



SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO

Gordon D. Schaber Courthouse Civil Filing Guidelines

Due to the COVID-19 pandemic, the civil clerk's office and civil filing counters located at the Gordon D. Schaber Courthouse and Hall of Justice Building remain closed to the public until further notice. For additional information regarding the status of court operations, including the Presiding Judge's orders pertaining to civil functions, please visit the Court's website at: www.saccourt.ca.gov/general/coronavirus.aspx.

GDS Civil Filing Information

Effective May 6, 2020, the Civil Division began processing civil filings as outlined below. All civil filings shall be submitted to the Court by mail (preferred) or by drop box. All documents placed in the drop box must be time-stamped. If properly submitted before 5:00 p.m., the documents will be deemed filed on the date of deposit. The drop box located in the Gordon D. Schaber Courthouse is available for anyone seeking to file civil documents with the Court, but shall not be used to file Civil Law and Motion (Departments 53/54) documents that should be filed in the Hall of Justice Building, 813 6th Street, Sacramento CA 95814.

Mailing Address:

Sacramento Superior Court
720 9th Street, Rm. 102
Sacramento, CA 95814

GDS Civil Filing Drop Box Location and Hours:

Gordon D. Schaber Courthouse (8th Street Entrance)
Monday through Friday 8:00 a.m. to 5:00 p.m.

Phone Numbers and Hours:

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

1. Civil Harassment Restraining Orders including Gun Violence Restraining Orders

- All completed requests for Civil Harassment Restraining Orders including Gun Violence Restraining Orders received by 11:30 a.m. will have orders available for pick-up at 4:00 p.m. the same business day. All completed requests received after 11:30 a.m. will have orders available for pick-up at 4:00 p.m. the next business day.
- The Order pick-up bin is located at the 8th Street entrance of the Gordon D. Schaber Courthouse.

2. 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.

3. Complex Civil Case Management

- All hearing dates for complex civil case management filings must be reserved in advance by contacting the clerk of the assigned complex civil case management department prior to submitting any filings to the Court.

4. 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.

5. 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.

6. 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.

7. Civil Trials and Mandatory Settlement Conferences

- Civil trials and Mandatory Settlement Conferences are currently being conducted according to the following protocols:
 - Civil Trials - <https://saccourt.ca.gov/general/docs/public-notice-civil-trial-process-amended-010521.pdf>
 - Mandatory Settlement Conferences - <https://saccourt.ca.gov/civil/settlement-conference.aspx>

8. Civil Case Management Program

- The Presiding Judge’s March 17, 2020 Order re: Implementation of Emergency Relief effectively vacated all scheduled case management conferences (CMC). The Court has implemented a phased process of resetting cases for Case Management Conferences. For details regarding the process, please see the Public Notice Re: Reopening of Case Management Program Departments & Continued Referral of Cases to COVID-19 Trial Setting Process at the following link:
<https://www.saccourt.ca.gov/general/docs/public-notice-reopening-of-cmp-and-further-referral-to-tsp-070721.pdf>

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