STOCKTON COURT CIVIL DIVISION COUNTER FILING GUIDELINES

- Customers with multiple filings: Please note that the civil filing policy is to allow a maximum of ***three (3) new cases and five (5) miscellaneous*** documents to be filed at a time. If you have additional filings, you will need to obtain a new kiosk ticket to be called to the window again.

- Customers may not obtain a kiosk ticket after 5:00 p.m. If you obtain a kiosk ticket by 5:00 p.m. the counter clerk will wait on you and finish your work which may consist of up to ***three (3) new cases and five (5) miscellaneous documents.*** Once the clerk has completed those items, and it is after 5:00 p.m. you will need to return another time during regular business hours.

- Customers may not occupy more than one clerk's window at a time.

- Please do not use your cell phone while at the clerk's window.

- Pursuant to Local Rule 3-100, unless otherwise required by law the clerk's office will conform a maximum of two (2) copies.

- Documents for existing cases should have the Judicial Officer's name or Department Number listed under the assigned case number to ensure timely processing.

- Courtesy Copies for Dedicated Civil Departments 10A, 10B, 10C, 10D & 11B are to be placed in the drop boxes installed on the 10th and 11th floor. (See Local Rule 3-117 for additional information regarding courtesy copies).

- **ALL CIVIL** Requests for Defaults, Dismissals, Writs (except Unlawful Detainer Writs for Possession), Abstracts and Renewals of Judgments are not processed at the counters as these documents may require additional research to ensure they are being filed properly. These documents are required to be dropped in the basket at counter 7. The basket is removed promptly at 5:00 p.m. daily. Filings with pending hearings within the week will take priority in processing.

- **ALL UNLAWFUL DETAINER** Clerks Default Judgments for Possession of the Premises are not processed at the counters. Documents may be left with the counter clerk for processing and will be ready after 1:00 p.m. the following business day from the date filed.

- Documents ready for pick up will be placed in the lateral file cabinet located on the 2nd floor next to the civil counters. Documents not picked up within 30 days will be destroyed. (***Couriers – each submission must have its own separate cover/transmittal sheet for return for each case.)***

- ***If you prefer to have your documents returned by mail, you must provide a self-addressed, stamped envelope with proper postage.***

AMENDED 8/2019