



SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SACRAMENTO

**CIVIL DOCUMENT FILING GUIDELINES**

**CIVIL FRONT FILING COUNTER** (Located at 720 9<sup>th</sup> Street, Room 102, Sacramento, CA 95814)

The Civil Front Filing Counter **ONLY** accepts the following documents for filing:

- ◆ Application for Discovery Subpoena – Out of State
- ◆ Application and Order for Appearance and Examination
- ◆ Claim Opposing Forfeiture
- ◆ Civil Case Related Fees without accompanying documents
- ◆ Civil Harassment, Workplace Violence, Private Postsecondary School Violence, Firearms Restraining Order, Firearms Emergency Protective Order and related documents (specified window)
- ◆ Court Reporter/Jury Fees
- ◆ Ex Parte Applications for PJ/Law and Motion with a Hearing Date
- ◆ First Amended Complaints with a scheduled Demurrer Hearing
- ◆ Labor Commissioner Appeals
- ◆ Law and Motion documents including Applications and Stipulations
- ◆ Limited Civil Pretrial Documents with a Hearing Date
- ◆ New Complaints with Notice of Pendency of Action
- ◆ New Complaints with Temporary Restraining Order
- ◆ New Complaint for Unlawful Detainer (Unlimited Civil)
- ◆ Petition To Allow Late Claim for Relief from Government Code Sections 945 or 946.6
- ◆ Petition for Approval for Transfer of Structured Settlement Payment Rights
- ◆ Petition for Assignment of Case number (Claim for Uninsured Motorist)
- ◆ Petition for Assignment of Lottery Payments
- ◆ Petition for Change of Name/Gender Change (Tuesday – Friday from 8:30 a.m. to 12:00 p.m., specified window)
- ◆ Petition to Confirm, Correct, Vacate or Compel Arbitration
- ◆ Petition - Unresolved Deposit of Undistributed Surplus Proceeds of Trustee Sale
- ◆ Petition for Voter Registration and any related subsequent documents
- ◆ Presiding Judge Law and Motion documents
- ◆ Summons – Resubmissions Only (Return Notice **MUST** be attached)
- ◆ Unlawful Detainer – Request to Set Case for Trial (UD-150)
- ◆ Writs of Election and any related subsequent documents
- ◆ Writs of Mandate and any related subsequent documents

**CIVIL DROP BOX** (Located at 720 9<sup>th</sup> Street, Sacramento, CA 95814 in the 1<sup>st</sup> Floor Lobby and in the Room 102 Lobby)

All Civil documents **except** those listed below may be placed in a Civil Drop Box.

**DOCUMENTS TO BE FILED DIRECTLY IN THE DEPARTMENT (DO NOT place in a Civil Drop Box)**

- ◆ Complex Cases – Documents as ordered by the assigned judge.
- ◆ Civil Trial and Post-Trial Motions - All motions, oppositions and replies for the following:
  - Motion in Limine
  - Motion for Judgment Not Withstanding the Verdict
  - Notice of Intent to Move for New Trial
  - Motion for New Trial
  - Peremptory Challenge
  - Any other documents as ordered by the Judge

**OTHER (DO NOT place in a Civil Drop Box)**

- ◆ Civil Appeals Documents - Must be filed at the specified Civil Appeals Front Counter Window.
- ◆ The documents below shall be filed directly in the Law and Motion Lobby at 800 9<sup>th</sup> Street, 3rd Floor, Sacramento, CA 95814 when there is a pending law and motion matter on calendar:
  - Request for Continuance Letter
  - Request for Dismissal
  - Notice of Dropping a Pending Matter