

## **San Joaquin County Superior Court Fourth Floor Counter Filing Guidelines**

- Customers with multiple filings: Please note that the 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 4:00 PM. If you obtain a kiosk ticket before 4:00 PM the counter clerk will wait on you and finish your work which may consist up to **three (3) new cases and five (5) miscellaneous documents.**
- 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.
- All **FAMILY LAW** Request for Defaults, Judgments, Dismissals, Writs, Abstracts, RFO w/temp orders, At-Issue Memorandums, Findings and Order After Hearings will not be processed at the counter. These documents will be returned via pick up box. **If you prefer to have your documents returned by mail, you must provide an envelope large enough to contain all returned copies. It must be self-addressed with sufficient postage.**
- Documents ready for pick up will be placed in the filing cabinet for Attorney's/Courier's. All pro per filings must be picked up from the clerk's windows between 8:00 AM and 12:00 PM and 1:00 PM and 4:00 PM. 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.**