



SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO

CIVIL LAW AND MOTION DOCUMENT FILING GUIDELINES

**HALL OF JUSTICE BUILDING
813 6TH Street, Room 212 (2ND Floor), Sacramento, CA 95814**

CIVIL LAW AND MOTION FILING COUNTER (Located in Room 212)

The Civil Law and Motion Filing Counter **ONLY** accepts the following documents for filing:

- ◆ All Civil Law and Motion documents including Applications and Stipulations (Dept. 53/54)
- ◆ Court Reporter Fees (Law and Motion – Dept. 53/54)
- ◆ Ex Parte Applications for Law and Motion with a Hearing Date
- ◆ First Amended Complaints with judicial order (Dept. 53/54)
- ◆ New Complaints with accompanying Notice of Pendency of Action
- ◆ New Complaints with accompanying Temporary Restraining Order
- ◆ Notice of Dropping a Pending Matter for a Law and Motion Hearing (Dept. 53/54)
- ◆ Petition to Allow Late Claim for Relief from Government Code Sections 945 or 946.6
- ◆ Petition to Confirm, Correct, Vacate or Compel Arbitration
- ◆ Petition for Approval for Transfer of Structured Settlement Payment Rights
- ◆ Petition for Unresolved Deposit of Undistributed Surplus Proceeds of Trustee Sale
- ◆ Petition for Change of Name/Gender Change (Monday – Friday from 8:30 a.m. to 12:00 p.m. and 1:30 p.m. to 4:00 p.m. **ONLY**, specified window)
- ◆ Request for Continuance Letter for a pending Law and Motion Hearing (Dept. 53/54)

CIVIL LAW AND MOTION DROP BOX (Dept. 53 and Dept. 54 Only - Located in the Room 212 Lobby)

For your convenience, all Civil Law and Motion Documents (Dept. 53 and Dept. 54 Only) may be placed in the voluntary Civil Law and Motion Drop Box. The Drop Box is available in the Civil Law and Motion Public Service Lobby, Room 212 (2ND Floor), from 8:30 a.m. to 5:00 p.m..

NOTE: All Civil Documents not listed above must be filed at the Gordon D. Schaber County Courthouse located at 720 9TH Street, Room 102, Sacramento, CA 95814. Please see the Gordon D. Schaber Civil Document Filing Guidelines for additional filing information.

PRESIDING JUDGE LAW AND MOTION DOCUMENTS (Dept. 47 Only - DO NOT place in a Civil Law and Motion Drop Box or file at the Civil Law and Motion Filing Counter)

- ◆ Must be filed at the Civil Filing Counter located in the Gordon D. Schaber County Courthouse, 720 9TH Street, Room 102, Sacramento, CA 95814 or placed in a Gordon D. Schaber Civil Drop Box. See the Gordon D. Schaber Civil Filing Guidelines for additional filing information.