court staff will not review your documents before you place them in the drop box. If you wish to have your forms reviewed before filing, you must file in person at the clerk's office.

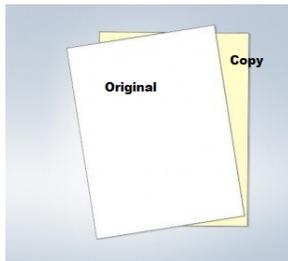
Use these tips so that you can make sure your forms are ready for filing before arriving at the courthouse.

Filing Tips

- Forms should be printed single-sided. All pages of a form must be submitted. Refer to the page number located at the bottom of the page:

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- Be sure your documents are complete, signed and dated before you copy and submit them.
- Check whether the document you are filing must be served before it is filed. Responses (including Responsive Declarations and Responses to Domestic Violence Restraining Orders or Elder Abuse Restraining Orders) must be served by mail before filing. Once served, file the Proof of Service by Mail with the Response.
- Submit the original and copies. Refer to the Cover Sheet on the packet for the number of copies to submit. Do **not** submit the Cover Sheet. Keep it for your records and refer to the instructions for what to do after your documents are filed.
- Organize your documents: original on top, copies directly below. If a document is more than one page, place the entire original document on top, then the entire copy below.



- Two-hole punch your original documents at the top.



- For Domestic Violence Restraining Order or Elder Abuse Restraining Order requests, you do not need to make copies. Leave the packet intact and keep the pages in order. Any attachments must be single sided.

- If there is a fee, attach it (check or money order made out to Sacramento Superior Court or complete a credit card authorization form) to your documents. Fees vary so check the Court's website in advance and bring the correct fee.
- If requesting a fee waiver, you must submit both FW-001 **AND** FW-003 (or FW-001-GC **AND** FW-003-GC for Probate Guardianship or Conservatorship cases).
- Unless you are filing in person, include a large enough self-addressed envelope, with enough postage to return the filed/endorsed copies back to you once processed.

Using the Drop Box

- Before placing your documents in the drop box, use a binder clip to clip all your documents together, including the check, money order, credit card authorization form or Request to Waive Court Fees and Order on Court Fee Waiver and self-addressed stamped envelope. Squeeze two silver handles to open binder clip before placing on documents.



- When binder clip is in place, pull silver handles down so they do not get stuck in the drop box slot.



- Before placing documents in the drop box, use the date-stamp machine to place the date and time on the **back** of **one** of the original documents. You do not need to date stamp the back of every single form or page. Slide your document into the machine until you hear the machine stamp your document. Do not date-stamp your documents on the front side in the blank box that says For Court Use Only.



Date-stamp the back side