



SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SACRAMENTO

**PUBLIC NOTICE**  
**CHANGE TO THE CIVIL TRIAL SETTING PROCESS**

Effective October 3, 2011, the Court will no longer conduct the Civil Trial Setting process by telephone. Civil litigants will instead utilize a new on-line process accessible on the Court's website.

Litigants referred to the Trial Setting Process are required to submit selected dates 60 days from the date of referral. Dates may be obtained by accessing the Court's website, <http://www.saccourt.ca.gov/civil/trial-setting.aspx>. Available dates will continue to be updated as necessary. Dates may also be obtained by accessing a pre-recorded message at (916) 874-6098.

Once the Settlement Conference and Trial Dates are selected, plaintiffs counsel must:

- 1) access the Court's website at <http://www.saccourt.ca.gov>
- 2) select "*Civil*"
- 3) select "*Trial Setting Process*"

You may also type the following link directly into your browser:

<http://www.saccourt.ca.gov/civil/trial-setting.aspx>

Counsel must then complete and submit the required form. Court staff will review submitted dates and respond via e-mail.

If you do not have access to the Internet, a Trial Setting Process form may be obtained at the Civil Records Counter (window 18) in Room 102 of the Gordon D. Schaber Courthouse.

If you need further assistance after reviewing the information on the Court's website <http://www.saccourt.ca.gov/civil/trial-setting.aspx> you may call the court's main telephone number (916) 874-5522 and select 2 for Civil.