



**SUPERIOR COURT OF CALIFORNIA**  
**County of Sacramento**  
**720 Ninth Street ~ Room 102**  
**Sacramento, CA 95814-1380**  
**(916) 874-5522—Website [www.saccourt.com](http://www.saccourt.com)**

## **Public Notice**

### **Filings for Complex Cases Assigned to Department 35**

The filing procedures for complex cases assigned to Department 35 are changing effective May 1, 2017. The new procedures are as follows:

- 1. The following documents shall be filed directly in Department 35:**
  - Any documents as ordered by the assigned judge.
  - Civil Trial and Post-Trial Motions, oppositions and replies.
  - Documents for trials and final pretrial readiness conferences.
  
- 2. The following documents shall be dropped for processing at Window# 9 located in Room 102.**
  - Motions for Class Certification and related filings.
  - Motions for Complex designation.
  - Motions or stipulations strictly related to case management such as stipulations to appoint a special master or referee.
  - Case Management Statements.
  - Proposed Case Management Orders and objections thereto.
  - Referee or Special Master Recommendations and objections thereto.
  - Request for Continuance.
  - Request for Dismissal.
  - Notice of Dropping a Pending Matter.

**For any motion or ex parte requiring a hearing please contact Department 35 to reserve your hearing date and time.**

- 3. All other filings for Complex Cases assigned to Department 35 shall be dropped via the Civil Filing Drop Box in Room 102 or at Window #9 with the following exception: Law & Motion documents shall be filed at the Law & Motion Civil Filing Window located at the Hall of Justice Building, 813 6<sup>th</sup> Street – Second Floor, Sacramento, CA 95814.**