



SUPERIOR COURT OF CALIFORNIA
County of Sacramento
720 Ninth Street
Sacramento, CA 95814-1380
(916) 874-5522 www.saccourt.ca.gov

Civil Customer Service

If you are coming to the courthouse to file a civil document please read the below instructions. Our lobby and customer service windows are configured to provide you with many options.

Law & Motion Filings

The Law & Motion Window, which handles filings for Dept 53/54 and Ex Parte filings for Dept 53, 54 & 47, is located at window #12. Customers should form a line in front of the window. Customers visiting this window should NOT take a number.

Express Filings

The Express Window, which handles 2 documents/transactions or less, is located at window #14 along the side counter. Customers should form a line along the wall opposite of the window (some seating is available). Customers visiting this window should NOT take a number.

Other Civil Filings

For all other civil filings, customers must take a numbered ticket from the ticket dispenser upon arrival. Numbers will be called in consecutive order by the next available clerk. An LED sign will indicate the last number called. If you are not present when your number is called, the clerk will proceed to call the next number. Should you return after your number has been passed, you must take a new ticket from the ticket dispenser.

Note: Do not pull more than one numbered ticket. You may only be in possession of one numbered ticket at a time. You may not pull tickets and give them to other customers.

When you are called to a window, if you require a lowered counter, please let the clerk know and you will be assisted at Window #6, which is ADA accessible.

