

NATIONWIDE LEGAL

www.nationwidelegal.com

Recommended filing cut-off times for all California Courts

Alameda County

Nationwide Legal San Francisco Office | Phone : (415)351-0400 | Email : sfcourt@nationwidelegal.com

State Courts	Clerk's Office Closes	Suggested Cut Off
Alameda - <i>George E McDonald, Shoreline, Family Law</i>	3:00 PM	1:30 PM
Berkeley - <i>Probate</i>	3:00 PM	1:30 PM
Oakland - <i>Rene C. Davidson, Civil</i>	3:00 PM	1:30 PM
Oakland - <i>Wiley W. Manual</i>	3:30 PM	1:30 PM
Hayward - <i>Civil</i>	3:00 PM	1:30 PM
Pleasanton	3:00 PM	1:30 PM
San Leandro - <i>Juvenile</i>	3:00 PM	1:30 PM
Federal Courts	Clerk's Office Closes	Suggested Cut Off
Northern District Court - <i>Oakland</i>	4:00 PM	2:30 PM
Northern Bankruptcy Court - <i>Oakland</i>	4:00 PM	2:30 PM

Please note: Alameda Superior has no drop-box. All filings are handled through RCD on Fallon Street.

USDC drop-box doc's will be file stamped the day submitted and are usually ready for pickup the following business day early in the afternoon.

All cutoff times are for PDF/Fax filings only. Please call to get an accurate cutoff for pickup.

San Leandro does not accept filings.

Alpine County

State Courts	Clerk's Office Closes	Suggested Cut Off
Markleeville	4:00 PM	11:00 AM

Amador

	Clerk's Office Closes	Suggested Cut Off
Jackson	2:30 PM	12:30 PM

Butte County

Contact your Local Nationwide Legal office

State Courts	Clerk's Office Closes	Suggested Cut Off
Chico	4:00 PM	2:00 PM
Oroville	4:00 PM	12:00 PM

Please note: The Chico branch handles all Probate Case, General Civil (Small Claims, Unlawful detainer, Limited and Unlimited Cases) and Traffic. The Oroville branch Handles all Butte County Misdemeanors, Felonies, Appeals, Civil Harassments, Family Law (including Family Support Cases), Infractions, Small Claims, Juvenile Law, Traffic and Unlawful Detainers.

Colusa County

State Courts	Clerk's Office Closes	Suggested Cut Off
Colusa	5:00 PM	1:30 PM

Contra Costa County

Nationwide Legal San Francisco Office | Phone : (415)351-0400 | Email : sfcourt@nationwidelegal.com

State Courts	Clerk's Office Closes	Suggested Cut Off
Martinez - <i>Civil Limited & Unlimited</i>	3:00 PM	1:30 PM
Concord	**Closed**	
Pittsburg	3:00 PM	1:30 PM
Richmond	3:00 PM	1:30 PM
Walnut Creek	** Closed **	

Please note: Drop box is available but takes 2 to 3 days to process.

Del Norte

	Clerk's Office Closes	Suggested Cut Off
Del Norte	5:00 PM	2:30 PM

El Dorado County

Nationwide Legal Sacramento Office | Phone : (916)443-4400 | Email : saccourt@nationwidelegal.com

State Courts	Clerk's Office Closes	Suggested Cut Off
Placerville - <i>Family Law & Criminal</i>	3:00 PM	1:30 PM
Cameron Park - <i>Civil</i>	3:00 PM	1:30 PM
South Lake Tahoe	3:00 PM	1:00 PM

Please note: All Civil Filings go to Cameron Park. Documents drop boxed at this location can take between two to three days to process. The Placerville Court handles only Family, Criminal and Recordings.

Fresno County

Contact your Local Nationwide Legal Office

State Courts	Clerk's Office Closes	Suggested Cut Off
Fresno Downtown Courthouse	M-Thu 3:00 PM, Fri 12:00 PM	M-Thu 1:30 PM, Fri 10:00 AM
BF Sisk Courthouse	M-Thu 3:00 PM, Fri 12:00 PM	M-Thu 1:30 PM, Fri 10:00 AM
M Street Courthouse	M-Thu 3:00 PM, Fri 12:00 PM	M-Thu 1:30 PM, Fri 10:00 AM
Superior Court Archives	M-Thu 3:00 PM, Fri 12:00 PM	M-Thu 1:30 PM, Fri 10:00 AM
Fresno Juvenile Delinquency	M-Thu 3:00 PM, Fri 12:00 PM	M-Thu 1:30 PM, Fri 10:00 AM

Federal Courts	Clerk's Office Closes	Suggested Cut Off
Eastern District Court - <i>Fresno</i>	4:00 PM	3:00 PM
Eastern Bankruptcy Court - <i>Fresno</i>	4:00 PM	3:00 PM

Please note: The BF Sisk Court is the only location with a drop box option, which is available until 5pm.

Mandatory eFiling for Unlimited Civil cases.

Glenn County

Contact your Local Nationwide Legal Office

State Courts	Clerk's Office Closes	Suggested Cut Off
Willows	3:00 PM	12:00 PM
Orland	3:00 PM	12:00 PM

Humboldt County

Contact your Local Nationwide Legal Office

State Courts	Clerk's Office Closes	Suggested Cut Off
Eureka	2:00 PM	12:00 PM
Federal Courts	Clerk's Office Closes	Suggested Cut Off
Northern District Court - <i>Eureka</i>	2:00 PM	11:30 AM

Please note: Drop box is available but takes 2 to 5 days to process.

The Federal court in Eureka does not accept filings, all filings need to be done through San Francisco.

This location is only a courthouse though they do accept courtesy copies until 4:30 PM.

Imperial County

Contact your Local Nationwide Legal Office

State Courts	Clerk's Office Closes	Suggested Cut Off
Brawley	4:00 PM	1:30 PM
Calexico	4:00 PM	1:30 PM
El Centro	4:00 PM	2:30 PM

Please note: Imperial County courts no longer accept courtesy copies.

Inyo County

Contact your Local Nationwide Legal Office

State Courts	Clerk's Office Closes	Suggested Cut Off
Independence	4:00 PM	10:00 AM
Bishop - <i>Department 4</i>	**Remote Court**	

Kern County

Contact your Local Nationwide Legal Office (Friday court closes at 12:00pm)

State Courts	Clerk's Office Closes	Suggested Cut Off
Metropolitan Division	M-Thu 4:00 PM, Fri 12:00 PM	M-Thu 1:00 PM, Fri 10:00 AM
Metropolitan Division-Justice Building	M-Thu 4:00 PM, Fri 12:00 PM	M-Thu 1:00 PM, Fri 10:00 AM
Metropolitan Traffic Division	M-Thu 4:00 PM, Fri 12:00 PM	M-Thu 1:00 PM, Fri 10:00 AM
Juvenile Justice Center	M-Thu 4:00 PM, Fri 12:00 PM	M-Thu 1:00 PM, Fri 10:00 AM
Arvin/Larchmont	M-Thu 4:00 PM, Fri 12:00 PM	M-Thu 1:00 PM, Fri 10:00 AM
Delano/MacFarland	M-Thu 4:00 PM, Fri 12:00 PM	M-Thu 1:00 PM, Fri 10:00 AM
Mojave	M-Thu 4:00 PM, Fri 12:00 PM	M-Thu 1:00 PM, Fri 10:00 AM
Ridgecrest	M-Thu 4:00 PM, Fri 12:00 PM	M-Thu 1:00 PM, Fri 10:00 AM
Shafter/Wasco	M-Thu 4:00 PM, Fri 12:00 PM	M-Thu 1:00 PM, Fri 10:00 AM
Taft/Maricopa	4:00 PM	1:30PM
Federal Courts	Clerk's Office Closes	Suggested Cut Off
Eastern District Court-Bakersfield	4:30 PM	1:30 PM

Please note: Friday state courts close at 12pm. Drop box is available but can take between 1 to 2weeks to process. The Federal court in Eureka does not accept filings, all filings need to be done through San Francisco. This location is only a courthouse though they do accept courtesy copies until 4:30 PM.

Los Angeles County

Nationwide Legal Los Angeles Office | Phone : (213)249-9999 | Email : legal@nationwidelegal.com

State Courts	Clerk's Office Closes	Suggested Cut Off
Airport Court	4:30 PM	1:30 PM
Alhambra - <i>Northeast</i>	4:30 PM	1:30 PM
Archives - <i>Los Angeles</i>	4:30 PM	1:30 PM
Bellflower - <i>Southeast Limited, Los Cerritos</i>	4:30 PM	1:30 PM
Beverly Hills - <i>West Limited</i>	4:30 PM	1:30 PM
Burbank- <i>North Central</i>	4:30 PM	1:30 PM
Catalina - <i>Traffic Only *</i>	4:30 PM	1:30 PM
Central Arraignment Courts	4:30 PM	2:30 PM
Central: Stanley Mosk - <i>Limited</i>	4:30 PM	2:30 PM
Central: Stanley Mosk - <i>Unlimited</i>	4:30 PM	2:30 PM
Central Civic West - <i>CCW</i>	4:30 PM	2:30 PM
Chatsworth - <i>North Valley</i>	4:30 PM	1:30 PM
Compton - <i>South Central</i>	4:30 PM	1:30 PM
David V. Kenyon Juvenile Justice Center	4:30 PM	1:30 PM
Downey - <i>South East Limited</i>	4:30 PM	1:30 PM
Downey Juvenile Justice	4:30 PM	1:30 PM
East Los Angeles - <i>Limited</i>	4:30 PM	1:30 PM
El Monte East - <i>Limited</i>	4:30 PM	1:30 PM
Glendale - <i>North Central</i>	4:30 PM	1:30 PM
Hollywood	4:30 PM	1:30 PM
Huntington Park - <i>South East Limited</i>	4:30 PM	1:30 PM
Inglewood - <i>South West Limited</i>	4:30 PM	1:30 PM
Inglewood Juvenile Justice	4:30 PM	1:30 PM
Lancaster - <i>North District *</i>	4:30 PM	1:30 PM
Lancaster Juvenile Justice*	4:30 PM	1:30 PM
Long Beach - <i>South District</i>	4:30 PM	1:30 PM
Malibu - <i>West Limited</i>	4:30 PM	1:30 PM
Mental Health - <i>North San Fernando</i>	4:30 PM	1:30 PM
Metropolitan Courthouse - <i>Traffic</i>	4:30 PM	1:30 PM
Monterey Park - <i>Edmund D Edelman Children's Court</i>	4:30 PM	1:30 PM
Norwalk - <i>South East</i>	4:30 PM	1:30 PM
Pasadena - <i>North East</i>	4:30 PM	1:30 PM
Pomona - <i>North</i>	4:30 PM	1:30 PM
Pomona - <i>South</i>	4:30 PM	1:30 PM
San Fernando - <i>North Valley</i>	4:30 PM	1:30 PM
San Pedro - <i>South Limited</i>	4:30 PM	1:30 PM
San Pedro Courthouse Annex	4:30 PM	1:30 PM
Santa Clarita	4:30 PM	1:30 PM
Santa Monica - <i>West District</i>	4:30 PM	1:30 PM
Sylmar - <i>Juvenile Delinquency</i>	4:30 PM	1:30 PM
Torrance - <i>South West District</i>	4:30 PM	1:30 PM
Van Nuys - <i>East</i>	4:30 PM	1:30 PM
Van Nuys - <i>West</i>	4:30 PM	1:30 PM
West Covina - <i>Limited</i>	4:30 PM	1:30 PM

West Los Angeles - <i>West Limited</i>	4:30 PM	1:30 PM
Whittier - <i>South East Limited</i>	4:30 PM	1:30 PM
Woodland Hills - <i>Central Bankruptcy Court</i>	4:00 PM	1:30 PM
Federal Courts	Clerk's Office Closes	Suggested Cut Off
Central District Court - <i>Los Angeles</i>	4:00 PM	2:00 PM
Central District Court - <i>Roybal Center</i>	4:00 PM	2:00 PM
Central Bankruptcy Court - <i>Los Angeles</i>	4:00 PM	2:00 PM

Please note: These courts are serviced through our forwarding departments - your local office will be able to answer any questions you may have. Departments have a normal closing time of 4:30 PM, however, they may close early without warning. While there are no drop boxes for Los Angeles County Courts on occasion the Court Clerk may ask for documents to be "Dropped." Dropped documents are processed with the date they were dropped.

Madera County

Contact your Local Nationwide Legal Office

State Courts	Clerk's Office Closes	Suggested Cut Off
Madera	4:00 PM	1:30 PM
Sierra Division	4:00 PM	1:30 PM

Mariposa County

Contact your Local Nationwide Legal Office

State Courts	Clerk's Office Closes	Suggested Cut Off
Mariposa	4:00 PM	11:00 AM

Please note: The drop box is available between 8:00 to 8:30 AM and 3:00 to 5:00 PM. Documents dropped between 8:00 and 8:30 AM will be processed and available the same day. Documents dropped between 3:00 and 5:00 PM will be file stamped the day it was submitted and processed the following business day.

Marin County

Nationwide Legal San Francisco Office | Phone : (415)351-0400 | Email : sfcourt@nationwidelegal.com

State Courts	Clerk's Office Closes	Suggested Cut Off
San Rafael	4:00 PM	2:00 PM

Please note: Drop boxed documents will be received stamped with the date dropped. Documents are normally ready for pickup the following business day.

The Criminal division closes at 3:00 PM not 3:30 PM.

Merced County

Contact your Local Nationwide Legal Office

State Courts	Clerk's Office Closes	Suggested Cut Off
Merced - <i>Civil Division</i>	3:00 PM	1:00 PM
Merced - <i>Criminal and Family Law</i>	3:00 PM	1:00 PM
Merced - <i>Traffic</i>	3:00 PM	1:00 PM
Merced - <i>Juvenile Division</i>	3:00 PM	1:00 PM
Los Banos	3:00 PM	1:00 PM

Please note: There is an option to drop-box for the Merced Criminal, Family and Los Banos locations. Anything dropped after 4:00PM will be filed the following day. Mandatory eFiling for all Civil case types. For e-filing assistance email your filing to weefile@nationwidelegal.com.

Monterey County

Contact your Local Nationwide Legal Office - email weefile@nationwidelegal.com

State Courts	Clerk's Office Closes	Suggested Cut Off
Monterey	4:00 PM	12:30 PM

Napa County

Contact your Local Nationwide Legal Office

State Courts	Clerk's Office Closes	Suggested Cut Off
Main Courthouse*	4:00 PM*	1:30 PM*
Criminal Courthouse*	4:00 PM*	1:30 PM*

Please note: Optional efile. Clerks office has restricted hours on Fridays. Monday through Thursday the clerks office closes at 4:00 PM. Fridays the clerk's office closes at 2:00 PM, on Fridays the suggested cutoff time is 12:00 PM.

Drop box hours are the same throughout the week. Drop boxed documents are processed and file stamped on the next business day.

Nevada County

Contact your Local Nationwide Legal Office

State Courts	Clerk's Office Closes	Suggested Cut Off
Nevada City	4:00 PM*	1:30 PM*
Truckee	4:00 PM*	1:00 PM*

Please note: Drop boxed documents may take between two to four business days to process.

Orange County

Nationwide Legal Santa Ana Office | Phone : (714) 558-2400 | Email : occourt@nationwidelegal.com

State Courts	Clerk's Office Closes	Suggested Cut Off
Central Justice Center	4:00 PM	3:00 PM
Civil Complex Center	4:00 PM	3:00 PM
Harbor Justice Center - <i>Laguna Hills</i>	4:00 PM	1:30 PM
Harbor Justice Center - <i>Newport Beach</i>	4:00 PM	1:30 PM
Lamoreaux	4:00 PM	1:30 PM
North Justice Center	4:00 PM	1:30 PM
West Justice Center	4:00 PM	1:30 PM
Federal Courts	Clerk's Office Closes	Suggested Cut Off
Central District Court - Santa Ana	4:00 PM	3:00 PM
Central Bankruptcy Court - Santa Ana	4:00 PM	3:00 PM

Please note: All Orange County State Courts are now e-File only, however Family and Probate courts will still accept manual filings.

For e-filing assistance please email your documents to weefile@nationwidelegal.com. The cutoff time is 10:30 PM (for large filings please allow extra time).

Placer County

Nationwide Legal Sacramento Office | Phone : (916) 443-4400 | Email : saccourt@nationwidelegal.com

State Courts	Clerk's Office Closes	Suggested Cut Off
Roseville - <i>B. Santucci Justice Center</i>	3:00 PM*	1:30 PM*
Auburn - <i>Historic Courthouse</i>	12:00 PM	10:00 AM
Auburn - <i>Juvenile Courtroom</i>	3:00 PM*	1:00 PM*
Auburn - <i>Jail Courtroom</i>	No Clerk's Office	
Tahoe City	3:00 PM*	12:00 PM*

Please note: Monday through Thursday the clerk's office closes at 3:00 PM.

Drop box is located inside courthouse. No access after 4:00 PM. Drop boxed documents may take up to one month to process.

Riverside County

Nationwide Legal Riverside Office | Phone : (951) 275-0071 | Email : rsccourt@nationwidelegal.com

State Courts	Clerk's Office Closes	Suggested Cut Off
Banning	4:00 PM	1:30 PM
Blythe	4:00 PM	1:30 PM
Corona*	4:00 PM	1:30 PM
Hemet	4:00 PM	1:30 PM
Indio - <i>Annex Court</i>	4:00 PM	1:30 PM
Indio - <i>Juvenile Court</i>	4:00 PM	1:30 PM
Indio - <i>Larson JC</i>	4:00 PM	1:30 PM
Moreno Valley	4:00 PM	1:30 PM*
Murrieta Southwest Justice Center	4:00 PM	1:30 PM
Palm Springs Court	4:00 PM	1:30 PM
Riverside - <i>Family Court</i>	4:00 PM	2:30 PM
Riverside Hall of Justice	4:00 PM	2:30 PM
Riverside Historic Courthouse	4:00 PM	2:30 PM
Riverside - <i>Juvenile Court</i>	4:00 PM	2:30 PM
Temecula Court	4:00 PM	1:30 PM
Federal Courts	Clerk's Office Closes	Suggested Cut Off
Central District Court - <i>Riverside</i>	4:00 PM	3:00 PM
Central Bankruptcy Court - <i>Riverside</i>	4:00 PM	3:00 PM

Please note: The Corona Courthouse does not have a filing window and is open for hearings only.

Drop boxed documents may take between one to two weeks to process.

Sacramento County

Nationwide Legal Sacramento Office | Phone : (916) 443-4400 | Email : saccourt@nationwidelegal.com

State Courts	Clerk's Office Closes	Suggested Cut Off
Sacramento - <i>Gordon D Shaber, Civil and Criminal</i>	4:00 PM	3:00 PM
WRR Family Relations - <i>Probate, Juvenile, Family Law</i>	4:00 PM	1:30 PM
Carol Miller Justice Center - <i>SC, Traffic, UD</i>	4:00 PM	2:30 PM
Juvenile Court	4:00 PM	1:30 PM
Lorenzo Patino Hall of Justice - <i>Criminal and Jail</i>	4:00 PM	3:00 PM
Federal Courts	Clerk's Office Closes	Suggested Cut Off
Eastern District Court - Sacramento	4:00 PM	3:00 PM

Please note: Sacramento Superior has reduced the amount of documents they will process over the counter. For a full list of accepted documents please visit: <http://www.saccourt.ca.gov/civil/docs/pn-amended-civil-front-counter-services.pdf>. If the document you are submitting is not on this list we will be required to clock and drop them in the clerk's intake box. Documents are take approximately six to eight weeks to process.

Documents dropped in the drop box prior to 5:00 PM will be file stamped the date of submission.

San Benito County

Contact your Local Nationwide Legal Office

State Courts	Clerk's Office Closes	Suggested Cut Off
Hollister - <i>Small Claims and Civil</i>	4:00 PM	12:30 PM
Hollister - <i>Court Mediator and Family Law</i>	4:00 PM	12:30 PM

San Bernardino County

Nationwide Legal Riverside Office | Phone : (951) 275-0071 | Email : rscourt@nationwidelegal.com

State Courts	Clerk's Office Closes	Suggested Cut Off
Barstow	4:00 PM	11:30 AM
Big Bear	3:00 PM*	11:30 AM
Fontana	4:00 PM	1:30 PM
Joshua Tree	3:00 PM	1:30 PM
Needles	3:00PM**	1:30 PM
Rancho Cucamonga	4:00 PM	1:30 PM
San Bernardino	4:00 PM	1:30 PM
Victorville	4:00 PM	12:30 PM

* The Big Bear Courthouse is only open Tuesday to Thursday the first week of each month. Big Bear will be closed the remainder of the month and all filings will be handled through Victorville.

** The Needles Courthouse is only open Tuesday to Thursday the second week of the month, with the clerk's office closing at 3:00 PM on Thursdays. The drop-box will be picked up daily Monday-Friday excluding Holidays.

San Diego County

Nationwide Legal San Diego Office | Phone : (619) 232-7500 | Email : sdcourt@nationwidelegal.com

State Courts	Clerk's Office Closes	Suggested Cut Off
Central Courthouse	4:00 PM*	2:30 PM*
Hall of Justice	4:00 PM*	2:30 PM*
Family Law	4:00 PM*	2:30 PM*
Madge Bradley Courthouse	4:00 PM*	2:30 PM*
Kearney Mesa	4:00 PM*	2:30 PM*
Juvenile Court	4:00 PM*	2:30 PM*
East County**	4:00 PM*	2:00 PM*
North County	4:00 PM*	1:30 PM*
South County**	4:00 PM*	2:30 PM*
Federal Courts	Clerk's Office Closes	Suggested Cut Off
Southern District Court - <i>San Diego (E-File)</i>	4:30 PM	3:00 PM*
Southern Bankruptcy Court - <i>San Diego</i>	4:00 PM	3:00 PM*

Please note: Small claims court in Kearny Mesa has moved to the Hall of Justice. The Kearny Mesa location is now for Traffic cases only. The South and East County are closed for Civil Filings, they must go to the Hall of Justice. North County no longer accepts Probate filings, they must go to the Family court in Downtown. Central-Civil/Hall of Justice no longer accepts most filings over the counter except NEW civil actions. Everything is clocked and dropped. The Civil Office for the East and South County courts are closed. These courts now only handled Family Law.

*The San Diego District court only accepts courtesy copies.

San Francisco County

Nationwide Legal San Francisco Office | Phone : (415)351-0400 | Email : sfcourt@nationwidelegal.com

State Courts	Clerk's Office Closes	Suggested Cut Off
Civic Center	2:00 PM	12:30 PM
Hall of Justice	2:00 PM	12:30 PM
Polk Street Annex	2:00 PM	12:30 PM
Youth Guidance Center	2:00 PM	12:30 PM
Federal Courts	Clerk's Office Closes	Suggested Cut Off
Northern District Court - <i>San Francisco</i> *	4:00 PM	3:00 PM
Northern Bankruptcy Court - <i>San Francisco</i> **	4:30 PM	3:00 PM

Please note: USDC no longer processes new cases over the counter. All new cases must be drop boxed and picked up the next day.

**The filing window at the USBC stops processing filings at 3:30 PM.

1. Documents submitted to SF Superior must be submitted at the window by 4:00 PM. Anyone waiting in line at that time will be asked to leave and come back the following business day without exception.

2. New Cases submitted to the USDC drop box will be processed on a first come first served basis. Drop boxed documents may not be available until the following business day.

San Joaquin County

Nationwide Legal Sacramento Office | Phone : (916) 443-4400 | Email : saccourt@nationwidelegal.com

State Courts	Clerk's Office Closes	Suggested Cut Off
Juvenile Justice Center	4:00 PM	1:30 PM
Manteca	4:00 PM	1:30 PM
Stockton	5:00 PM	2:00 PM
Stockton-Family Law	5:00 PM	2:00 PM

Please note: Drop boxed documents may take between two to three days to process.

San Luis Obispo County

Contact your Local Nationwide Legal Office

State Courts	Clerk's Office Closes	Suggested Cut Off
Main Courthouse	4:00 PM	2:30 PM
Paso Robles	4:00 PM	1:00 PM

Please note: Documents drop boxed after 4:00 PM will be processed & file stamped on the next business day.

San Mateo County

Nationwide Legal San Francisco Office | Phone : (415)351-0400 | Email : sfcourt@nationwidelegal.com

State Courts	Clerk's Office Closes	Suggested Cut Off
Redwood City - <i>Hall of Justice</i>	4:00 PM*	2:30 PM*
Consolidated Traffic Annex	4:00 PM*	2:30 PM*
South San Francisco	4:00 PM*	2:30 PM*
Central - <i>Humboldt Street</i>	4:00 PM*	2:30 PM*
Juvenile Court	4:00 PM*	2:30 PM*

Please note: Both the Redwood City and South San Francisco Courthouses are closed at 2:00 PM Monday through Thursday and 12:00 PM on Fridays. On Fridays the recommended court cut off time is 10:30 AM.

1. As of February 4, 2013 San Mateo County Courts will have new hours. Monday through Thursday 8:30 AM to 2:00 PM (suggested cut off is 12:00 PM) Fridays 8:30 AM to 12:00 PM (suggest cut off is 10:00 AM).

2. All drop boxed documents requiring fees at the Redwood City Hall of Justice must have a check attached with the correct amount.

3. All documents for department 2 at the Humboldt Street location need to be processed through that department, if the department is in session or dark there is a drop box available.

Santa Barbara County

State Courts	Clerk's Office Closes	Suggested Cut Off
Anacapa Division - <i>Santa Barbara</i>	3:00 PM	1:30 PM
Figueroa Division	3:00 PM	1:30 PM
Cook Division - <i>Santa Maria</i>	3:00 PM	1:30 PM
Miller Division	3:00 PM	1:30 PM
Lompoc Division	3:00 PM	1:30 PM
Solvang Division	3:30 PM	1:30 PM
Federal Courts	Clerk's Office Closes	Suggested Cut Off
Central Bankruptcy Court - <i>Santa Barbara</i>	4:00 PM	3:00 PM

Please note: Mandatory e-filing for all cases with the exception of criminal cases and our cutoff is 1:30 PM.

Santa Clara County

Nationwide Legal San Francisco Office | Phone : (415)351-0400 | Email : sfcourt@nationwidelegal.com

State Courts	Clerk's Office Closes	Suggested Cut Off
Downtown Superior Court*	3:00 PM	1:00 PM*
Old Courthouse	3:00 PM	1:00 PM
Family Court*	3:00 PM	1:00 PM
Hall of Justice*	3:00 PM	1:00 PM
Juvenile Justice*	3:00 PM	1:00 PM
South County Courthouse*	3:00 PM	1:00 PM
Santa Clara - Traffic	3:00 PM	1:00 PM
Palo Alto*	3:00 PM	1:00 PM
Federal Courts	Clerk's Office Closes	Suggested Cut Off
Northern District Court - San Jose	4:00 PM	3:00 PM
Northern Bankruptcy Court - San Jose	4:00 PM	3:00 PM

Please note: Mandatory e-filing in most courts. Drop boxed documents will be received stamped with the date dropped. Documents are normally ready for pickup the following business day. Please note: Santa Clara Superior drop box is available all day but mainly used between 4-5 p.m. Documents are file stamped the date it was submitted. All checks must be made out with the exact amount. E-Filing is mandatory for Complex, Family & Probate cases.

Santa Cruz County

State Courts	Clerk's Office Closes	Suggested Cut Off
Santa Cruz	3:00 PM	1:00 PM
Watsonville	3:30 PM	12:30 PM

Please note: Mandatory e-filing for all cases except Criminal. Please forward your filing to weefile@nationwidelegal.com

Shasta County

Contact your Local Nationwide Legal Office

State Courts	Clerk's Office Closes	Suggested Cut Off
Redding	4:00 PM	2:00 PM
Burney	3:30 PM*	12:00 PM*
Federal Courts	Clerk's Office Closes	Suggested Cut Off
Eastern District Court-Redding**	4:00 PM	1:30 PM

Please note: The Burney location is only open the second Wednesday of each month from 9:30 AM to 12:00 PM and 1:30 PM to 3:30 PM. USDC does not accept filings at this location, only chambers copies, all filings must go through USDC Sacramento.

Siskiyou County

Contact your Local Nationwide Legal Office

State Courts	Clerk's Office Closes	Suggested Cut Off
Dorris	4:00 PM	1:30 PM
Happy Camp	4:00 PM	1:30 PM
Weed	4:00 PM	1:30 PM
Yreka	4:00 PM	1:30 PM

Solano County

Nationwide Legal San Francisco Office | Phone : (415)351-0400 | Email : sfcourt@nationwidelegal.com

State Courts	Clerk's Office Closes	Suggested Cut Off
Fairfield - Hall of Justice	3:00 PM	1:00 PM
Fairfield - Law and Justice Center	3:00 PM	1:00 PM
Vallejo - Solano Justice Center	3:00 PM	1:00 PM

Please note: Drop box is available but it takes 1-2 business days to process.

Sonoma County

Nationwide Legal San Francisco Office | Phone : (415)351-0400 | Email : sfcourt@nationwidelegal.com

State Courts	Clerk's Office Closes	Suggested Cut Off
Santa Rosa - <i>Hall of Justice</i>	3:30 PM	1:00 PM
Civil and Family Law	3:30 PM	1:00 PM
Empire College Annex	3:30 PM*	1:00 PM
Juvenile Justice Center	3:30 PM*	1:00 PM
Federal Courts	Clerk's Office Closes	Suggested Cut Off
Northern Bankruptcy Court - <i>Santa Rosa</i>	4:00 PM	1:30 PM

Please note: Both the Empire and Juvenile locations close for lunch between 12:00 and 1:00 PM.

Sonoma county only processes documents with an upcoming hearing date over the counter. All other documents must be drop boxed. Drop boxed doc's take between 15 days to 30 days to process.

Stanislaus County

Contact your Local Nationwide Legal Office

State Courts	Clerk's Office Closes	Suggested Cut Off
Modesto	4:00 PM	1:30 PM
City Towers - <i>Civil, Small Claims, and Probate</i>	3:00 PM	1:30 PM
IV-D	3:00 PM*	1:30 PM
Juvenile Court	3:00 PM	1:30 PM
Family Law	3:00 PM	1:30 PM
Ceres	3:00 PM	1:30 PM
Federal Courts	Clerk's Office Closes	Suggested Cut Off
Eastern Bankruptcy Court - <i>Modesto</i>	4:00 PM	3:00 PM

Please note: Mandatory e-filing. Effective February 4th, 2013 the IV-D Clerk office will close at 12:00 PM on Fridays.

Guardianships, Conservatorships, Adoptions, Family Law and Juvenile dependencies are processed at the 1100 I Street Location. Their hours of operation are 8:00 AM to 12:00 PM. Small claims has reduced their hours, which is 8:00 AM to 12:00 PM.

Sutter County

Contact your Local Nationwide Legal Office

State Courts	Clerk's Office Closes	Suggested Cut Off
Yuba City West - <i>Criminal</i>	4:30 PM	1:00 PM
Yuba City East - <i>Civil, Family, and Small Claims</i>	4:30 PM	1:00 PM

Please note: Civil (complex, unlimited, and limited), probate and family law is mandatory e-file.

and although not mandatory, e-filing is now available in Criminal cases. No courtesy copies will be accepted.

Tulare County

Contact your Local Nationwide Legal Office

State Courts	Clerk's Office Closes	Suggested Cut Off
Visalia	4:00 PM	1:30 PM
Juvenile Justice Center	4:00 PM	1:30 PM
Porterville	4:00 PM	12:00 PM
Dinuba*	4:00 PM	1:30 PM
Family Law Facilitator	4:00 PM	1:30 PM

Please note: The drop box is only available for the main branch in Visalia. Documents will take a few days to process. Dinuba branch only hears Traffic Cases on Tuesdays.

Tuolumne County

Contact your Local Nationwide Legal Office

State Courts	Clerk's Office Closes	Suggested Cut Off
Sonora - <i>Historic Courthouse</i>	3:00 PM	1:30 PM
Sonora - <i>Branch Court</i>	3:00 PM	1:30 PM

Please note: Drop boxed documents will be processed with the date submitted, however it may take up to a week to process.

Ventura County

Contact your Local Nationwide Legal Office

State Courts	Clerk's Office Closes	Suggested Cut Off
Ventura Hall of Justice	4:00 PM	2:30 PM
Oxnard - <i>Probate and Juvenile Court</i>	4:00 PM	2:30 PM

Please note: Drop box is no longer available since 7/11/16.

Yolo County

Nationwide Legal Sacramento Office | Phone : (916) 443-4400 | Email : saccourt@nationwidelegal.com

State Courts	Clerk's Office Closes	Suggested Cut Off
Woodland	4:00 PM	1:30 PM

Please note: If documents are not at the window by 3:00 PM, they must be drop boxed.

Documents drop boxed by 4:00 PM will be processed with that date. Documents drop boxed between 4:00 PM to 5:00 PM will be processed with the following date. All drop boxed documents may take up to a week to process.

Yuba County

Nationwide Legal Sacramento Office | Phone : (916) 443-4400 | Email : saccourt@nationwidelegal.com

State Courts	Clerk's Office Closes	Suggested Cut Off
Marysville	4:30 PM	2:30 PM
Richard Shoenig Annex	4:30 PM	2:30 PM

Please note: Mandatory e-filing. No courtesy copies will be accepted.

Federal Court e-Filing regulations

Currently all Federal Courts require a courtesy copy delivery of filed documents by noon (12:00pm) the next business day.