



SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SACRAMENTO

**GORDON D. SCHABER CIVIL DOCUMENT FILING GUIDELINES**

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

The Gordon D. Schaber Civil 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 Presiding Judge (Department 47)
- ◆ Labor Commissioner Appeals
- ◆ Limited Civil Pretrial Documents with a Hearing Date
- ◆ New Complaint for Unlawful Detainer (Unlimited Civil)
- ◆ Petition for Assignment of Case number (Claim for Uninsured Motorist)
- ◆ Petition for Assignment of Lottery Payments
- ◆ Petition for Voter Registration and any related subsequent documents
- ◆ Presiding Judge Law and Motion documents (Department 47)
- ◆ Summons – Resubmissions Only (Return Notice **MUST** be attached)
- ◆ Unlawful Detainer – Request to Set Case for Trial (Mandatory Judicial Council form UD-150, Request/Counter-Request to Set Case for Trial – Unlawful Detainer **Only**)
- ◆ Writs of Election and any related subsequent documents
- ◆ Writs of Mandate and any related subsequent documents

***GORDON D. SCHABER CIVIL DROP BOXES (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 Gordon D. Schaber Civil Drop Box.

***DOCUMENTS TO BE FILED DIRECTLY IN THE DEPARTMENT - (DO NOT place in a Gordon D. Schaber 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

***CIVIL APPEALS DOCUMENTS - (DO NOT place in a Gordon D. Schaber Civil Drop Box)***

- ◆ Civil Appeals Documents - Must be filed at the specified Civil Appeals Filing Counter Window

***LAW AND MOTION DOCUMENTS (Dept. 53 and Dept. 54 Only – DO NOT place in a Gordon D. Schaber Civil Drop Box)***

- ◆ Must be filed at the Hall of Justice Building, 813 6<sup>th</sup> Street, Room 212 (2<sup>nd</sup> Floor), Sacramento, CA 95814. See the Civil Law and Motion Document Filing Guidelines for additional filing information.