

SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO



TANI G. CANTIL-SAKAUYE SACRAMENTO COUNTY COURTHOUSE
500 G STREET
SACRAMENTO, CA 95814
CIVIL DIVISION

CIVIL DROP OFF SHEET

Pursuant to Local Rule 1.16, documents placed in the drop box must be timestamped on the back of the last page of the document. Only one date stamp is required per bundle.

Appeals Documents must be filed at the Civil Appeals Counter, 6th Floor.

Contact Name: _____ Phone Number: _____

Return Documents by Mail to: _____

_____ Full Name and Address

Place Documents in Attorney Box under: _____

Name of Firm/Attorney

Fee Payment Method: Check/Money order/Cashier's check Fee Waiver

Do not place cash in the drop box.

	Amended / Amendments to Complaint
	Answers / Cross Complaints
	Case Management Documents including Case Management Statement, Arbitration and Mediation Documents, Limited Civil Case Status Memorandum
	Dismissals
	Ex Parte Applications
	Fee Payment Only
	Motions (<i>Except – In Limine filed in the trial department</i>)
	New Complaint / Petition / Application (w/ Summons, Civil Case Cover Sheet, Declarations)
	Notices – General / Other
	Orders of Examination
	Proofs of Service and Non-Service
	Request for Entry of Default/Judgment
	Satisfactions of Judgment
	Stipulations/Applications/Petition (existing case)
	Substitution of Attorney
	Writ of Mandate Documents
	Writs/Abstracts
	Other (describe):