



SUPERIOR COURT OF CALIFORNIA COUNTY OF SACRAMENTO

Gordon D. Schaber Courthouse Civil Filing Guidelines

GDS Civil Filing Information:

Civil filings may be filed at the front counter or placed in the Civil drop box at the Gordon D. Schaber Courthouse located at 720 9th Street, Room 102, Sacramento California. Please see Section 7, below, regarding the filing types that may be accepted at the Civil Front Counter. Any document not listed in Sections 7-10 shall be placed in the drop box for filing.

Mailing Address

Sacramento Superior Court
720 9th Street, Room 102
Sacramento, CA 95814

Phone Numbers and Hours of Operation:

Civil Main Line – 916-874-5522
Monday through Friday 8:30 a.m. to 4:00 p.m.

GDS Civil Location and Hours

Gordan D. Schaber Courthouse, Room 102
720 9th Street, Room 102
Sacramento, CA 95814

Front Counter Hours: Monday through Friday 8:30 a.m. to 4:00 p.m

Drop Box outside of Room 102: Monday through Friday 8:00 a.m. to 5:00 p.m

1. Writ of Mandate

- All hearing dates for Writ of Mandate filings must be reserved with the clerk of the assigned Writ of Mandate department prior to submitting any filings to the Court.
- Ex parte applications shall be made in conformity with California Rule of Court 3.1200, with the exception that the date, time and place for the hearing may be indicated as "TBD". Upon review of the ex parte filings by the assigned department, if the matter shall be set for hearing, applicant's counsel will be notified of the date, time and department for the hearing. Applicant's counsel shall then provide notice and comply with California Rules of Court 3.1203 and 3.1204.

2. Complex Civil Case Management and Complex Motion

- All hearing dates for complex civil case management and motion filings must be reserved in advance by contacting the clerk of the assigned complex civil department prior to submitting any filings to the Court. More information can be found on the Court's website at [Complex Civil Cases: Sacramento Superior Court](#).

3. Compromise Claims of Minors and Incompetent Persons

- Petitions to compromise the claim of a minor or incompetent person and any accompanying application for appointment of guardian ad litem shall be filed with the time, date, and department for the hearing listed as "TBD". If the Court determines that a hearing is necessary prior to approval, the Court will provide further notice to the parties regarding the scheduling of such hearing.

4. Presiding Judge Law and Motion

- All Presiding Judge Law and Motion filings shall be filed pursuant to Local Rule 1.05. All hearing dates for Presiding Judge Law and Motion filings must be reserved in advance by contacting the clerk Department 47 prior to submitting any filings to the Court.
- Ex parte applications shall be made in conformity with California Rule of Court 3.1200, with the

exception that the date, time, and place for the hearing may be indicated as “TBD”. Upon review of the ex parte filings by the assigned department, if the matter shall be set for hearing, applicant’s counsel will be notified of the date, time, and department for the hearing. Applicant’s counsel shall then provide notice and comply with California Rules of Court 3.1203 and 3.1204.

5. Order of Examination (OX)

- All hearing dates for an Order of Examination must be reserved in advance by contacting the clerk in Department 43 prior to submitting any filings to the Court.

6. Civil Trials and Mandatory Settlement Conferences

- Filings submitted for Civil trials and Mandatory Settlement Conferences shall comply with the following:
 - Long Cause Civil Trials – Please refer to Local Rules 2.95 through 2.99.04 (<https://www.saccourt.ca.gov/local-rules/docs/chapter-02.pdf>)
 - Short Cause Civil Trials - <https://www.saccourt.ca.gov/general/docs/public-notice-short-cause-civil-trial-calendar-011422.pdf>
 - Mandatory Settlement Conferences – Please refer to Local Rules 2.93 and 2.94 (<https://www.saccourt.ca.gov/civil/settlement-conference.aspx>)

7. The Gordon D. Schaber Civil Filing Counter ONLY accepts the following documents for filing:

- Application for Discovery Subpoena – Out of State
- Application and Order for Appearance and Examination
- Claim Opposing Forfeiture
- Civil Case Related Fees without accompanying documents
- Civil Harassment, Workplace Violence, Private Postsecondary School Violence, Firearms Restraining Order, Firearms Emergency Protective Order and related documents (specified window)
- Complex Pretrial Documents
- Court Reporter/Jury Fees
- Ex Parte Applications for Presiding Judge (Department 47)
- Labor Commissioner Appeals
- Limited Civil Pretrial Documents with a Hearing Date
- New Complaint for Unlawful Detainer (Unlimited Civil)
- Petition for Assignment of Case number (Claim for Uninsured Motorist)
- Petition for Assignment of Lottery Payments
- Petition for Voter Registration and any related subsequent documents
- Presiding Judge Law and Motion documents (Department 47)
- Subpoenas
- Summons – Resubmissions Only (Return Notice MUST be attached)
- Unlawful Detainer – Request to Set Case for Trial (Mandatory Judicial Council form UD-150, Request/Counter-Request to Set Case for Trial – Unlawful Detainer Only)
- Writs of Election and any related subsequent documents
- Writs of Mandate and any related subsequent documents

8. DOCUMENTS TO BE FILED DIRECTLY IN THE DEPARTMENT - (DO NOT place in a Gordon D. Schaber Civil Drop Box)

- Civil Trial and Post-Trial Motions - All motions, oppositions and replies for the following:
 - Motion in Limine
 - Motion for Judgment Not Withstanding the Verdict
 - Notice of Intent to Move for New Trial
 - Motion for New Trial
 - Peremptory Challenge
 - Any other documents as ordered by the Judge

9. CIVIL APPEALS DOCUMENTS - (DO NOT place in a Gordon D. Schaber Civil Drop Box)

- Civil Appeals Documents - Must be filed at the specified Civil Appeals Filing Counter Window

10. LAW AND MOTION DOCUMENTS (Dept. 53 and Dept. 54 Only – (DO NOT place in a Gordon D. Schaber Civil Drop Box)

- Must be filed at the Hall of Justice Building, 813 6th Street, Room 212 (2nd Floor), Sacramento, CA 95814. See the Civil Law and Motion Document Filing Guidelines for additional filing information.