

Civil, Appeals & Dependency Clerk's Office Drop Box

The Civil, Appeals & Dependency drop box is available between 8:00 am and 4:00 pm.

Documents placed in the drop box by 4:00 pm are deemed filed the same day. See CRC 2.210(b)

You must include a self-addressed stamped envelope with up to two (2) copies for the return of any conformed copies. If a SASE is not included, or does not have enough postage, copies will be placed in the pickup cabinet located at the Information Desk on the 1st Floor.

Copies not picked up from the pickup cabinet within 30 days will be shredded.

Please include the proper fees, payable by check or money order to: Superior Court.

You may also pay by credit card, using the Drop Box Authorization Form provided below. This form is also available on the court's website.

Please make sure your payment is secured to your documents before placing them in the drop box.

Do not place cash in the drop box.

California Rules of Court

Rule 2.210 Drop box for filing documents

(a) Use of drop box

Whenever a clerk's office filing counter is closed at any time between 8:30 a.m. and 4:00 p.m. on a court day, the court must provide a drop box for depositing documents to be filed with the clerk. A court may provide a drop box during other times.

(b) Documents deemed filed on day of deposit

Any document deposited in a court's drop box up to and including 4:00 p.m. on a court day is deemed to have been deposited for filing on that day. A court may provide for same-day filing of a document deposited in its drop box after 4:00 p.m. on a court day. If so, the court must give notice of the deadline for same-day filing of a document deposited in its drop box.

(c) Documents deemed filed on next court day

Any document deposited in a court's drop box is deemed to have been deposited for filing on the next court day if:

- (1) It is deposited on a court day after 4:00 p.m. or after the deadline for same-day filing if a court provides for a later time; or
- (2) It is deposited on a judicial holiday.

(Subd (c) amended effective January 1, 2007.)

(d) Date and time documents deposited

A court must have a means of determining whether a document was deposited in the drop box by 4:00 p.m., or after the deadline for same-day filing if a court provides for a later time, on a court day.

Rule 2.210 amended and renumbered effective January 1, 2007; adopted as rule 201.6 effective January 1, 2005.

Advisory Committee Comment

The notice required by (b) may be provided by the same means a court provides notice of its clerk's office hours. The means of providing notice may include the following: information on the court's Web site, a local rule provision, a notice in a legal newspaper, a sign in the clerk's office, or a sign near the drop box.