FAMILY LAW & PROBATE DROP BOX

The Family Law and Probate drop box is available between 8:00 a.m. and 4:00 p.m., Mondays through Friday, except for Court holidays.

You <u>MUST INCLUDE</u> a self-addressed stamped envelope (SASE) with up to two (2) copies for the return of any conformed copies. If a SASE is not included, or there is insufficient postage, copies and/or rejected documents will be held by the clerk on the 4th Floor. <u>Copies not picked up within 30</u> days will be shredded.

The following guidelines are established for using the drop box:

- 1. Any documents placed in the drop box by 4:00 p.m., if accepted for filing after review by the clerk, will be deemed filed that same day. [See CRC, Rule 2.210(b).]
- 2. Any documents deposited after 4:00 p.m., if accepted for filing after review by the clerk, will be filed and processed on the next Court business day.
- 3. Incomplete documents or documents deposited in error will be rejected and will not be deemed filed.
- 4. Please include the proper fees, payable by **check**, **money order**, or **credit card** payment. **DO NOT** deposit cash in the drop box. Please make checks or money orders payable to **San Joaquin County Superior Court**. To pay by credit card, use the Drop Box Authorization Form provided below. This form is also available on the Court's website.
- 5. Make sure your original document and copies are placed in a sealed envelope or securely clipped together.
- 6. Please retain a copy of the documents you place in the drop box for your records.

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