

Packet reviewed by: _____

Date: _____

Sacramento Superior Court – Civil Law and Motion Document Drop-Off Sheet

813 6th Street, Room 212 (2nd Floor), Sacramento, CA 95814

PLEASE NOTE: A SEPARATE SHEET MUST BE COMPLETED AND ATTACHED TO EACH SORTED BUNDLE.
The last page of the original and each copy of the filing must be time/date stamped.

Contact Name: _____ Contact Phone #: _____

Check this box if this case has a scheduled Law and Motion Hearing in Departments 53/54 and indicate the hearing date _____

Return Documents by Mail to _____
 (Full Name and Address)

Place Documents in Attorney Box under: (Attorneys/Law Offices only) _____)

Method of Fee(s) Payment: Check Credit Card Fee Waiver(s) Attached **Do not place cash in the drop box.*

Number of Documents	Document Name	Number of Documents	Document Name
	Applications – Law and Motion ONLY (Dept. 53/54)		Petition for Approval for Transfer of Structured Settlement Payment Rights
	Ex Parte Applications - Law and Motion ONLY (Dept. 53/54)		
	Fees – Court Reporter Fees (\$30.00 fee)		Petition for Unresolved Deposit of Undistributed Surplus Proceeds of Trustee Sale Proceeds of Trustee Sale
	Motions – Law and Motion ONLY (Dept. 53/54)		
	New Complaint with accompanying Notice of Pendency of Action		Petition for Change of Name and/or Gender – Designated Window Open Tuesday to Friday, 8:30 a.m. – 12:00 p.m.
	New Complaint with accompanying Temporary Restraining Order		Stipulations/Orders – Law and Motion ONLY (Dept. 53/54)
	Petition to Allow Late Claim for Relief from Government Code Section 945 or 946.6		Other:
	Petition to Confirm, Correct, Vacate or Compel Contractual Arbitration		

All PRESIDING JUDGE Law and Motion documents (Dept. 47) and any Non-Law and Motion documents MUST be filed at the Gordon D. Schaber Courthouse, 720 9th Street, Sacto., CA 95814.

For Civil Document Filing Locations, see the Civil Document Filing Guidelines at www.saccourt.ca.gov.