



SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO

Civil Law and Motion 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.

Civil Law and Motion Filing Information:

Effective May 6, 2020 the Civil Division began processing all Civil Filings as outlined below. All civil filings shall be submitted to the Court by mail (preferred) or by drop box.

Mailing Address:

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

Law and Motion Filing Drop Box Location and Hours:

Hall of Justice Building
813 6th Street, 1st Floor
Sacramento, CA 95814
Monday through Friday 8:30 a.m. to 5:00 p.m.

Phone Numbers and Hours:

Department 53 – 916-874-7858
Department 54 – 916-874-7848
Monday through Friday 8:30 a.m. to 2:00 p.m.

1. General Civil Law and Motion Calendar (Departments 53 and 54)

- All hearing dates must be reserved in advance by calling the clerk of the assigned Law and Motion Department prior to submitting moving documents to the Court.
- Department 54's calendar is heard Tuesday through Thursday at 9:00am.
- Department 53's calendar is heard Tuesday through Thursday at 1:30pm.

2. Ex Parte Applications for Law and Motion Requiring a Hearing Date

- Ex Parte Hearings must be reserved in advance by calling the clerk of the assigned Law and Motion Department, no later than 10:00 a.m. on the court day prior to the reserved Ex Parte hearing date.
- An Ex Parte Hearing reservation cannot be made without having an assigned case number.
- All Ex Parte Applications, supporting documents, and appropriate filing fees shall be submitted for filing in the Law and Motion drop box, no later than 4:00 p.m. on the court day prior to the hearing.
- Any Ex Parte Application submitted without a reserved hearing date will be subject to rejection.

3. New Complaint with Accompanying Ex Parte Application for Law and Motion Requiring a Hearing Date

- Due to the Court's Ex Parte Hearing reservation requirements listed above in section two, new complaints and Ex Parte Applications requiring a hearing may not be submitted together for filing.
- A case number must be obtained prior to reserving an Ex Parte hearing by submitting the case initiating documents for filing either by mail or in the Law and Motion drop box. Filing parties may use the Court's Public Case Access Site at <https://services.saccourt.ca.gov/PublicCaseAccess/> to search for the case number in lieu of waiting to receive the file endorsed copies.

Please Note: The Court requires at least 24 hours from the time of receipt for documents to be processed.

- Once a case number has been obtained, parties may proceed with the reserving and filing of the Ex Parte Application in accordance with the requirements listed above in section two.

4. Petition for Change of Name/Gender

- Assistance with completion of forms and general information may be obtained through the Civil Self Help Center by telephone or email. Please visit the following link for details: <https://www.saccourt.ca.gov/civil/self-help-services.aspx>

5. Tentative Rulings and Appearances

- Consistent with Local Rule 1.06, a tentative ruling will be published to the Court's website at 2:00 p.m. on the court day before the matter is heard.
- To request oral argument on a matter, parties must call the department by 4:00 p.m. the court day before the hearing and leave a voice mail message with all of the information specified in the voice mail greeting. Parties are further required to notify all opposing parties of the oral argument request.
- All hearings will be conducted remotely via the videoconferencing application Zoom. No in-person appearances will be permitted.

For additional information regarding the status of court operations, including the Presiding Judge's orders pertaining to available civil functions, please visit the Court's website at:

www.saccourt.ca.gov/general/coronavirus.aspx.