

1 SUPERIOR COURT
2 COUNTY OF SAN BERNARDINO
247 West Third Street, Eleventh Floor
San Bernardino, CA 92415-0302

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8 **IN THE SUPERIOR COURT OF THE STATE OF CALIFORNIA**
9 **FOR THE COUNTY OF SAN BERNARDINO**

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11 IN RE:

12 REDUCING CLERK'S HOURS

13 } GENERAL ORDER OF THE
14 } PRESIDING JUDGE
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17 California faces unprecedented budgetary challenges resulting from the
18 economic downturn and uncertainty caused by the Coronavirus (COVID-19) pandemic.
19 To address a projected \$54.3 billion state budget gap and subsequent recession,
20 Governor Gavin Newsom signed a Fiscal Year (FY) 2020-2021 state budget that
21 included budget reductions throughout state government, including the judicial branch.
22 As a direct result of these state funding challenges, the San Bernardino Superior Court
23 projects a significant budget deficit that will impact how the court conducts its day-to-
24 day business operations. Specifically, a significant reduction in staffing will delay the
25 court's ability to provide services, and as a result, increase case processing backlogs.

26 After careful deliberation, the Presiding Judge has concluded that reducing the
27 clerk's office hours is a necessary part of the court's reasonable and measured plan to
28 manage extremely difficult financial challenges while minimizing the impact on the

1 citizens of San Bernardino County and providing equal access to the court. As
2 alternatives to in-person clerk's office visits, there are various remote options for
3 conducting court business, as summarized below:

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- 5 • Drop boxes – In accordance with California Rule of Court, rule 2.210, each
6 courthouse will have drop boxes for filing papers Monday through Friday from
7 8:00 a.m. until 4 p.m. Any document deposited in a court's drop box by 4:00 p.m.
8 on a court day is deemed to have been deposited for filing on that day. Any
9 document deposited in a court's drop box (1) on a court day after 4:00 p.m. or (2)
10 on a judicial holiday is deemed to have been deposited for filing on the next court
11 day. No cash payments are accepted via drop box.
- 12 • TurboCourt – In accordance with California Rule of Court, rule 2.253, court
13 users may also access the court through TurboCourt which permits court users
14 to prepare and submit documents to the court electronically.
- 15 • Fax filing – In accordance with California Rules of Court, rule 2.300 et seq.,
16 court users may file documents by facsimile.
- 17 • Online options – Court users may access case information and make fine or
18 fee payments through the court's online Case Search and Calendar Search
19 portal and payment system (Portal).

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21 These options are not available for all case types. Specific information on remote
22 options for various case types can be found on the court's website at www.sb-court.org.

23 Pursuant to California Rules of Court, rule 10.603, the court HEREBY ORDERS
24 AS FOLLOWS:

25 Beginning December 1, 2020 and continuing until further notice, all clerk's offices
26 of the Superior Court of California, County of San Bernardino will reduce public service
27 hours of operation on court days from 8:00 a.m. to 4:00 p.m., Monday through Friday,

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1 to 8:00 a.m. to 2:00 p.m., Monday through Friday.

2 Dated: December 1, 2020

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5 Michael A. Sachs
6 Presiding Judge of the Superior Court

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